# YHC Important Numbers

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<th>SERVICE</th>
<th>PHONE</th>
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<tr>
<td><strong>YHC Police</strong></td>
<td><strong>Day/Night:</strong></td>
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<td>706-896-7460</td>
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<td><strong>Emergency:</strong></td>
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<td><strong>On-Call Residence Life Coordinator:</strong></td>
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<td><strong>On-Call Resident Assistant (RA):</strong></td>
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<td>Appleby Complex &amp; Rollins</td>
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<td>Enotah &amp; Manget</td>
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<td>The Towers &amp; Hillgrove</td>
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<td>The Village</td>
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<td><strong>On-Call Nurse</strong></td>
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<td><strong>On-Call Counselor</strong></td>
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<td><strong>Title IX Coordinator</strong></td>
<td><strong>Director of Human Resources</strong></td>
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<td><strong>Support in Abusive Family Emergencies Inc.</strong></td>
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<td>Art Gallery</td>
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<td>Athletics</td>
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<td>Campus Dining</td>
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<td>Maintenance, Housekeeping &amp; Grounds</td>
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<td>Student Development Office</td>
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ABOUT THIS GUIDE

The *Guide to Student Life* serves as a resource and reference guide for your journey of learning and personal development at Young Harris College. We encourage you to take advantage of the many services and programs offered by the faculty and staff that are designed to enhance your overall college experience. The administration and Board of Trustees at Young Harris College believe that one of their primary responsibilities is to encourage the development and maintenance of an environment within the YHC community which best permits the institution and its students to realize their goals. Most of these expectations center on policies and procedures that establish and maintain a safe and healthy campus, provide an environment that is conducive to learning and personal development, support and reflect local, state, and national laws, provide equal opportunities for all students, and reflect principles of shared responsibility.

The *Guide to Student Life* is divided into multiple sections:

- **A Tradition of Excellence** which gives an overview of the institution including the history, goals, values, and mission statement of the College.
- **Campus Information** which gives a detailed list of the many programs and services offered by the College to help students succeed academically and socially.
- **Student Life Policies** which outlines important policies and procedures relevant to student life including subsections for Campus Activities, Residence Life, and Student Organizations. These policies and procedures are in addition to the academic expectations and responsibilities of students, and each student is responsible for knowing, observing, and adhering to all student life policies and procedures.
- **Student Code of Conduct** educates the YHC community about the institution’s expectations and student rights and responsibilities. It creates a standard by which students are expected to conduct themselves that is consistent with the educational goals of the College.
- **Calendar of Events** Students are able to use the 52-week calendar to help balance their busy lives and keep up with important events such as classes, assignments, tests, organizational meetings, road trips, and sleep.

We look forward to working with you in many ways as you begin or continue your Young Harris College experience; and what an experience it can be! The proud tradition of academic challenge and achievement, the success of our athletic teams, the many quality programs and activities offered through the student development program, the beautiful environment of the campus and the North Georgia Mountains combine to make this place very special. Have a great year!

**Examination and Revision**

The policies of Young Harris College are under continual examination and revision. *The Guide to Student Life* is not a contract; it merely presents the policies in effect at the time of publication and in no way guarantees that the information contained herein will not change. For the most current policies and information go to [www.yhc.edu/gsl](http://www.yhc.edu/gsl) which we encourage you to review regularly.
A TRADITION OF EXCELLENCE

Young Harris College is a private, residential, liberal arts, institution located in the southern Appalachian region. The College is affiliated with the United Methodist Church and students from all backgrounds are welcome.

The History of Young Harris College

Young Harris College was conceived in the mind of a circuit-riding Methodist minister, Rev. Artemas Lester, and it was through his efforts that the institution became a reality. The College was started in 1886 as the McTyeire Institute with the purpose of providing the first and only educational opportunities to the residents of the isolated area in the Blue Ridge Mountains. Judge Young L. G. Harris of Athens, Georgia, contributed to the financial needs of the school when it became evident during its first year of existence that it would not continue without financial support. After 1886, Judge Harris continued to contribute substantially to the College each year.

In 1891 the name of the school was official changed to Young L.G. Harris College to honor its first great benefactor. The name of the surrounding village was later changed to Young Harris by an act of the Georgia legislature.

In 1931 Young Harris College was accepted for accreditation by the Southern Association of Colleges and Schools Commission on College. At that time, YHC only offered terminal college diplomas and college prep diplomas for those planning to continue at the baccalaureate level.

Throughout the years, the College has survived by being flexible. It has served as a two (2) year institution, a high school, and has created and replaced courses and programs as the needs of its students changed. In 2007, the Board of Trustees charged then incoming president, Cathy Cox, to return the College to a four (4) year institution. In December 2008, Young Harris College received accreditation as a baccalaureate-granting institution, offering majors in Biology, Business and Public Policy, English and Music.

From its beginning, Young Harris College was more than just a school for young men and women of the mountains. Because of its academic standing and Christian tradition, it attracted students from across Georgia, the Southeast and, in due time, from foreign countries. Today its student body is drawn from Georgia, other states, and dozens of foreign countries. Young Harris College sends back to these places, to quote a graduate, “...men and women able to serve their communities and their God, for in the mountain college of North Georgia they found a place in society and faith to live by.”

Goals

Young Harris College will:

• Educate students through a comprehensive liberal arts experience.
• Challenge students through innovative academic, cultural, athletic and spiritual programs.
• Recruit and retain excellent students, faculty, and staff.
• Empower students, faculty, and staff to reach their full potential.
• Increase significantly the College’s financial resources and facilities to support growth and development.
• Contribute to the quality of life of our local community.

Values
Young Harris College Values:

Truth
• Truth and its unfettered pursuit through intellectual inquiry.
• Integrity in all aspects of academic, professional, and personal life.

The Liberal Arts
• Open-minded and inquisitive learners.
• The liberal arts model of higher education and its role in transforming students.

Heritage
• Its historic affiliation with the United Methodist Church and the Wesleyan tradition of higher education which seeks to develop both a trained mind and a warm heart.
• Academic freedom, affirmation of the dignity and worth of all persons, moral integrity, and support for the spiritual journeys of the members of our college community.

Community
• The relationships engendered through a small and diverse campus community.
• The support provided by our faculty, staff, trustees, alumni, and friends.
• The natural world and the cultural traditions and rich history of the Appalachian region.

Citizenship
• Our personal and collective responsibilities as citizens in service to society.
• The role of leadership dedicated to creating a sustainable, just, and caring society.

Mission Statement
Our educators, students, and administrators believe in a lifelong drive to “Educate, Inspire, and Empower.”

Educate:  Young Harris College seeks to be recognized in the Southeast as an institution that, through its liberal arts education, encourages students to be intellectually curious. The College will educate the whole person through a comprehensive program of classroom, residential, and extra-curricular experiences. Faculty and staff will be active lifelong learners, and the College will support their intellectual and professional development. The College will examine its processes and learn not only from itself, but also remain involved with the academy at-large. The College will
embrace emerging technology and pedagogical innovations.

**Inspire:**  Young Harris College will be inclusive in character, providing opportunities for the development of faith through study, worship, and service. The College will take advantage of its mountain setting, incorporating the heritage and natural environment in both academics and student programming. The College will provide diverse educational, recreational, social and cultural experiences for its students and the surrounding community.

**Empower:**  Young Harris College will prepare its students to exercise mature and independent moral judgment in an ever-changing and diverse world. The College will challenge students to find and develop their particular talents, skills, and abilities. The College will provide opportunities for students to interact with others from diverse backgrounds, thus preparing them for responsible citizenship. The Young Harris College experience will exemplify environmental awareness, stewardship, and service to the community.

**Accreditation**

Young Harris College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Young Harris College.

Young Harris College is an accredited institutional member of the National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, Virginia 20190, 703-437-0700.

Young Harris College is endorsed by the University Senate of the United Methodist Church as an affiliated United Methodist institution.

The Teacher Preparation Program at Young Harris College is approved by the Georgia Professional Standards Commission, 2 Peachtree Street, Suite 6000, Atlanta, Georgia 30303, (404) 232-2500.
CAMPUS INFORMATION

Athletics: 706-379-5218

Young Harris College is a member of the NCAA and the Peach Belt Conference. Young Harris College participates in baseball, men’s and women’s basketball, competitive cheerleading, men’s and women’s cross country, men’s and women’s golf, men’s and women’s lacrosse, men’s and women’s soccer, softball, and men’s and women’s tennis. These teams play a full schedule and compete against other colleges and universities in the NCAA. General information concerning these teams may be obtained from the Director of Athletics and/or team coaches.

Bookstore: 706-379-5032

The Young Harris College Bookstore, operated by Follett, is located on the lower level of Sharp Hall. The bookstore offers all textbooks and supplies YHC students need for their courses as well as a variety of apparel and other Young Harris College merchandise. The Bookstore is open Monday – Thursday 8:30 a.m. to 5:00 p.m., Friday, 8:30 a.m. to 5:00 p.m., Saturday 11:00 a.m. to 3 p.m.

Campus Activities: 706-379-5110

The mission of the Office of Campus Activities is to provide YHC students with different opportunities to become involved both on and off campus. The office complements the College’s academic programs by seeking to enhance the overall educational experience of students through the development of, exposure to, and participation in various social and cultural events.

For most students, a significant factor in the successful attainment of a college education is the manner in which time outside the classroom is utilized. The fact that Young Harris College makes available to students a number of social, recreational, cultural, and academic opportunities implies a firm belief in the value of extra-curricular educational experiences. One important phase of a student’s learning can be participation in student organizations, where the opportunity is offered to form friendships, work with others of varying backgrounds, assume leadership, and explore shared interests.

For more information on the variety of extra-curricular educational experiences offered at YHC, please stop by the Office of Campus Activities located in the Student Organization Loft in the Rollins Campus Center.

Campus Gate Art Gallery: 706-379-5114

The Campus Gate Art Gallery provides a great source of cultural enrichment to the YHC campus and surrounding communities. The gallery is a beautifully restored building located on College Street next to the U.S. Post Office. Throughout the year, the Gallery hosts exhibitions by professional artists as well as a juried student exhibition at the end of the spring semester. Following each exhibition is a reception where guests can meet and mingle with the exhibiting artist and discuss the artwork displayed in the exhibit. All exhibitions and receptions are free and open to the public. The gallery hours are Monday-Friday, 9:00 a.m.-5:00 p.m.
Communications and Marketing: 706-379-5310
The Office of Communications and Marketing disseminates news and information about Young Harris College to the media and to the public. Hometown news releases can be provided to students’ hometown newspapers upon request regarding both academic and extracurricular achievements. Such achievements include: academic and leadership awards; Commencement announcements; inclusion on the Dean’s List and President’s Lists; honor society inductions; participation in fine arts events and performances; and other noteworthy involvements. Students who wish to have hometown news releases distributed should complete the Parent and Newspaper Information Form that is distributed during the START Orientation sessions. This form is also available online through YHC Connect or in the Student Development Office. The Office of Communications and Marketing cannot guarantee that any newspaper or media outlet will publish news releases provided by the College. Students are encouraged to contact their hometown newspapers and request that such releases be published in a timely manner.

Common Reading Program: 706-379-5109
YHC’s common reading program is a first year experience initiative that brings together the campus community by requiring all first year students to read a common book. It allows new students to participate in a shared academic experience that encourages community dialogue and personal reflection with their peers as well as with faculty and staff. Each year a book is chosen with input from the campus community, and the themes of the book are integrated into a number of activities both inside and outside of the classroom throughout the academic year.

Counseling and Psychological Services (CAPS): 706-379-5167/404-630-3764
Students looking for assistance with personal difficulties or who are attempting to cope with one of life’s ongoing challenges are encouraged to meet with the College Counselor. Counseling services, provided by a National Board Certified, Licensed Professional Counselor, are free and confidential. Any student needing assistance beyond the professional capabilities of the Counselor will be referred to community agencies or private professionals. The CAPS Center also provides public outreach programs held in the residence halls, classrooms, at club meetings, and in other similar settings. While emergency and crisis situations are given top priority, no problem is too small for consideration. The Vice President for Student Development, Assistant Dean of Students, Campus Chaplain, Residence Life Coordinators, members of the faculty, and other College employees are also available to aid students in making the necessary social and academic adjustments. The CAPS office is located on the lower level of Appleby Center along with Health and Wellness Services.

Dining Services: 706-379-5359
Young Harris College offers a program of nutritious and balanced meals for students at convenient times throughout the day and night. Students must present their YHC One Card upon entering the Grace Rollins Dining Hall. Under no circumstances should a student allow anyone else to use his or her YHC One Card, share food and/or beverages with nonpaying students or guests, misuse or remove food, beverages, dishes, or other equipment from the Dining Hall. Appropriate behavior is expected at all times. All freshmen are required to purchase an unlimited meal plan. Changes to meal plans by sophomores, juniors, and seniors must be made no later than two weeks after the beginning of the semester.
**Guest Meals:** Guests and parents of students may eat in the Dining Hall. Payment for meals shall be made upon entering the facility. Students are responsible for the actions of their guests at all times.

**Meals for Commuters:** Commuters must purchase $75 worth of dining dollars for use in the Dining Hall.

Daily menus, hours of operation, catering guides, and other information may be viewed by opening the Dining tab on YHC Connect.

**Financial Aid Office: 706-379-5162**

The financial aid process can be tedious and confusing. Students and their parents are welcome to contact the Financial Aid Office for help understanding and completing the college financial aid process. The Financial Aid Office can also help students complete and file the FAFSA form, understand the loan process, and answer any other financial aid questions students and parents may have. The YHC Financial Aid Office is located in the lower level of the Pruitt-Barrett Administration Building. If special circumstances develop, students are encouraged to contact a financial aid counselor as soon as possible. The office offers advising in educational loans, loan repayment information, and can also counsel students about the criteria needed to continue receiving need-based and merit-based scholarships such as the HOPE Scholarship and YHC Academic Scholarships. It is important for students to speak with a financial aid counselor when considering dropping a class, or repeating a class because of the affect it may have on their financial aid award. Every student is encouraged to learn how to calculate his or her GPA.

**Health and Wellness Services: 706-379-5160/706-897-6228**

The Student Health Clinic, located on the ground floor of Appleby Center, is staffed by a Registered Nurse and is open to all resident and commuting students. The Clinic provides a variety of services, including:

- An exam by an RN in case of illness or injury with referral to local health care providers as necessary;
- First Aid treatment for injuries;
- Free loans of crutches, heating pads, cold packs, knee, ankle and wrist supports, etc.; and
- Non-prescription medicines

A local physician serves as Medical Director of Health & Wellness Services and provides oversight of all clinic services and consults with the Nurse Director as needed.

The College reserves the right to call emergency responders for any student should the need arise. If hospitalization is necessary, students are admitted to Chatuge Regional Hospital in Hiawassee or Union General Hospital in Blairsville. In cases of major illness, students may be referred to another facility, preferably one close to the student’s home. College officials also reserve the right to contact parents or authorities in cases of medical emergencies as allowed by law.
**Hours**
The Clinic is open from 8:00 a.m. – 5:00 p.m., Monday through Friday. Walk-in appointments are accepted, but students may also schedule appointments by calling the Clinic at 706-379-5160. Messages left on voicemail are automatically forwarded to the on-call nurse’s cell phone. Students who need non-emergency medical care when the Clinic is closed, should contact a Residence Life Coordinator or Resident Assistant who will assist the student in contacting the nurse or procuring medical attention in the local community.

**In Case of Emergency**
Call the local EMS by dialing 911.

**Medical Insurance Coverage**
All students are required to have medical insurance coverage in compliance with the Affordable Care Act. International students are required to purchase an international student medical insurance policy that is effective prior to entering the United States and remains in effect until the student arrives back in his or her home country. Questions about medical insurance coverage should be referred to the Director of Health and Wellness Services at 706-379-5160 or lkniess@yhc.edu.

**Privacy of Medical Records**
The College complies with all legal and ethical obligations to safeguard personal health information. Young Harris College Health and Wellness Services will only release or disclose the Protected Health Information (PHI) of students in a manner that is consistent with ethical and legal obligations to protect the medical privacy of persons who have a PHI on file in the Clinic.

**Honor Code/Honor Council: 706-379-5171**
The Honor Code is the keystone of student life at Young Harris College. At its heart, the Honor Code asks each member of the College community to be a person of integrity. Students are expected to act with honest and to adhere to the highest standards of moral and ethical values in all facets of academic and campus life. When students join the community, they affirm this commitment in a formal ceremony that takes place at the beginning of the academic year. All violations of the Honor Code are adjudicated promptly and fairly by the Honor Council. More information on the Honor Council and the full Honor Code can be found at [www.yhc.edu/honor](http://www.yhc.edu/honor).

**Honors Program: 706-379-5333**
The Young Harris College Honors program celebrates the mission and values of Young Harris College, and provides a distinctive learning environment for high-achieving students. Students in the Honors Program enjoy priority registration and participate in multi-disciplinary, special-topics courses designed exclusively for the program, as well as Honors sections of some core courses. Program participation also includes opportunities for academic scholarships, research support, and special opportunities for travel. Ultimately, students may earn an Honors degree in their major program of study.
Admissions Process for Incoming Freshmen
Prospective students meeting the minimum requirements are invited to join the Honors Program prior to enrolling at the College. They are not required to complete a separate application for admission to the Program, but they may be invited to submit materials to compete for additional academic scholarships awarded through the Honors Program.

Admissions Process for Current Students
Students who do not enter the YHC Honors Program as first-semester freshman, but wish to join after enrolling at the College may apply online through the Honors Program web application. Students wishing to enter the Honors Program should have a cumulative YHC GPA of 3.5 or better, submit three (3) letters of reference from YHC faculty and staff, and apply before they have completed 90 credit hours. Applications are accepted in January for the next academic year.

Information Technology: 706-379-5212
The Office of Information Technology seeks to enhance the liberal arts experience by integrating and supporting appropriate technological solutions for all aspects of the campus community. IT provides services in four core areas: individual computer support, network/telecommunications, information Systems, and instructional technology.

Available Technology:
- Wireless: Wireless connectivity is available in most areas of campus.
- Email: All students are provided with a network login and email address via Microsoft’s hosted email service called Office 365.
- Computers: Computers are available in the Zell and Shirley Miller Library, the Student Success Center, and specific computer labs related to academic disciplines.
- Passwords: Passwords expire every 90 days and can be reset by going to https://changemypassword.yhc.edu.

Technology Support
Any student who needs help connecting to the campus wired or wireless network, YHC email, or internet access is urged to call, email (helpdesk@yhc.edu), or drop by the IT Helpdesk located in the Pruitt-Barrett Building. Information Technology does not work on student owned computers or devices, and does not remove viruses. Information Technology will provide information on removing viruses or answers questions related to computer problems.

Intramural Sports: 706-379-4472
Intramural sports offer an expanded variety of team and individual activities for students, staff, and faculty. Leagues and tournaments offer opportunities for competitive play in a safe environment while also providing an opportunity for students to stay active, make new friends, and have fun! YHC is affiliated with IMLeagues, a sports site that helps facilitate intramural leagues at Young Harris College. IMLeagues gives students the ability to set up sports leagues, schedule games, track players and statistics, run group leagues, send mass notifications on cancellations, and create team pages.
For additional information on intramural sports contact the Recreation and Fitness Center.

Lost & Found: 706-379-4570
Any found, unclaimed property can be turned in to the YHC Police Department located in Manget Hall. The Police Department will make every effort to process and return any found item to its rightful owner. A record will be maintained of all lost and found items processed through the department, and all unclaimed items will be held for 60 days before being discarded or donated to a charitable organization.

Mail: 706-379-3240
The U.S. Post Office for the city of Young Harris is located near the front of campus on College Street. All students are encouraged to obtain a P.O. Box from the Young Harris Post Office when they arrive on campus so that they can receive mail. A small box may be rented for a year or 6 months for a nominal fee. The Young Harris Post Office is maintained by the United States Postal Service, not the College. Keys must be returned to that location upon completion of the rental period.

If a student does not have a P.O. Box, he or she is still able to receive packages. Items must be addressed to 1 College Street, Young Harris, GA 30582. The Business Office will notify students via email when they receive a package. Packages may be picked up Monday through Friday from 8:00 a.m. – 5:00 p.m. with a student ID.

Orientation Programs – START & Welcome Week: 706-379-5200
The START (Students Together for Advising, Registration, and Transition) program is a collaborative effort designed to help ensure a smooth transition to Young Harris College for both new students and their families. The intent of the program is to prepare students for their academic pursuits as well as initiate their integration into YHC’s intellectual, cultural, and social climate. All new students (first year and transfer) are required to attend a START orientation session prior to the start of classes. Information is provided to help students and their families learn about policies, procedures, academics, and life on campus. Welcome Week is designed to supplement the START program and occurs the 3 days prior to the beginning of the fall semester so that students are fully prepared to begin the academic year.

Performance Opportunities: 706-379-5182
All ensembles and productions of the Division of Fine Arts are open to all Young Harris College students regardless of major. Students may audition for a part on stage or behind the scenes for all theatre and musical theatre productions. YHC students from any major are also invited to participate in The Concert Choir, The Compulsive Lyres (men’s a cappella group), Southern Harmony (women’s a cappella group), The College/Community Concert Band, The Wind Ensemble, The Jazz Ensemble, or The Pep Band. Please contact the Division of Fine Arts for more information.

Police Department: 706-379-4570/911
The Young Harris College Police Department is a certified police agency recognized by the State of Georgia. The Police Department is charged with the responsibility of providing life safety and property protection. To achieve this task, officers are authorized to enforce YHC policies as well
as all local, state, and federal laws. The YHCPD has jurisdiction over the campus and local vicinity, and maintains a working relationship with all other local and state law enforcement agencies.

The Police Department is located adjacent to the common room in Manget Hall. An officer is on duty 24-hours a day, seven days a week. In addition to general safety and law enforcement services, YHCPD maintains campus crime statistics and reports, conducts educational programs, provides safety escorts and lock-out assistance, issues parking decals and enforces campus parking policies, and provides security and traffic assistance for athletic and other campus-wide events.

In addition to certified officers, the Police Department is also staffed by student police cadets who carry out limited public safety and security services for the College community.

Recreation and Fitness Center: 706-379-4472

The Young Harris College Recreation and Fitness Center spans almost 60,000 square feet and is designed to serve the entire campus community. The space features a first-class, fully equipped weight room and fitness center, a 37-foot-high climbing wall, an elevated indoor jogging track, athletic courts lined for basketball and volleyball, and multipurpose classrooms for yoga, dance and aerobics. The Center serves as the home court for the YHC Mountain Lions Men’s and Women’s Basketball teams.

Religious Life: 706-379-5166

Since the founding of the College in 1886 by a Methodist circuit-riding preacher, Rev. Artemas Lester, exploring life’s hard questions and engaging in a robust religious life has been an integral part of the Young Harris College experience.

As a natural outgrowth from our United Methodist heritage, The Office of Religious Life endeavors to create space, opportunities, and conversations on campus where faith seeking and discernment connects with life, inside and outside the classroom. Here at Young Harris College, we recognize that to be educated includes the transformation of how we think, what we believe, and what we do. The Office of Religious Life seeks to connect those three distinct actions by integrating the mind, the body, and the spirit. As we link education, inspiration, and empowerment and merge the classroom, the chapel, and the community, an authentic connection emerges between the head, the heart, and the hand. This connection is the purpose of a transformative, liberal arts education. This connection directs your faith journey. This connection is why we are here. Some ways you can get involved in this transformative connection of the head, the heart, and the hand include: joining in weekly worship, finding a local worshipping community and church, participating in one of our many Religious Life student organizations, coming to one of our special events or dropping by the Chaplain’s office located on the second floor of the Rollins Campus Center in the Student Development suite. You may contact the Chaplain, the Rev. Blair Tolbert, at betolbert@yhc.edu. For more information about Religious Life and its programs at YHC, go to www.yhc.edu, click on the Student Life link and then on the Religious Life link.
Whether you come from a particular faith tradition or no tradition at all, you are welcome at the Office of Religious Life at Young Harris College to discover, grow, discern, serve and connect.

Registrar: 706-379-5176
The Office of the Registrar oversees the College’s registration process and ensures the accuracy, integrity, and security of academic records. The Registrar prepares and distributes registration materials and class schedules, assigns academic advisers, issues grade reports and transcripts, evaluates HOPE Scholarship eligibility and transfer credits, verifies enrollment, and assists in the graduation process.

The Office of the Registrar is located on the lower floor of the Pruitt-Barrett Administration Building and students are encouraged to contact the Office with any questions.

Residence Life: 706-379-5300
The Office of Residence Life is committed to providing and maintaining a clean and safe living environment conducive to the intellectual and personal growth of all YHC students. The Office of Residence Life seeks to provide an environment where students can live, study, and share ideas with their peers and members of the YHC faculty and staff whose culture, lifestyle, and opinions may be very different from their own. An environment of diversity is supported and celebrated both in Residence Life and at Young Harris College as a whole.

Residential facilities are supervised by full-time, live-in professional Residence Life Coordinators (RLCs). The RLC serves as a resource to the resident students in his or her building(s). Every RLC keeps regular office hours in his or her residential facility, and can provide services such as personal and academic advice and referrals, crisis intervention, and conflict mediation. He or she also ensures that students maintain appropriate behavior as members of the YHC residential community. The RLC is responsible for all administrative functions of the residence hall and directly supervises the Resident Assistants.

Resident Assistants (RAs) are a primary resource for students living on campus. These student leaders facilitate the development of community on their floor(s), and in their suite(s) and building(s). RAs are an excellent source of information and advice about classes and ways to get involved in campus life. RAs also enforce College and Residence Life policies. In doing so, they assist in the maintenance of a clean and safe environment where all students can sleep, study, socialize and live comfortably. For questions, comments, or concerns regarding Residence Life, please contact the Assistant Dean of Students, Stuart Miller, at samiller@yhc.edu.

Rhetorica Program: 706-379-5333
Young Harris College has developed a narrowly focused program within the academic curriculum designed to improve students’ written and spoken communication. The program entitled, Rhetorica: The Art of Writing and Speaking at Young Harris College, was initially developed as the College’s Quality Enhancement Plan (QEP), a component of the reaccreditation process required by all institutions of higher education within the Southern Association of Colleges and Schools. The program’s title, taken from the Latin term for rhetoric, not only emphasizes the program’s dedication to both writing and speaking, but also signals the program’s ties to the classical foundation of the liberal arts.
The Rhetorica Program includes two main components: Writing and Speaking Intensive Courses and the Center for Writing and Speaking.

Each semester professors volunteer to teach writing or speaking intensive versions of their courses. These courses are indicated in the course schedule with the following abbreviations: WI, SI, or WI/SI. These courses are not more difficult and do not require more work than “regular” courses. They simply include papers, presentations, or class discussions as part of the course requirements. Each student who earns a degree from Young Harris College is required to complete a certain number of Writing and Speaking Intensive courses. Please see the YHC Catalog for details.

The Center for Writing and Speaking (CWS) is designed to help students improve their performance on papers, presentations, and in class discussion. Trained student tutors will review paper drafts, evaluate presentations, and explain discussion strategies to help students improve their performance on these assignments. Students who visit the CWS should bring a copy of the assignment and a draft of the paper or project they are working on. The CWS is located adjacent to the Pruitt-Barrett Administration Building. For hours and other information, please see the CWS webpage on the Young Harris College website or call the Center at (706) 379-5023.

Rollins Campus Center: 706-379-5023
The Rollins Campus Center serves as the social and intellectual heart of campus. The Rollins Campus Center is home to the Zell and Shirley Miller Library, the Student Success Center, Grace Rollins Dining Hall, and the Mary Ripley Warren Student Organization Loft. The Center also houses Chick-fil-A Express and Starbucks, and contains a multimedia theater, game room, and recreation center for student use and entertainment. The Office of Admissions, the Student Development Office, and the Office of Religious Life are also located in the Center. The Center provides plenty of indoor and outdoor space for students to meet, study, and socialize.

Rollins Planetarium & College Observatory: 706-379-5195
The O. Wayne Rollins Planetarium, opened in 1979, features a state-of-the-art GOTO Chronos Space Simulator star projector. The simulator uses light guided technology to project a realistic and beautiful starry sky. With high-speed, computer-calculated positioning, a simple click of a mouse sets the sky for any time in the past, present, or future.

The planetarium also features a Sky-Skan Definiti full-dome digital projection system. The Sky-Skan Definiti system creates an immersive and engaging image over the entire dome surface and offers a powerful “you-are-there” experience for the audience.

Rollins Planetarium is located in the Maxwell Center and hosts at least 30 Friday evening public showings. Guests are encouraged to arrive early for the best seats. No late seating is permitted. YHC students, faculty, and staff are admitted for free with their YHC ID.

The Young Harris College Observatory features a Schmidt-Cassegrain telescope and is open following each planetarium show, if skies are clear. The observatory is located nearby on the
Brasstown Valley Resort property. Maps are available at the planetarium and observing sessions last up to one hour.

**SERVE: 706-379-5110**  
(*Service, Education, Responsibility, Voice, and Engagement*)
Community service is vital to a liberal arts institution. Community service opportunities at Young Harris College provide the occasion for holistic engagement—intellectually, spiritually and physically—in projects both on and off campus. Moreover, YHC community service projects challenge students to push outside themselves to care for others and to reflect on their personal values and beliefs. The Office of Campus Activities, the Center for Appalachian Studies and Community Engagement, and the Office of Religious Life facilitate regular community service opportunities for the YHC community through an umbrella organization called SERVE.

**Student Conduct Council: 706-379-5174**
The Young Harris College Student Conduct Council is in place to hear allegations of student misconduct and to establish an appropriate penalty in cases where a student or student organization is found responsible for violating one or more Standards of Conduct. The Student Conduct Council is comprised of 12 to 15 upper classman (sophomores or above) who serve as members of the Student Disciplinary Board and Traffic Appeals Board. Students interested in joining or learning more about the Student Conduct Council should contact the Director of Student Conduct & Community Standards, Erica Watson, at etwatson@yhc.edu. More information can also be found in the Student Code of Conduct section below.

**Student Publications**

**Yearbook: 706-379-5114**  
*Enotah* is the Young Harris College student yearbook, which documents the academic year in photographs. Published in late April, *Enotah* is planned, designed, compiled, and edited by students who choose to be part of this volunteer organization. Students interested in photography, layout, design, or copywriting are encouraged to become members of the yearbook staff.

**Literary Magazine: 706-379-5115**  
*Corn Creek Review* is Young Harris College's literary magazine. It is a created by and for the students of YHC and serves as a vehicle for their creative expression. The magazine accepts submissions of poetry, prose, musical composition, photography, paintings, drawings, and other art forms. Each year, the magazine is put together by a student group that gathers submissions, chooses the content for the magazine, and designs the layout. Students interested in joining the staff or submitting creative work should contact Dr. Jim May at jdmay@yhc.edu.

**Student Success Center: 706-379-5200**
The Student Success Center (SSC) staff support students’ efforts to create and execute their educational plans and provide the resources students need along the way. The SSC staff provide various services within academic advising and planning, academic success and course support, career planning and internships, and disability services.
Academic Advising and Planning
All students are assigned an academic advisor upon admission with the College and will continue to have an academic advisor throughout their four years at YHC. Students within the Division of Education and the Division of Fine Arts are assigned a faculty advisor upon enrollment while all other students are assigned an SSC staff advisor for their first two years at the College. Students can contact the Registrar to verify their assigned academic advisor.

The Academic Advising & Planning program offers services beyond one-on-one sessions including first-year experience programming (major connections fair, catalog workshops) and sophomore experience programming (sophomore welcome back bash, dare to declare, half-way there).

Academic Success and Course Support
To support students’ academic success, several services are offered within the SSC, including: academic success coaching (study skill consultations); academic recovery programs; early alert and intervention; midterm outreach; and peer tutoring. For example, students may be contacted by the SSC staff as a result of their status with academic probation, a financial aid warning or probation, or another academic concern raised by the academic recovery program. The SSC staff also offer academic success coaching (study skill consultations) to all YHC students with academic abilities and educational goals. In these academic coaching sessions, SSC staff help students establish academic goals, discuss study skill strategies, and review available campus resources. Further, faculty and staff are encouraged to raise concerns on students’ performance through the early alert and intervention program. When a concern is raised, a member of the SSC staff through the early alert program will reach out to address in-class performance (class absence, academic assistance, and midterm grades), and out-of-class behavioral concerns. Finally, peer tutoring is available through the SSC for all students in a variety of courses.

Career Planning and Internships
The SSC staff offer career exploration tools and overall guidance to support career planning. Once students have participated in the initial career exploration process, they are encouraged to discuss skill development, resume building, and interview preparation with the one of the SSC staff members. Beyond one-on-one consultations, the SSC offers workshops and presentations focused on career skills, and hosts off-campus events including trips to career fairs and graduate school visits.

In addition to career and internship support, SSC staff offer engagement coaching to help students engage in purposeful activities at the College rooted in their overall interests, talents and passions. SSC staff can help students connect their interests to the opportunities available at the College. This includes undergraduate research, peer leadership, study abroad, and student organization leadership.

In addition to on-campus involvement, the SSC staff can help students identify and prepare for available internships. Many academic programs (majors) offer students the opportunity to gain class credit for internship experience, but students are always encouraged to participate in an internship either for credit or not for credit. For those interested in pre-professional programs, the SSC staff will work with the student to understand the level of competition within the selected
field, prepare adequately, and help the student identify ways to increase their marketability in order to gain entry into their desired program of study.

Disability Services
Disability Services in the SSC works to ensure that students with disabilities have equal access to all College programs and activities. Advisors collaborate one-on-one with students to establish and implement academic accommodations and strive to remove physical, cultural, and attitudinal barriers that may prevent equal access to the campus environment and to campus programs.

Students in need of academic accommodations due to a disability should register with Disability Services. To register, students must fill out an intake form and provide documentation of the disability in accordance with established documentation guidelines. The intake form and documentation guidelines are available in the SSC, on YHC Connect, or by contacting the Assistant Director for Academic Support and Accommodations at sscinfo@yhc.edu.

Title IX Coordinators: 706-379-5272
The director of human resources has been assigned as the Title IX coordinator to resolve complaints and address issues of gender-based discrimination and sexual misconduct reported at the College. Additionally, several deputy Title IX coordinators have been assigned to help with this process. Their responsibilities include: tracking and monitoring incidents, including sex discrimination and sexual misconduct; ensuring that the College responds effectively to each complaint; and where appropriate, conducting investigations of particular situations.

Coordinators are knowledgeable about, and will provide information on, all options for complaint resolution. They also work closely with the Office of Counseling and Psychological Services (CAPS) and the Young Harris College Police Department (YHCPD). Together, the coordinators play an integral role in carrying out the College’s commitment to provide a positive learning, teaching, and working environment for the entire YHC community.

The following administrators and faculty members are available to respond to general concerns or questions, or to address specific complaints of harassment, sexual harassment, discrimination, or retaliation.

Title IX Coordinator
- Vincent Robelotto, Human Resources Director: 706-379-5272/vrobelotto@yhc.edu

Deputy Title IX Coordinators
- Dr. Amy Boggan, Assistant Professor of Psychology: 706-379-5327/alboggan@yhc.edu
- Stuart Miller, Assistant Dean of Students: 706-379-5300/samiller@yhc.edu
- Jennifer Stearsman, Senior Women’s Administrator/Assistant Athletic Director for Compliance: 706-379-5107/jmstearsman@yhc.edu
- Dr. Lynne Grady, Counselor Psychological Services: 706-379-5167/lbgrady@yhc.edu
• Ken Henderson, Chief of Police: 706-781-7521/kenh@yhc.edu

**YHC Connect: 706-379-5212**

YHC Connect is a campus portal that provides an electronic medium for faculty, staff, and students to connect and share information about events, announcements, and campus news. In addition, YHC Connect users can view a calendar of campus activities, register for classes online, view class schedules, grades and an unofficial transcript, and monitor the status of washers and dryers in residence halls through LaundryView.

YHC Connect can be accessed by going to [https://connect.yhc.edu](https://connect.yhc.edu). Students will need to use their network username and password to access the site.

**YHC SOLE Program: 706-379-5104**

*(Student Opportunities for Leadership through Engagement)*

Members of the YHC SOLE program are a select group of students who represent Young Harris College by building relationships through outreach work and shared experiences in learning and leadership throughout the community. YHC SOLE members currently work at a variety of on and off campus community partner sites. Members may work ten hours per week during the academic year and receive financial compensation through the College and other federal work-study programs for their time and commitment. YHC SOLE members meet weekly to discuss local and global issues and determine ways to develop leadership in those areas. Through planning, discussion and reflection, SOLE members create opportunities to serve their campus and local communities throughout the year. The program began at Young Harris College in 2009 as part of the national Bonner Leader program. In 2015, the YHC SOLE program replaced Bonner in order to meet the specific needs of the region and to allow the program to evolve organically in the future. The program currently has twelve members and will accept applications in the early spring for the following year as members and positions become available. For more information about the YHC SOLE program, please contact Dr. Bethann Bowman at brbowman@yhc.edu.

**Zell and Shirley Miller Library: 706-379-4313**

Through its collections, facilities, and services, the Zell and Shirley Miller Library upholds its mission to support teaching, learning, and research at Young Harris College. The three floors of the Library are designed for various types of study and use. While group study and conversation are permitted, they should be at reasonable levels and appropriate to each space. The first floor of the Library has a large area with computers, seating, and a conference room available 24 hours a day for student use. Electronic resources are accessible from anywhere for current students via proxy and password authentication. Food and beverages are permitted in the Library; however, all waste must be disposed of in the proper receptacles. The Library supports the Young Harris College Honor code, particularly Section 3(a), as it pertains to using Library owned materials.

Library hours during academic sessions are:
- Monday – Thursday: 7:45 am to midnight
- Friday: 7:45 am to 6:00 pm
- Saturday: 1:00 pm to 6:00 pm
- Sunday: 1:00 pm to midnight
Hours may change and will be posted on the YHC website and on the doors of the Library.

Assistance from Library staff is available in person at the Service Desk, via text messaging service at (706) 383-0005, telephone at (706) 379-4313, or email at library@yhc.edu.
STUDENT LIFE POLICIES

Introduction
All students are expected to comply with the policies and procedures of the College. The *Guide to Student Life* contains the policies most relevant to students (“Student Life Policies”) and the College’s website (www.yhc.edu) contains additional general policies that all students should observe. The policies of the College are under continual examination and revision.

The *Guide to Student Life* is not a contract; it merely presents the policies in effect at the time of publication and in no way guarantees that the policies will not change. The most up to date version is kept online at www.yhc.edu/gsl, and students should check the website regularly for updates. Additionally, the College and its students, faculty, and staff are also subject to all local, state, and federal laws and statutes. Alleged violations of law by any student, whether on or off campus, are subject to internal College investigation, review, and action including student conduct proceedings, in addition to any action taken by the proper civil authorities. Each member of the community is individually responsible for being informed of the law. Ignorance of federal, state, or local laws or college policies will not be accepted as an excuse for prohibited conduct.

**Student Life Policies are applicable to all Young Harris College students, visitors, and guests.**

Application of Student Life Policies and Procedures
College policies, including Student Life Policies shall apply to all conduct that occurs on College premises and at College-sponsored activities, and to off-campus conduct that adversely affects the YHC community and/or the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of admission through the actual awarding of a degree. Students are responsible for all conduct that may occur before classes begin and after classes end, as well as for conduct that may occur during the academic year and between terms of actual enrollment (even if their conduct is not discovered until after a degree is awarded). College policies apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

The Vice President for Student Development, as designated by the Young Harris College President, is responsible for the administration of Student Life Policies and any college policies concerning student conduct. The Vice President for Student Development, in his or her sole discretion and on a case-by-case basis, decides whether college policies shall be applied to conduct occurring off campus. The Vice President of Student Development has jurisdiction over all non-academic matters, and ensures that the Student Conduct Council will develop policies and procedures for the administration of the Student Code of Conduct in accordance with the provisions of college policies.

Violations of Academic Policies, such as cheating and plagiarism, shall fall under the jurisdiction of the Vice President for Academic Affairs and the Honor Council. For more information, contact the Office of Academic Affairs at 706-379-5171.
Formation of College Policy
Any student, faculty member, or administrator may recommend a revision of, addition to, or deletion from the college policies contained in the Guide. Recommendations from interested parties shall be submitted to the Student Development Office. The Vice President for Student Development, in consultation with the appropriate parties, will ensure discussion of the proposed change. When all parties have had the opportunity to comment on the proposal, the Vice President for Student Development will then forward the recommendations for evaluation and implementation by the President’s Leadership Council and the President.

Interpretation and Revision
Any question of interpretation or application of the college policies or Student Code of Conduct shall be referred to the Vice President for Student Development or his or her designee. The college policies and Student Code of Conduct shall be reviewed every two (2) years under the direction of the Vice President for Student Development.

Violation of Law and YHC Student Code of Conduct
Young Harris College as an entity supports the enforcement of the laws and regulations of the United States, the State of Georgia, Towns County, and the City of Young Harris. Each student and employee, as a responsible member of the College community, is expected to do the same. Any student found to have committed or attempted to commit a violation of federal, state, or local law may be subject to disciplinary action by the College.

Young Harris College student conduct proceedings may be initiated against a student involved in conduct that potentially violates both the criminal law and college policy; that is, if both possible violations result from the same factual situation. Such proceedings may be initiated without regard to the pendency of civil or criminal litigation in court, or criminal arrest and prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Development. Determinations made or sanctions imposed under the Student Code of Conduct shall not be subject to change on the grounds that criminal charges regarding the same incident were dismissed, reduced, or resolved in favor of or against the student.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed through the YHC student conduct system, the College may advise off-campus authorities of the existence of college policy and of how such matters are typically handled within the Young Harris College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus, and with the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with college policies or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with government representatives as they deem appropriate.
Any student arrested for any reason must contact the Vice President for Student Development before returning to campus – that includes entering campus housing or attending class.

Information Concerning Alcohol and Drugs
Young Harris College is committed to supporting and complying with all applicable laws, including the Drug Free Schools and Communities Act, as an institution of higher education. The law under this act now covers both drugs and alcohol, and relates to faculty, staff and students. Additional applicable sanctions under this Act may include loss of financial aid and/or termination of employment. College policies concerning alcohol and drugs, as well as the consequences for violations, can be found under the “Student Code of Conduct” section.

Philosophy on Alcohol and Drugs
The College expects its students to comply with Federal and Georgia laws regarding drugs and alcohol. Additionally, Young Harris College is concerned with both the welfare of the College community and the academic and personal development of each student. The College strives to create a healthy environment where the illegal and/or improper use of alcohol and/or drugs does not interfere with learning, performance, or development. The abuse of alcohol and/or drugs disrupts this environment and places the well-being of the members of the College community at risk. It is important for all members of the community to take responsibility for preventing the illegal and/or improper use of alcohol or drugs from adversely affecting the community’s learning environment and the academic, physical, spiritual, and emotional well-being of its students. The use of alcohol by any student, regardless of age, is prohibited on campus.

Federal and State Laws Regarding Alcohol
Penalties for violations of law may involve serious fines, probation, jail time, and forfeiture of a driver’s license. Below is a brief synopsis of the state alcohol code (Georgia State Code Title 3) including penalties associated with violations:

- Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited.
- Furnishing alcoholic beverages to persons who are underage or intoxicated is prohibited.
- The sale of alcoholic beverages without a license is prohibited. The sale of alcoholic beverages within 100 yards of a college campus in the State of Georgia is also prohibited, regardless of the existence of a license. “Sale” includes charging admission to any activity where alcoholic beverages are served, even if the beverage is “free” to those who have gained admission.
- Public intoxication and possession of an open container of an alcoholic beverage in public are prohibited in the State of Georgia.

Possible Sanctions for Legal Convictions Regarding Alcohol
The sentence for a first conviction regarding alcohol is 30 days imprisonment or $300 fine or both. In addition to criminal penalties, anyone who furnishes alcohol to an underage person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the underage drinking driver. Any person convicted of driving under the influence (DUI) of alcohol or drugs carries the following penalties:
First DUI conviction: Fine of no less than $300 and more than $1000, and imprisonment for not less than ten (10) days and more than 12 months
Second DUI conviction: Fine of $600 to $1000, prison for not less than 90 days
Third or subsequent DUI conviction: Fine of $1000 to $5000, prison for not less than 120 days
If a DUI causes the death of another person, the prison sentence is from two (2) to 15 years.

Federal and State Laws Regarding Drugs
Georgia State Statutes make it unlawful to be under the influence of, to use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except where permitted by prescription or law. Young Harris College affirms these statutes and stands committed to cooperate with and involve civil authorities at any time. Dangerous drugs refer to those drugs defined in the Official Code of Georgia Section 16-13-71.

Possible Sanctions for Legal Convictions Regarding Drugs
A federal or state drug conviction can disqualify a student for Federal Student Financial Aid funds. The period of ineligibility depends on whether the conviction was for sale or possession and whether the student had previous offenses, ranging from one year to an indefinite period of time.

Under Georgia criminal statutes, the penalties for drug offenses depend on the nature of the offense, the drug involved, whether the offense is a first or subsequent offense, and in some cases, the amount of the drug involved. Possible sanctions include imprisonment, forfeiture of property used to facilitate illegal possession, forfeiture of vehicles and other conveyances used to transport or conceal controlled substances, civil fines, denial of Federal benefits including student loans, grants and contracts, ineligibility to receive or purchase firearms, and denial or revocation of certain Federal licenses and benefits (e.g. pilot licenses, public housing, etc.).

In addition, in accordance with the Georgia law, any student convicted of a felony that involves the manufacture, distribution, sale, possession or use of a controlled substance or other illegal drug, or student organizations involved in these activities will be subject to specific penalties required by state law, federal law, or both.

For more information, federal penalties can be found at: http://www.justice.gov/dea/agency/penalties.htm

Health Risks Associated with Alcohol and Other Drug Use
The following list describes some of the health hazards that are associated with alcohol and other drug use. This listing includes substances, both legal and illegal, that are most commonly found on college campuses.

Stimulants
Drugs classified as stimulants speed up central nervous activity. Excess use causes dizziness, anxiety, impaired coordination, sleeplessness, and hallucinations. Prescription drugs in this
category include Ritalin and Adderall, which when mixed with alcohol can cause serious health consequences up to and including death.

- **Amphetamines** (Benzedrine, Dexedrine, methadrine, diet pills, MDMA): Effects include rushed and careless behavior, euphoria, increased alertness, talkativeness, stimulated heart rate, increased adrenaline, insomnia, and restlessness. Common complications can include nervousness, paranoia, hallucinations, dizziness, tremors, decreased mental ability, sexual impotence, seizures, and death from an overdose.

- **Cocaine** (cocaine powder, crack, free-based coke): Effects include brief euphoria, increased energy and sense of power, restlessness, surface anesthesia, and suppressed appetite. Common complications include tremors, nasal bleeding, inflammation and perforation, loss of brain function, toxic psychosis, seizures, depression (particularly afterward), confusion, and death from an overdose (heart or respiratory failure) or impure supply.

- **Nicotine** (cigarettes, dip, chew, snuff): Takes an almost immediate effect on the central nervous system. When smoked, nicotine travels through the bloodstream twice as quickly as injected heroin, reaching the brain within seven seconds. Tobacco, both smoked and smokeless, is the leading cause of cancers of the cheeks, gums, palate, tongue, and lips.

### Depressants

Drugs classified as depressants slow down the central nervous system, reduces heart rate and blood pressure. Even small doses can produce depression, drowsiness, and irrational behavior.

- **Alcohol** (beer, wine, liquor, some medications for coughs, colds, and congestion): Absorbed into the bloodstream and transmitted to all parts of the body, most significantly affecting the brain. It is classified as a psychoactive drug because of its effects on the mind and behavior. Small to moderate doses reduce physical coordination, mental alertness, cause staggering, slurred speech, and slow reaction time. Larger doses can cause mood swings, memory blackouts, unconsciousness, and even death. Common complications include dehydration, hangover, long-term heart, brain, circulatory, and liver damage, and cancer. Overdose and/or mixing with other depressants can cause respiratory failure.

- **Narcotics/Opiates** (heroin, oxycodone, hydrocodone, morphine, opium, codeine, methadone, Demerol): Depress blood pressure and breathing, elevate pulse, relax muscles, and reduce pain. They also produce euphoria, nausea, drowsiness, and slurred speech. Common complications include respiratory and circulatory depression, dizziness, vomiting, sweating, dry mouth, lowered libido, and complications from injection.

- **Cannabis** (marijuana, hashish, hasheesh oil, tetrahydrocannabinol/THC): Effects include higher blood pressure, heightened senses, distorted perception, impaired memory and psychomotor skills, euphoria, increased heart rate and appetite, dilated pupils, and memory impairment. Common complications include possible lung damage, reduced sperm count and sperm mobility, changes in ovulation cycles, and damage from impure doses.

- **Tranquilizers** (Valium, Librium, Rohypnol (roofies), Thorazine): Immediate effects include relief of tension and anxiety and drowsiness. Complications and long term effects can include a hangover, menstrual irregularities, destruction of blood cells, jaundice, and coma. Especially dangerous when used with alcohol.
**Other Drugs**

- **Hallucinogens** (LSD, Ketamine, PCP, psilocybin, MDA, mescaline (peyote), DMT, SIP, ecstasy): Produce auditory and visual hallucinations and a distorted perception of time and space. Hallucinogens elevate blood pressure, dilate pupils, and cause dizziness. Common complications include depression, paranoia, physical exhaustion after use, psychosis (freaking out), exaggerated body distortion, fear of death, and flashbacks.

- **Anabolic Steroids** (HGH, steroids): Many of these drugs are synthetic copies of the male hormone, testosterone. Regular use can cause acne, sexual impotence and damage to the heart, lungs, and kidneys. Users may also experience psychosis, delusions, paranoia, and hallucinations.

- **Synthetic Cannabis** (synthetic, marijuana, K2, Spice, Incense): The product is generally made up of various herbs sprayed with synthetic chemicals causing effects similar, but not identical, to marijuana. Georgia HB 1309, signed into law in 2010, classifies these such substances in the same schedule 1 controlled substance category as heroin and LSD.

- **Inhalants** (nitrous oxide, chlorohydrocarbons (used in aerosol sprays), hydrocarbons (found in gasoline, glue, and paint thinner), amyl nitrate): Immediate effects include nausea, nosebleeds, fatigue, lack of coordination, and sneezing. Excessive use can cause pressure behind the eyes, headache, vomiting, and sometimes blackouts. Long-term use can damage kidneys, bone marrow, and the brain.

**Treatment and Educational Programming**

Alcohol and drug abuse are prohibited at YHC not simply because they are in violation of the law, but because of the demonstrated health risks associated with their use. Young Harris College is committed to providing accurate and up-to-date information regarding dangerous substances, as well as the risks and potential consequences of their use. For students seeking assistance with suspected drug or alcohol problems, the offices of Counseling and Psychological Services (CAPS) and Health and Wellness Services are available for initial dialogue, and assistance in defining the extent of any problem. If a substance abuse problem is determined to exist, referral may be made to a local or state alcohol and drug service or other certified rehabilitation programs. Treatment and educational options can be found in Title 26 Chapter 5 of the Georgia State Code.

The complete Georgia State Code, including laws, penalties, and treatment options, can be found at: http://www.lexis-nexis.com/hottopics/gacode/default.asp.

**Definitions For Use Within This Publication:**

1. The term “College” means Young Harris College or YHC.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, persons who withdraw after allegedly violating college policy, who are not officially enrolled for a particular term, but who have a continuing relationship with the College or who have been notified of their acceptance for admission.
3. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities who is otherwise considered by YHC to be a member of its faculty, whether full-time or part-time.
4. The term “YHC official” includes any person employed by YHC, performing assigned administrative or professional responsibilities.
5. The term “member of the YHC community” includes any person who is a current student, as defined by the Office of the Registrar, or employee of the College, as defined by the Director of Human Resources.

6. The term “YHC premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by YHC (including adjacent streets and sidewalks).

7. The term “organization” means any number of persons who have complied with the formal requirements for recognition by YHC, also known as a recognized student organization.

8. The term “shall” is in the imperative sense.

9. The term “may” is used in the permissive sense.

10. The term “policy” or “college policy” means the written regulations of YHC as found in, but not limited to, the Guide to Student Life, College website, College catalog, and Honor Code.

11. The term “Student Life Policy” means the written regulations of YHC as found in, but not limited to, the Guide to Student Life.

12. The term “Academic Policy” means the written regulations of YHC as found in, but not limited to, the College catalog and Honor Code.

13. The term “possession” means actual knowledge of a substance or property and/or being in such close proximity to the substance or property that it is a reasonable presumption that one had knowledge of the substance or property.

14. The term “weapon” means any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, including, but not limited to, firearms (loaded and unloaded, real and replica), ammunition, electronic control devices (such as tasers and stun guns), devices designed to discharge an object (such as BB guns, air guns, pellet guns, potato guns, and slingshots), explosives, dangerous chemicals (such as tear gas, and oleoresin capsicum), martial arts weapons, bows and arrows, artificial knuckles, nightsticks, blackjacks, dirks, daggers, swords, and knives with fixed blades longer than three (3) inches. The term “weapon” does not include chemical repellents available over the counter for self-defense; instruments used solely for personal hygiene, preparation of food, or maintenance; instruments used in College-related instruction, college employment-related duties, or by YHC recognized student organizations with expressed, written permission from the YHC Chief of Police or his or her designee.

15. The term “notice” means notice given in writing delivered by regular mail, courier service, or hand delivery to the address the College has on file for the student or student organization, or by e-mail to the student’s or student organization’s College-provided e-mail account.

16. The term “Administrative Hearing” refers to the initial hearing a student has with a trained member of the Student Development staff regarding the student’s alleged involvement in a violation of one or more of the Standards of Conduct.

17. The term “Student Disciplinary Board Hearing” refers to the type of adversarial hearing an accused student may elect to have in order to contest the pending disciplinary charges against him or her, or the recommended sanction.

18. The term “Student Disciplinary Board” refers to the group of students trained by the
Director of Student Conduct and Community Standards to hear allegations of student misconduct and determine the responsibility of the accused student or student organization charged, and establish an appropriate penalty in cases where the student or student organization is found responsible.

19. The term “Standards of Conduct” refers to the standards by which students are expected to conduct themselves while members of the Young Harris College community.

20. The term “Complainant” refers to any person, group of people, or student organization that submits a charge to the College alleging another student, group of students or student organization violated one or more of the Standards of Conduct. When a student believes that he or she has been a victim of another student’s misconduct, the student who believes he or she has been a victim will have the same rights under the College’s policies as are provided to the Complainant, even if another member of the YHC community submitted the charge itself.

21. The term “Accused Student/Student Organization” means any student, group of students, or student organization accused of violating one or more of the Standards of Conduct.
General College Policies and Procedures

Academics
Students are responsible for knowing, observing, and complying with all Academic Policies published in hard copy or available electronically, including, but not limited to, the Honor Code (www.yhc.edu/honor) and College catalog (http://catalog.yhc.edu/). For more information regarding Academic Policies, please refer to the above documents located online or contact the Office of Academic Affairs at 706-379-5171.

Administrative Search
Young Harris College believes that students should be protected from unreasonable search and seizure. However, the College reserves the right to enter a suite/apartment or room, or any vehicle located on College property in order to conduct a search. All searches and seizures shall be conducted with just cause. Only authorized representatives of the College, in compliance with job-related responsibilities or in cooperation with local law enforcement, shall conduct searches of residential suites/apartments or rooms, or vehicles located on campus property and shall conduct seizures of items found in violation of College policy. Suite/apartment and room searches may be conducted whether or not the occupants are present.

Legal search warrants do not require the approval of the College and shall be honored. To the extent allowed by the civil officers, every effort shall be made to have a representative of the Division of Student Development and/or YHC Police Department observe a search conducted as a result of a warrant.

It is to be clearly understood that each officially assigned occupant of a suite or room is responsible for what takes place in that area; therefore, if alcoholic containers are found in a suite or room, even if an occupant is not present at time of discovery or incident, all residents may be charged accordingly.

If a student is present in a room or suite where alcohol consumption, or the presence of alcoholic containers, is found, that student may be charged accordingly.

Animals
Inside of Buildings: With the exception of fish, as outlined in the Residence Life section of the Guide, and service animals accompanying disabled persons, animals are prohibited from all buildings on campus.

Outside of Buildings: While on College property all animals must be leashed, carried, or under the control of their owner at all times. The owner is responsible for cleaning up after the animal if necessary, and addressing any damage, including digging, done by the animal. Animals, even if on a leash, are not permitted on the athletic fields at any time.

Annual Security and Fire Safety Report
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Young Harris College prepares an annual security and fire safety report containing campus
security policies and procedures, data on campus crimes, and other related information. The report is compiled and published each October by the Office of Student Development and the YHC Police Department. The current report is available in hard copy in the Office of Student Development and at the YHC Police Department, and online at www.yhc.edu/clery.

**Community and Shared Responsibility**

All students are responsible for knowing, observing, and upholding all college policies. Students are responsible for their conduct and the conduct of their guests while on College property, at College-sponsored events, and at activities or functions hosted by recognized YHC student organizations.

Students who knowingly act in concert to violate college policy will be held jointly responsible for such violations. Shared responsibility applies to both disciplinary action and monetary fines.

Failing to report behavior that violates college policy, failing to immediately remove oneself from situations where college policy is being violated, and failing to prevent others from violating college policy is in and of itself a violation of college policy. Students who are present, but are not observed to be participating in inappropriate behavior or to be in possession of prohibited items/objects, are also in violation of college policy and may be subject to disciplinary action.

**Discrimination and Harassment**

Discrimination and Harassment based on age, color, ethnicity, gender, gender identity or expression, genetic information, national origin or ancestry, physical or mental disability, race, religion, sexual orientation, veteran status or any other basis protected by federal, state, or local laws will not be tolerated by Young Harris College. The College does not discriminate in the administration of its scholarships and loan program, admissions procedure, athletic or other school administered College programs.

Discriminatory and/or harassing behavior includes, but is not limited to:

- Verbal conduct such as threats, epithets, derogatory comments, jokes, or slurs;
- Visual conduct such as derogatory or offensive pictures, posters, photographs, cartoons, drawings, objects or gestures, and sending or displaying derogatory emails; and
- Physical conduct such as assault, unwanted touching, or blocking normal movement.

In addition, unwelcome sexual advances, requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature may constitute sexual harassment or sexual assault (see Sexual Misconduct Policy) and are prohibited by the College.

Students who believe they are victims of discrimination or harassment are encouraged to immediately report all facts and information to the following:

1. Allegations of sex discrimination or harassment should be reported to the Title IX Coordinator, Vincent Robelotto, (706) 379-5272, vrobelotto@yhc.edu, whose office is in the Pruitt-Barrett Building;
2. Allegations of disability discrimination or harassment should be reported to the ADA/Section 504 Coordinator, Angela Smith, (706) 379-5170, adsmith@yhc.edu, whose office is in the Rollins Campus Center;

3. Allegations of age discrimination or harassment should be reported to the Age Act Coordinator, Vincent Robelotto, (706) 379-5272, vrobelotto@yhc.edu, whose office is in the Pruitt-Barrett Building;

4. Allegations of race discrimination or harassment, or national origin discrimination or harassment should be reported to the Vice President for Student Development, Angela Smith, (706) 379-5170, adsmith@yhc.edu, whose office is in the Rollins Campus Center, or the Vice President for Academic Affairs, Gary Myers, (706) 379-5060, glmyers@yhc.edu, whose office is in Pruitt-Barrett Building.

All complaints will be investigated promptly and corrective action, if appropriate, will be taken. Please see the section below entitled “How to File a Discrimination or Harassment Complaint,” for more information on the process and procedures for resolution of discrimination and/or harassment complaints.

Retaliation for reporting, assisting in reporting, or threatening to report discrimination or harassment is a violation of this policy. The procedures outlined below will be applied to claims of retaliation.

**How to File a Discrimination or Harassment Complaint**

If a student believes he or she has been the victim of discrimination and/or harassment, or is aware that another student has experienced discrimination and/or harassment, he or she should submit a report, without fear of reprisal, regarding the alleged conduct to the appropriate Coordinator listed in the Discrimination and Harassment policy above, as soon as possible. If the behavior is sexual in nature, the student should follow the procedures set forth in the Sexual Misconduct Policy found in this Guide.

The report should include as much detail as possible, such as the name(s) of the individual(s) involved, the names of any witnesses, direct quotations if language is relevant, descriptions of any conduct or gestures, and any documentary evidence (notes, pictures, cartoons, etc.) the student may have in his or her possession or is aware exists. All complaints shall be investigated according to the following procedures:

1. The College shall issue a written notice indicating receipt of the complaint to both the accused and the complainant.

2. Within ten (10) days of receipt of the complaint the College shall initiate an investigation.

3. The investigation shall be conducted in an impartial manner, and shall utilize an impartial decision-maker designated by the College. The investigation process shall allow the parties to submit evidence and witness testimony according to the guidelines set forth in the Student Code of Conduct below.

4. The College shall protect the confidentiality of the student(s) reporting suspected violations of the Discrimination and Harassment policy to the extent possible and consistent with the College’s investigation.

5. The College may take interim steps pending the investigation, as appropriate.
6. Any attempts to resolve the matter informally by the complainant must be strictly voluntary and facilitated by the appropriate Coordinator listed in the Discrimination and Harassment policy above. The complainant must be informed of his or her right to end the discussion at any time.

7. Upon completion of the investigation, the parties will be provided with a written response concerning the resolution of the complaint. This will occur no later than thirty (30) working days from the College’s receipt of the complaint, unless additional time is required and the time of a later response is provided to the parties in writing.

8. If a complaint of prohibited behavior is substantiated, appropriate disciplinary action, up to and including expulsion (if the accused is a student) or discharge (if the accused is a College employee), will be taken and communicated to the student who complained.

9. Based upon the outcome of the investigation, the College will take all steps necessary to prevent the recurrence of the discrimination and/or harassment, and to correct the effects the discrimination and/or harassment may have on the complainant and others, if appropriate.

10. If the student is not satisfied with the College’s resolution of the complaint, or if a response was not provided as required under Paragraph 8, the student may appeal to the Chief of Staff. Any appeal must be in writing and received by the Chief of Staff no later than ten (10) working days from the date of the written response, or the date by which the written response was to have been received, and must state the reason why the student is not satisfied with the College’s resolution of the complaint.

11. The Chief of Staff will provide a written response to the appeal within ten (10) working days from receipt unless additional time is required, in which case, the student will be notified in writing of how much additional time is needed.

12. The Chief of Staff’s decision on appeal is final.

13. If the complaint involves either the Vice President for Academic Affairs or the Vice President for Student Development, the Chief of Staff will investigate the complaint. The student will receive a written response to his or her complaint.

14. If the complaint involves the President, the Chair of the Board of Trustees will investigate the complaint. The student will receive a written response to his or her complaint.

15. If the Chief of Staff investigates the initial complaint, the appeal will be processed by the Trusteeship Committee of the Board of Trustees. The student will receive a written response to his or her appeal.

16. If the discriminatory and/or harassing behavior continues after the College has taken appropriate action to stop it, the student should report the continuing behavior as soon as possible to the appropriate Coordinator listed in the Discrimination and Harassment policy above.

17. Retaliation against the student making the complaint or individuals participating in the investigation is prohibited and should be reported to the appropriate Coordinator listed in the Discrimination and Harassment policy above.

18. Any student who makes a good faith complaint regarding alleged discriminatory and/or harassing behavior will be protected from student conduct charges related
to the making of the complaint (see Immunity for Victims Policy below). Any student who is found to have made a false complaint of discrimination and/or harassment may be subject to student conduct charges.

19. Employee grievance procedures are further outlined in the Employee Handbook.

Grievances

Young Harris College has in place a comprehensive set of policies, programs, and procedures designed to address student complaints and grievances. Students are encouraged to present their complaints in writing; however, informal, verbal complaints will be taken seriously and handled appropriately. An informal grievance may be made to any Academic Dean for his or her school, the Assistant Dean of Students, or any member of the Student Development Staff.

The Vice President for Student Development, or his or her designee, is responsible for responding to written student complaints and/or letters of concern from students and parents regarding campus life issues. These complaints are maintained electronically by the Vice President of Student Development. The Vice President for Academic Affairs, or his or her designee, addresses questions and concerns regarding the academic program. Records of these complaints are maintained in the Vice President for Academic Affairs’ office. In cases involving a staff member, and when the situation warrants, the Director of Human Resources will be informed and consulted.

Responses to written complaints will be managed in a prompt and efficient manner, which will best address the issue presented. A written response will be provided no later than thirty (30) working days from the receipt of the complaint.

Immunity for Victims

Young Harris College encourages the reporting of conduct violations and crimes that occur on campus or against any student. A victim might be hesitant to report a crime to a College official in fear of receiving a policy violation themselves (i.e. underage drinking at the time of a sexual assault). It is in the best interest of the YHC community that any victim of a crime reports the incident to a College official. To encourage reporting, Young Harris College offers victims of crimes amnesty from college policy violations related to the incident as determined by the Vice President for Student Development.

Medical/Mental Health Withdrawal

The academic and personal success of a student may be impacted by his or her mental or physical welfare. When, as determined by the College, a student may be a danger to him or herself or to others, when a mental or physical illness is beyond the College’s capacity to address, or when a mental or physical illness disrupts the student’s or another community member’s ability to participate in the educational mission of the College, steps may be taken by College officials to remove the student from campus housing, classes, and/or campus. In consultation with the Director of Counseling and Psychological Services and/or the Director of Health and Wellness Services, the Vice President for Student Development or a designee may require the student to provide an evaluation from a qualified medical professional at the student’s expense to determine continued enrollment status. Attempts will be made to contact legal guardians if it is
determined by College officials that the student is incapable of caring for him or herself. Consideration of a medical or mental health withdrawal does not preclude a student from being charged, as determined by the Vice President for Student Development, with a violation of college policy.

**Posting**
All printed literature, posters, placards, and banners posted on College property must be approved by the Office of Campus Activities. All public notices or publicity materials must be sponsored by a recognized student organization, College department, or otherwise approved by the Director of Campus Activities. All publicity should include the name of the activity, the date and time of the activity, the location of the activity, and the name of the person and/or organization responsible for the activity. Events approved by the Director of Campus Activities are automatically placed on YHC Connect.

While individuals may have the right to freedom of speech, they also have a responsibility, as members of the Young Harris College community, to review and consider the impact of their words when submitting literature for posting. YHC prohibits the use of profanity and prejudicial content in advertising. Advertising that promotes the use and/or sale of alcohol is also prohibited.

Approved materials may be posted on campus bulletin boards and doors only. Posters, flyers, notices, or similar items may not be attached to unauthorized campus facilities, including, but not limited to: trees, columns on the Plaza, trash cans, the Susan B. Harris Memorial Chapel, recycling bins, benches, campus maps, light poles, or exterior surfaces of buildings. Items posted improperly will be removed and destroyed. Persons and organizations that post items improperly may be subject to student conduct sanctions and/or charged for the cost of removal and any damage to College property.

Chalking is not allowed on poles, columns, or campus buildings. Chalking should only be displayed where rain will naturally wash it off and all of the posting guidelines should be followed as well.

Recognized student organizations and College departments are responsible for removing their posted notices. Directional signs must be staked and removed by the next business day after completion of the event.

**Approval**
- Materials may be posted for a maximum of two weeks.
- All flyers, handbills, banners, and notices to be posted on the campus of Young Harris College must be submitted to the Office of Campus Activities a minimum of five (5) business days before the expected posting date for approval. The original must be approved and stamped PRIOR TO PRINTING.
- Flyer size for bulletin boards is limited to 8 1/2 by 11" or 8 1/2 by 14" for all postings. Exceptions: College sponsored or external events that have preprinted posters size 11 x 17".
Flyers/postings will not be rejected as long as all information presented is true and not libelous, is not inconsistent with the College academic mission, college policies, and does not infringe upon rights of others.

All constituents interested in posting flyers on campus must make their own copies and post around campus.

At no time will businesses or other organizations outside of the Young Harris College community post flyers without the consent of the Director of Campus Activities. Postings from any businesses or organizations found in violation of this policy will immediately be removed and the group may lose future campus posting privileges.

**Posting Procedures: All Campus**

- **Materials may be posted on campus bulletin boards and doors only (excluding special purpose bulletin boards specifically designated by campus departments or groups, and/or the Susan B. Harris Memorial Chapel).**

- Posting on designated bulletin boards is limited to 1 flyer per event per board and only one single layer of fliers allowed (no overlapping). Postings may go up no more than 2 weeks prior to the event and must be removed by the next business day following the completion of the event. Only one banner per organization or department may be displayed at one time on/in each campus building.

- **Only transparent scotch tape and blue painter’s tape are acceptable means of attaching flyers and banners.** An organization or individuals using improper adhesives (i.e. clear packing tape, duct tape, etc.) will be held financially accountable for all damages.

- Posting of materials on any campus bulletin board that is assigned to a College department or unit requires the approval of that department or unit, and must follow its applicable policies and practices relating to the posting of materials. Any materials not authorized by the applicable department or unit will be removed and discarded.

- Space for banners is on a first-come, first-serve basis. Banners may only be moved by the sponsoring group or the Office of Campus Activities.

**Posting Procedures: Campus Housing**

In addition to the above posting procedures, the following must be followed when posting in any residential facility.

- All flyers/notices to be posted in Young Harris College campus housing must be approved by the Assistant Dean of Students a minimum of five (5) business days before the expected posting date.

- Residence Life staff members are unable to guarantee that the flyers will stay posted as students ultimately make choices about the decoration of their doors and may choose to take down the flyers.

- Constituents interested in posting flyers must make their own copies and collate them in separate stacks for each building.

- Residential students may post on their own room doors in campus housing.

Please consider the impact on the environment as you make decisions regarding printing and distributing flyers.

Any questions about the Young Harris College Posting Policy should be directed to the Director of Campus Activities at 706-379-5110.
Recreational Equipment/Sports

- Bicycles and Longboards
  - Bicycles and longboards shall be allowed on campus as a means of transport only. Riders ride at their own risk and the College assumes no liability for injury. Bicycles or longboards shall not be used for stunts or tricks, nor shall they be used in any manner that would cause damage to campus buildings or landscapes.
  - Board must be 30 inches or longer with wheels 60 millimeters or larger.
  - The use of a bicycle or longboard in any campus building is prohibited.
  - Bicycle racks are provided throughout the campus for storage. A bicycle may be stored in a residential room or suite/apartment only if: 1) all occupants approve; 2) it is cleaned before entering campus housing; and 3) room exits are not obstructed.
  - It is against fire code to store a bicycle in a hallway or stairwell. Any bicycle or other object chained to or left in a stairwell or other unauthorized location, may be removed and discarded without notice.
  - Students must demonstrate care when riding bicycles or longboards on campus roads, sidewalks, etc.
  - Any bicycle, longboard, or other non-motorized vehicle left unattended after the close of the spring semester shall be discarded. Any non-motorized vehicles remaining on campus after spring semester will be donated to a local charitable organization.

- Skateboarding and roller skating of any kind is prohibited on campus.
- Playing or practicing golf is not allowed on campus due to the potential of injury to bystanders and the possibility of damaging college grounds and property. The only exception is the use of lightweight “whiffle” type golf balls.

Residence Life

Regardless of commuter or residential status, all students, visitors, and guests are responsible for knowing, observing, and complying with the information contained in the Residence Life section of the Guide to Student Life. Any general questions about Residence Life should be directed to the Assistant Dean of Students at 706-379-5300.

Responsible Action

The welfare of the College community is of the highest priority. Young Harris College encourages students to offer help and assistance to others in need by contacting the YHC Police Department or Residence Life Coordinator On-Call. There are times when a student or group of students might hesitate to provide assistance to another for fear of one, both, or all of them receiving a policy violation (i.e. an underage student has been drinking and fears the consequences of calling an ambulance for an incapacitated friend). While policy violations cannot be overlooked, the College pursues a policy of limited immunity that takes into account the situation as a whole and the act of helping someone in need.

Retaliation

Young Harris College prohibits retaliation against any individual who files a complaint regarding harassment (including sexual), discrimination, hazing or is involved in the complaint or grievance
process for any reason. Such conduct not only violates college policy; it is also contrary to federal law.

**Safety & Security**

The Young Harris College Police Department patrols campus and a YHCPD officer is on duty 24 hours a day, seven days a week. All officers are certified by the Georgia Police Officers Standards Training Council (POST). YHCPD is charged with the duty of protecting the members of the campus community and enforcing college policies and civil laws. Young Harris College Police Officers have the authority to arrest individuals. The campus community is encouraged to report crimes and emergencies to the police immediately.

**Sales and Solicitation**

Any recognized student organization or student wanting to engage in a money-making project on campus must first request permission from the Director of Campus Activities. Additionally, any fundraising activities that take place in campus housing must also be approved by the Assistant Dean of Students. Organizations seeking funds or advertisements from persons or businesses off campus may do so only with the approval of the Director of Campus Activities in conjunction with the Office of Advancement.

Organizations may collect dues, fees, and donations. They may sell materials related to the purpose of the organization. Funds raised by a recognized student organization may be expended consistent with the stated purposes of the organization. Such funds are subject to local, state, and federal laws, and to financial accountability. No fundraising activities shall conflict with the ongoing business operations or interests of Young Harris College. Recognized organizations must receive prior approval from the Director of Campus Activities before soliciting businesses for funds, gift cards, etc.

The solicitation of sales, services, memberships, or gifts on campus from outside vendors or persons is prohibited without the permission of the Vice President for Student Development.

**Sexual Misconduct**

Young Harris College strictly prohibits sexual misconduct. Sexual misconduct refers to sexual assault, sexual harassment, dating violence, domestic violence, and stalking. Sexual misconduct is a violation of law, including Title IX of the Education Amendments of 1972, and college policy.

**Definitions**

**Sexual Harassment:** Sexual harassment is defined as unwelcomed conduct of a sexual nature, including but not limited to unwelcomed sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or of creating an intimidating, hostile, or demeaning employment, living, or educational environment.
It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females under Title VII of the 1964 Civil Rights Act pertaining to employees, and Title IX of the 1972 Educational Amendment Act pertaining to students.

**Sexual Assault:** Sexual assault is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the FBI. Sexual assault is any form of unwanted sexual contact obtained without consent and/or obtained through the use of force, threat of force, intimidation, drugs or substances that impact a person’s ability to resist, or coercion by any person upon another person. This includes, but is not limited to: intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person’s genitals, breasts, thighs, or buttocks; penetration that involves sexual, anal, or oral intercourse without effective consent; or sexual penetration with an object.

**Domestic Violence:** Domestic violence is defined as a felony or misdemeanor crime of violence committed by: a current or former spouse, or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Georgia; or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Georgia.

**Dating Violence:** Dating violence is defined as a crime of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Stalking:** Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, the safety of others, or suffer substantial emotional distress.

Campus-wide programs are conducted by the Student Development staff each year that promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Information about existing on and off-campus counseling, mental health, and other services available to victims of sex offenses are available to all students in the Office of Counseling and Psychological Services (CAPS).

**If a student feels that he or she has been the victim of sexual assault he or she should call 911 immediately and then contact a Title IX Coordinator or any other College official as soon as possible.**

**Consent**

Consent can be communicated between parties through words or actions, but must be given with the intent of creating a mutual understanding regarding the act of sexual activity. Consent is invalid when it involves: physical force, threats, or intimidation; minors under the age of consent;
persons whose mental disabilities prohibit sound judgment; persons physically or mentally incapacitated, either voluntary or involuntary, as a result of alcohol or other drug consumption; and individuals who are unconscious, unaware, or otherwise physically helpless. Consent is **not** a passive means of approval and silence **cannot** be interpreted as consent. Lack of consent may also be communicated through the use of non-verbal expressions or actions indicating resistance. Consent may be withdrawn at any time.

**Reporting Sexual Misconduct**
Students who feel they have been a victim of sexual misconduct, including sexual assault, sexual harassment, domestic violence, dating violence or stalking, should contact the YHC Police Department, Residence Life Coordinator On-Call, Office of Student Development or a Title IX Coordinator immediately. Upon reporting the incident, the victim has the right to: file criminal charges through the Young Harris College Police Department or another law enforcement agency; be assisted by campus authorities in notifying law enforcement authorities if he or she chooses; or decline to notify such authorities. Regardless of the immediate decision to pursue charges, it is important to preserve evidence as it may be necessary to establish proof of criminal activity or to obtain an order of protection in the future. A student or employee who reports that he or she has been a victim of sexual misconduct, whether the offense occurred on or off campus, shall be provided a written explanation of his or her rights and options by the Title IX Coordinator or designee.

The Title IX Coordinator or Office of Student Development will provide written notification of, and work with the victim to review the following:

1. On-campus and off-campus services available for counseling, mental and physical health, victim advocacy, legal assistance and other services available for victims.
2. Options for, and provide assistance with, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

**Resolving Reports of Sexual Misconduct**
Reported incidents of alleged domestic violence, dating violence, sexual assault, sexual harassment, and stalking will be adjudicated through the YHC student conduct system. This process provides a prompt, fair, and impartial investigation conducted by officials appropriately trained on the issues related to sexual misconduct, and who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to have others present, including an advisor of their choice, during any related hearing and/or meeting. Both the accuser and the accused shall receive simultaneous notification, in writing, of: the result of any disciplinary hearing and all available appeal procedures; any change to the result of the original outcome because of an appeal; and the final outcome, including all remedial action taken by the College, after all appeal procedures have been exhausted.

**Possible Sanctions and Protective Measures**
Students who are found responsible for violating the College’s Sexual Misconduct Policy may be suspended or expelled from the College. If a student is found responsible and not banned from campus, protective measures may be imposed as part of the sanction to ensure the wellbeing of
the victim. These include, but are not limited to, a no-contact order, change of classes, or relocation of a living situation.

A representative from the Office of Student Development or the Office of Human Resources will meet individually with anyone involved in an incident of sexual misconduct regarding no-contact orders and/or restraining orders issued by the College or an outside entity. The representative will explain the parameters of the no-contact/restraining order, and the ramifications for non-compliance.

**Educational Programs**
The Office of Health & Wellness Services and the Office of Counseling & Psychological Services work in conjunction with the Office of Student Development to coordinate primary and ongoing prevention and awareness programs aimed at educating the YHC community about healthy relationships and bystander intervention. Additionally, these offices work together to address various issues surrounding rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment and stalking, and ways in which to prevent each. The Office of Human Resources coordinates primary and ongoing prevention awareness programs for all employees. Some examples of primary and ongoing prevention and awareness programs are:

- Human Resources distributing a *Guide to Understanding and Responding to Sexual Harassment and Violence* that can be found here: [http://www.yhc.edu/human-resources/title-ix](http://www.yhc.edu/human-resources/title-ix).
- The Division of Student Development sponsors a peer advocacy group called Campus Leaders Advocating Wellness (CLAW). This group, trained by the directors of Health and Wellness Services and Counseling and Psychological Services, presents programs to students and student groups about healthy relationships and sexual violence.
- The Division of Student Development also sponsors the Mountain Lions Do More initiative which seeks to foster a culture of care within the Young Harris community. Through dialog and training, the Mountain Lions Do More program empowers students, faculty, and staff to support one another in order to prevent the occurrence of domestic violence, drug and alcohol abuse, hazing, sexual assault and suicide.
- The Office of Counseling and Psychological Services sponsors a variety of support groups as needed throughout the year.
- Prior to enrolling at YHC, the Office of Health & Wellness Services requires all incoming students to take two online seminars. AlcoholEdu, which focuses on substance abuse prevention, and Haven, which focuses on rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, bystander intervention, and risk reduction.

For more information about upcoming events and services related to educational programs contact the Office of Student Development or the Office of Human Resources.

**Sex Offender Registration**
Information on registered sex offenders may be obtained from the YHC Police Department or by contacting the Georgia Bureau of Investigation at 404-270-8465 or [www.gbi.georgia.gov](http://www.gbi.georgia.gov) and clicking on “Services” then “Georgia Registered Sex Offenders” ([http://gbi.georgia.gov/00/channel_modifeddate/0,2096,67862954_87983024,00.html](http://gbi.georgia.gov/00/channel_modifeddate/0,2096,67862954_87983024,00.html)). Sex
Smoking and Use of Tobacco Products
Smoking or use of tobacco products is prohibited inside any building or facility owned by the College. All entrances, breezeways, porches, patios, and balconies are designated as smoke free and tobacco free. Students who choose to smoke or use tobacco products must be 25 feet away from any campus building.

Smoking is defined as inhaling, exhaling, burning, or carrying any lit cigar, cigarette (including electronic cigarette), pipe, or other tobacco or vapor producing product in any manner or form.

Student Code of Conduct
All students are responsible for knowing, observing, and complying with the information contained in the Student Code of Conduct section.

Student Organizations
All students are responsible for knowing, observing, and complying with the Student Organization Policy manual provided by the Office of Campus Activities. Anyone interested in forming a Student Organization should contact the Director of Campus Activities at 706-379-5110.

Selected Policies for Student Organizations:
Film/Movie Guidelines
Young Harris College acknowledges and complies with the Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) that oversees how copyrighted materials (i.e. movies or film) may be used publicly. Federal copyright law restricts the use of movies to private showings (private room/home) and prohibits public performance. Therefore, any student or recognized student organization wishing to show a movie in common meeting spaces (student center, law, classrooms, etc.) must abide by federal copyright law and uphold college policies. Under no circumstances should a student and/or student organization show a movie on campus without prior approval from the Office of Campus Activities and purchasing/securing the rights to the movie. Organizations should plan accordingly as the cost to these rights may vary. Stop by the Office of Campus Activities in the Rollins Campus Center with any questions.

Event Sponsorship
In order to sponsor an event, students and student organizations must submit a Request for Program form to the Office of Campus Activities a minimum of five (5) business days prior to the requested event date. Individuals or organizations unaffiliated with the College wishing to hold an event on campus, must be sponsored by a student organization and the student organization must submit the required information. The Director of Campus Activities will notify the YHC Police Department of any events on campus. Local authorities in conjunction with YHC Police monitor off campus student sponsored events. The Campus Activities Office reserves the right to deny an event from taking place on campus that violates college policies.

Student organizations are expected to leave all reserved spaces as they found them; this includes replacing tables and chairs in their original position, picking up trash, and recyclable materials.
All food items needing disposal should be taken to a dumpster. Any group that has left a reserved space in poor condition will be charged a cleaning fee and/or damage fees (if applicable).

When using an academic space (i.e. classroom, lecture hall, student room) for social meetings or events, organizations are expected to conduct activities quietly. Sound systems other than the provided computer speakers are prohibited. Complaints regarding noise may result in future loss of privilege to use academic spaces.

**Booking an Event Location**
The College extends to recognized student organizations the right to use its name and facilities. Requested venues may be reserved by completing the Request for Program Form located in the Student Development Office on the second floor of the Rollins Campus Center. The College reserves the right to deny the use of facilities to any organization that is not officially recognized by the College or to a recognized student organization that does not follow college policy.

**Final Exam Week “Dead Week” Policy**
In an effort to support the academic mission of the College and ensure students are not overly burdened during finals week, certain restrictions are placed on the activities of recognized student organizations. Beginning Reading Day through the end of the semester, student organizations shall not organize and/or schedule social events such as dances, elections, concerts, or other activities which may conflict with academic studies.

Institutional events that are not sponsored or organized by student organizations may be exempt from this policy. Study breaks, tutoring sessions, regular organization/end-of-term meetings, and members-only social gatherings are permitted. Organization presidents and advisors should ensure that meetings and/or academic-related activities do not interfere with the study time of its members. In rare cases, exceptions to this policy may be made as determined by the Director of Campus Activities.

**Conduct Policies Regarding Recognized Student Organizations**
The goals and purpose of recognized student organizations must be consistent with and in support of the goals and mission of Young Harris College. Student organizations will be held responsible for the behavior of their members when their actions evolve from, or are in any way related to, their association with the activities of the group. The only means by which liability on the part of the organization can be avoided is if the violators are identified and it can be shown that members of the organization took reasonable steps to prevent the violation by their fellow members.

Any student or organization wishing to report a violation related to a recognized student organization may do so by contacting the Director of Campus Activities or the Director of Student Conduct and Community Standards.

**Shared Responsibility**
Every organization has the duty to take all reasonable steps necessary to prevent infractions of college policy as well as violations of federal, state, and local laws when hosting events and/or
activities. This duty is not only applicable to members of the organization who are engaging in the activity, but is also applicable to those not engaged in the activity.

Recognized student organizations should understand that when dealing with allegations of student organization violations, the College defines a “college-related activity” as any activity sponsored by the College or by an organization recognized by the College. The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity, but depends upon whether the activity is related to the organization. All members need to be aware of their behaviors while participating in college-related activities.

**Sanctions**

Each recognized student organization must conduct its affairs in a lawful manner according to state, federal, and local laws, the organization’s constitution, and college polices. It is expected that every organization will exercise self-governance, which carries with it the responsibility of each member holding other members accountable for their actions. When such actions are in conflict with the policies, philosophy, or interests of the College, an organization may be held responsible for the actions of its membership and may be subject to disciplinary sanctions including, but not limited to, the following:

- An Administrative Warning
- Restitution
- Social Probation
- Disciplinary Probation
- Loss of Privilege
- Loss of YHC Recognition/Charter

In addition, if any Greek organization is permanently or temporarily suspended (i.e. loss of YHC recognition/charter) through the YHC student conduct system, the period of suspension may include, but is not limited to, the following sanctions:

- No participating as an organization, formally or informally, in any campus activities including Recruitment Week, Greek Week, intramurals, Fall and Spring Fest, etc.;
- No wearing of sorority or fraternity jerseys or t-shirts (including rush t-shirts) on campus;
- No displaying sorority or fraternity letters anywhere on campus including, but not limited to, residence hall windows, the Rollins Campus Center, and Recreation Center; and
- No formal recruitment activities of any kind.

For a complete list of sanctions please refer to the Student Code of Conduct section of this publication.

For more information about Student Organizations policies, please refer to the Student Organization Handbook, and/or the Greek Leadership Manuel. Both documents can be found on the Young Harris College website or by request from the Director of Campus Activities.

**Student Records**

The Family Educational Rights and Privacy Act (FERPA) allows students access to their educational records and limits the ability of others to access those records, except as authorized by law.
Academic records are compiled and maintained in the Office of the Registrar while student conduct records are under the jurisdiction of the Director of Student Conduct and Community Standards. Students may authorize the release of their educational records by signing a FERPA Release form. Such forms are kept on file in the Office of the Registrar. The full Young Harris College FERPA Policy is available in the College catalog and online at www.yhc.edu under Registrar.

**Tuition, Fees, and Financial Aid**

**Tuition**
Students are charged the same rate for 12 to 18 semester credit hours. An additional fee will be charged for hours taken in excess of 18 hours per semester. Students who enroll for fewer than 12 semester hours will be charged at the less-than-full-time rate on a per-credit-hour basis. All accounts must be paid in full before a student will be allowed to register or reserve housing for the next semester. More detailed information about current tuition and fees is available in the Business Office.

**Housing Charges**
Housing charges for the next academic year are announced each spring. A list of all charges is available on the College’s website. Private rooms are available upon request as space permits, on a first come, first served basis. Contact the Residence Life Office for more information at 706-379-5300.

**Institutional Refund Policy**
If a student withdraws from the College, refunds for tuition charges for each semester will be made according to the following schedule:

- Within the 1st week of class: 75% Adjustment
- Within the 2nd week of class: 25% Adjustment
- Within the 3rd week of class: 10% Adjustment
- After the 3rd week of class: No Adjustment

Charges are prorated on a weekly basis from the first scheduled class period until actual withdrawal. Withdrawals made any time during the week are prorated to the Monday following the week of withdrawal. Any portion of a week is charged as a full week. There are no refunds for temporary absences, for labs, special fees, or courses dropped after the drop/add period, or for charges to any student suspended or expelled for disciplinary reasons. Refund of institutional aid is calculated on the same basis as tuition (stated above). In no case will institutional aid generate a refund greater than the amount of funds already received from the student. No refund for any deposit is given to a student dismissed for disciplinary reasons.

Withdrawal can affect student financial aid and create a balance due. Any student who receives federal financial aid including grants and loans, will have a return to Title IV funds calculated to determine what portion of their aid can be kept within their package. Failure to pay any balance due for any semester will result in an administrative STOP being placed on the student account. Students with an administrative STOP on their account will be restricted from
registering for classes in future semesters. Transcripts and diplomas will not be released until the account is paid in full. Uncollectible balances are subject to be turned over to a commercial collection agency and may be reported to a national credit bureau. All costs, expenses, and fees incurred by the College in collecting or attempting to collect a past due account are the responsibility of the student.

To resolve any past due accounts, please call the Business Office at 706-379-5223.

**Housing and Meal Plan Refund Policy**
Refunds for meal charges are prorated to the Monday following the withdrawal date. In no case will institutional aid generate a refund greater than the amount of funds already received. No refund is given for housing. No refund for meal charges will be given to any student dismissed for disciplinary reasons.

Additional information and policies regarding tuition, fees, and payment plans as well as student financial aid, can be found in the College catalog, or by contacting the Business Office at 706-379-5223, or the Financial Aid Office at 706-379-5162, or by going online at [www.yhc.edu](http://www.yhc.edu).

**Vehicle, Traffic, and Parking**
The following policies have been developed in an effort to maintain safe traffic conditions on campus and to ensure maximum availability of all campus parking facilities. Violations of these policies may result in fines or other action. For questions relating to traffic policies, students should contact the Office of Student Development or the Young Harris Police Department.

**Vehicle Registration**
Young Harris College grants permission for students to have and operate a duly registered automobile, motorcycle, or other vehicle on campus. All motorized vehicles must be registered with the YHC Police Department within 48 hours after the vehicle is brought to campus. To register the vehicle, the student must provide the current tag number of their vehicle. The cost of registration is $90 per semester. Vehicle permits must be clearly displayed at all times on the bottom right corner of the back window. Vehicle registration is billed to student accounts each semester.

**Discounted Parking for low-emitting and fuel-efficient vehicles**
Young Harris College offers a 20% discount on vehicle registration and parking decals exclusively for students, faculty, and staff who own low-emitting and/or fuel-efficient vehicles. In order to qualify for this discount, low-emitting and fuel-efficient vehicles must be classified as a Zero Emissions Vehicle (ZEV) by the California Air Resources Board, or have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide. The number of discounted permits available to students each semester shall not be limited.
On-Campus Use of Vehicles
Students should maintain a speed limit conducive to safe conditions for themselves and for pedestrians and other vehicles on campus. The speed limit on campus is 15 mph. Students are reminded that all state and local regulations must be obeyed on roads throughout the campus. Student vehicles are to be used only on campus, on city streets, and in parking areas. Vehicle use on sidewalks and non-paved areas is prohibited.

Parking Areas
Parking areas are reserved for student vehicle parking. Students are to park in designated parking areas indicated by the designation of the parking decal only. Students are reminded that the lawns on campus are not to be used as parking areas. At no time may vehicles be taken inside campus buildings or parked on porches, entrance ways, sidewalks, or lawns. Students are not permitted to park in reserved spaces. A YELLOW CURB INDICATES A NO PARKING ZONE. A BLUE CURB INDICATES A HANDICAPPED PARKING ZONE. The current parking map can be found at http://www.yhc.edu/about/maps-directions-parking.

Designated parking areas for students (commuters and residential), faculty, and staff are determined each year and communicated during campus housing and commuter meetings.

Traffic Tickets and Fines
Fines associated with traffic tickets will be added to student accounts. An excessive number of tickets per semester MAY RESULT IN REVOCATION OF VEHICLE PRIVILEGES. All charges will be $25.00. Questions regarding traffic tickets and fines should be directed to the Young Harris College Police Department or the Student Development Office.

Ticket Appeal Process
Any student may choose to appeal a College ticket by submitting a YHC Student Conduct Appeal form to the Student Development Office within five (5) business days of the ticket being issued. Hearings are closed meetings of the board. Generally, information considered during the appeal is limited to that which is submitted in writing to the board.

The board may uphold, overturn, or modify the original decision or fine. Notice of the decision will be given via the student’s YHC email address within three (3) business days of the hearing. Any decision rendered by the Traffic Appeals Board shall be considered final and binding upon all involved. For more detailed information about the traffic appeals process refer to the Student Code of Conduct section.
RESIDENCE LIFE

Mission & Objectives
The Office of Residence Life is committed to providing and maintaining a clean and safe living environment conducive to the intellectual and personal growth of all YHC students. The Office of Residence Life seeks to provide an environment where students can live, study, and share ideas with their peers and members of the YHC faculty and staff whose culture, lifestyle, and opinions may be very different from their own. An environment of diversity is supported and celebrated in Residence Life.

The Residence Life Office is committed to the following:
1. Maintaining an environment conducive to learning;
2. Maintaining an environment conducive to safety;
3. Maintaining an environment conducive to personal growth; and
4. Maintaining an environment conducive to social and community development.

Housing Application
To be considered for accommodations in campus housing, a housing application must be submitted along with a room deposit. Room deposits are not applied to the cost of room and board. Instead, a room deposit is a contingency deposit against possible damage to College property, or for failure to follow proper check-out procedures. Deposits are collected at initial application and retained by the College throughout a student’s entire experience at Young Harris College. New incoming students are assigned campus housing based on the date of deposit and answers submitting on the housing application. The deposit, less any outstanding charges on a student’s account, shall be returned upon graduation or separation from the institution. Any student dismissed from YHC for disciplinary reasons will not receive a deposit refund.

The housing application is an agreement for residency in College housing and not for a particular room or roommate. The College will honor specific requests whenever possible.

Compulsory Living and Meal Plan Policy
All students who do not meet one of the following criteria are required to live in campus housing:

- 23 years of age or older
- 5th year senior
- Married or divorced
- A permanent resident of Towns county or a surrounding county, and living with a parent or guardian (not in a vacation/2nd home), or with a close relative as defined by the Assistant Dean of Students.
- Other requests for a housing exemption may, on rare occasion, be granted. An appointment should be made with the Assistant Dean of Students to determine individual eligibility.

All students living in campus housing are required to purchase an approved meal plan.
If a student drops below ten (10) semester hours (six (6) for a summer term), he or she must have written permission from the Vice President for Student Development to remain living in campus housing facilities. Students over the age of 25 must receive permission from the Assistant Dean of Students to live on campus.

**Residence Life Staff**

**Residence Life Coordinators**

Residential facilities are supervised by full-time, live-in professional Residence Life Coordinators (RLCs). The RLC serves as a resource to the resident students in his or her building(s). Every RLC keeps regular office hours in his or her residential facility, and can provide services such as personal and academic advice and referrals, crisis intervention, and conflict mediation. He or she also ensures that students maintain appropriate behavior as members of the YHC residential community. The RLC is responsible for all administrative functions of the residence hall and directly supervises the Resident Assistants.

**Resident Assistants**

Resident Assistants (RAs) are a primary resource for students living in campus housing. These student leaders facilitate the development of community on their floor(s), and in their suite(s) and building(s). An RA can assist students with personal or academic concerns, and can refer students to appropriate resources on campus. RAs are also excellent sources of information and advice about classes and ways to get involved in campus life. RAs also enforce College and Residence Life Policies. In doing so, they assist in the maintenance of a clean and safe environment where all students can sleep, study, socialize and live comfortably.

**Residence Life Policies, Procedures, and Amenities**

**Animals**

For reasons of health, maintenance, pest control, and general convenience, animals (with the exception of fish in an aquarium of 10 gallons or less) are not allowed in campus housing for any length of time. Any student found to have an animal, and/or pet related item (i.e. pet cage, pet food, water bowl, kitty litter, or leash), is subject to disciplinary action. Additionally, any student assigned to the same room/suite where an animal is found shall be held responsible as well. If an animal is found, it will immediately be taken to the Blairsville Mountain Animal Shelter. Students requiring a service or assistance animal must make appropriate arrangements through Disability Services and the Vice President for Student Development or his or her designee.

**Break Closings**

All residential facilities are closed when school is not in session for longer than three consecutive business days. Before leaving, residents must turn off all lights, unplug all appliances (including refrigerators), and lock all doors and windows. Scheduled YHC closings are provided in the calendar section of the *Guide to Student Life* and on the Residence Life section of the YHC website. Any modifications shall be posted in all residential facilities.

**Cable**

Young Harris College residential facilities are equipped with cable television connections. Basic cable service is available in the common area of each suite, and in the main common room of each residential facility. Bedrooms in Enotah Hall do not have cable connections.
Check-In, Check-Out
Upon moving into their assigned room, students are required to complete and sign a Room Condition Report form. Any room damages and/or defective equipment should be noted on the form. The RLC or RA is available during the room inspection and he or she can assist with this process.

Upon move-out, all students must check-out of their room with an RA or RLC. A Room Condition Report form must again be completed and signed at the time of move-out. When changing rooms, a student must be checked out of the old room and checked into the new room by an RLC or RA in each campus housing facility involved. Improper check-out will result in a minimum of a $50.00 fine and the loss of the ability to appeal or dispute charges related to room damage.

Students must leave the room in the same condition it was in upon check-in. The room should be clean with no posters on the walls, trash left in the room, or personal belongings left behind. There is a minimum charge of $45.00 per person for rooms left unclean, which may be applied in addition to an improper check-out fine. An additional walkthrough will be conducted by the Physical Plant Staff and Residence Life Staff following move out of all campus facilities. At that time, additional charges may be applied for cleanliness and damages.

For various reasons, students may at times be assigned to a room without a roommate. If adequate space is available on campus, students may select to pay an additional fee for a private room. If a student does not pay the additional fee, then the room shall be left in a condition that would allow another student to move in at any time. Typically, ample notice is given to the occupant of the room if another student will be moving in; however, notice may not always be possible.

Community and Shared Responsibility
In addition to college policy pertaining to community and shared responsibility, residential students are responsible for assisting in the maintenance of a healthy, safe, and comfortable living community. Students are responsible for their assigned room, its contents, and any act that takes place in it. It is important for all residents to understand that they are responsible for what goes on in their room and suite/apartment. Students are also expected to conduct themselves with proper regard for the rights, property, and privileges of other residents within the framework of good community living. In situations where personal responsibility cannot be determined, all occupants of a room, suite, or hall may be charged accordingly. Shared responsibility applies to both disciplinary action and monetary fines.

Damage
Rooms and furnishings should be kept in good condition at all times. Furniture should not be removed from any room. Any disassembled furniture must be reassembled prior to move out. Students will be found responsible for any damage they cause and will be charged accordingly. Nails, screws, and other such fixtures may not be used to affix items to room walls or furniture because of the excessive damage they may cause to the walls and/or woodwork. Occupants may be held responsible for any stains, burns, tears, breakage, or undue wear on furniture and walls. Students may also be charged a fine for leaving personal belongings or trash in the room upon
check-out.

**Fire Safety**

Fire safety and prevention is of paramount importance in a residential living environment. The responsibility for this safety rests with each resident living in the hall. Each residential facility is equipped with fire alarm pull stations on every floor and at every access point. In addition to the institution’s Fire Safety Policy, the following pertain to all residential students:

- **Open Flame**
  - Items such as oil lamps and incense are prohibited. Unlit/Unused candles are permitted for decoration as long the wick has been removed.

- **Appliances**
  - One refrigerator (6.0 cubic feet or less) is permitted in each room – refrigerators are provided in Enotah Hall, Rollins Hall, and The Village Apartments.
  - One microwave oven (under 1 cubic foot or less) is permitted in each room.
  - Open coil or open flame items such as ranges are prohibited.
  - George Foreman type grills, toasters, and toaster ovens are only permitted in The Village Apartments.
  - Be extremely careful with allowed electrical appliances such as irons, coffeepots, hot pots, and electric blankets – while on, these must not be left unattended.
  - It is prohibited to house refrigerators, microwaves, or other appliances in use in closets, drawers, or other enclosed spaces.

- **Lamps**
  - Halogen lamps, lava lamps, and lamps with plastic shades are prohibited.

- **Electrical Safety**
  - Do not overload electrical outlets.
  - Electrical products should be marked by the manufacturer as “UL Listed”.
  - Always use a power surge protector for multiple outlets to protect your property.
  - Each power strip and extension cord must be plugged into a wall outlet. Plugging extension cords into other extension cords, plugging extension cords into power strips, plugging power strips into extension cords, or plugging power strips into other power strips is prohibited. In addition, power strips and/or extension cords may not be plugged into outlet expanders.
  - Do not place posters or wall hangings over electrical outlets or lights.

- **Trees**
  - Live trees are prohibited in campus housing.

- **Grills**
  - Charcoal grills are allowed in The Village Apartments. Residents will need to properly dispose of used charcoal and store grills properly. Grills should never be used or stored on wooden porches/decks. Failure to use or store grills properly may result in loss of grilling privileges.

- **Other Fire Safety Concerns**
  - Hookahs or other smoking devices are prohibited in campus housing.
  - Removal of window screens and restrictors is prohibited.
Jamming of personal bedroom doors or propping of exterior doors is prohibited.

**Fire Alarm Evacuation Procedure:**
At the beginning of the fall semester, the fire drill procedure is explained, exits are posted, and a fire drill is held for the instruction of all residents. A minimum of one unannounced fire drill will be held each semester. The following procedures should be followed during a fire drill:

1. Close all windows in your room;
2. Put on a coat, if necessary, and hard sole shoes;
3. Take your keys, close and lock your room door behind you;
4. Walk quietly and quickly to your exit; and
5. Wait for the “all clear” signal from your RA or RLC before re-entering the building. *Failure to evacuate the building or re-entering a building prior to receiving permission to do so during a fire drill is prohibited.*

**Furniture**
All student possessions, as well as any and all College-owned furniture and equipment assigned to a room or suite/apartment must be stored in that room or suite/apartment. No additional storage space is provided. Furniture shall not be arranged in a manner that impedes access or egress from a room or disrupts fire safety equipment (i.e. sprinklers) from working properly.

Furnishings from any room or suite shall not be removed, exchanged (including mattresses) between rooms, or dismantled. College bedroom furniture may not be stored in common rooms. Additionally, indoor furniture should never be placed in an outdoor location.

**Housekeeping and Maintenance**
While Young Harris College employs housekeepers in each building to maintain the cleanliness of shared spaces, it is the responsibility of each resident to assist in creating a healthy living environment. Residents are expected to clean up after themselves and not to leave personal items or garbage in the hallways, common lobbies, or laundry rooms of any building.

When items in a room or in common area are in need of repair, an RA or RLC should be contacted to submit a maintenance work request. It is especially important to immediately report the following:
- Defective or non-operating smoke detectors;
- Electrical problems;
- Leaks from window, walls, or ceilings;
- Damage to furnishings or windows;
- Pest control problems;
- Clogged sinks, showers, or toilets;
- Malfunction of heating and cooling systems; or
- Defective/inoperable door locks.

Most repairs are completed within a day or two. A student’s RA or RLC should be contacted with questions regarding the status of a work request.
**Insurance**

Students are encouraged to carry appropriate insurance to cover any loss and/or damage of personal property. Oftentimes, dependents are covered under a parent or guardian’s home owner’s insurance policy. Students should check with their parent or guardian’s insurance carrier for details.

The College makes every effort to safeguard the personal property of each student. However, the College cannot assume any obligation to pay for the loss of or damage to items of personal property which occurs in its buildings or on its grounds.

**Keys and YHC One Card**

The primary responsibility for personal safety remains with the student. However, because no amount of watchfulness on the part of the College can replace the habit of consistently locking one’s door, each resident is issued and is responsible for a key and YHC One Card which provides access to his or her room. Whenever a student checks out of his or her room, withdraws from the College, or graduates, it is required that all keys be returned to a member of the Residence Life Staff.

*Duplication of any Young Harris College key is strictly prohibited.*

If a resident is locked out of his or her room, the RLC or an RA in that building can let the student into the room upon presentation of appropriate identification. Students shall not be allowed access to any resident room, for any reason, to which they are not assigned. A fine shall be assessed for excessive lock-outs and for replacing a lost key or YHC One Card.

In order to promote community, some students choose to prop their doors open when they are present in their room and willing to accept drop-in visitors. Students should not prop their doors when they are not present in their room. Students may not tamper with or disable a lock, door mechanism, or card access technology in order to prevent their door from locking. This includes using tape to prevent a door from locking. Students should never prop open exterior doors to any campus building.

**Laundry**

Each residence hall is equipped with a laundry room, accessible with a YHC One Card, for the residents of that building. The use of washers and dryers is included in residential fees. Students must provide their own detergent. All washers on campus use “high efficiency” detergent. Each unit in The Village Apartments has its own washer and dryer.

**Lofts**

In the interest of safety, homemade lofts are not allowed in campus housing facilities. Most beds within the residence halls are bunkable. Those students wishing to bunk beds are free to do so as long as bed frames meet the standard to be bunked.
Meeting Attendance

Campus housing meetings are an important part of living in a residential community. Students will be given a 24-hour minimum notice of an upcoming campus housing meeting, with the exception of the first meeting held following resident check-in. If a student has a reasonable excuse for missing a meeting, the Residence Life Coordinator of that building must be notified in advance of the meeting to arrange an alternate time to meet. Regardless of a student’s reason for missing a meeting, he or she is accountable for the information discussed/distributed at the meeting, without exception. **Failure to attend a mandatory hall meeting without being excused ahead of time will result in disciplinary action and/or monetary fine.**

Noise/Quiet Hours

In order to create an environment which allows students to gain the most from their time at Young Harris College, policies have been established which allow for both study and socialization. The right to sleep and study takes priority over all other activities and privileges. Each building has standard quiet hours from 11:00 p.m. – 10:00 a.m. Quiet hours are when noise should be kept to a minimum to facilitate sleep and study. Beyond such minimum hours, it is entirely up to the discretion of the residents of each hall to modify these hours. Quiet hours are in effect 24 hours a day starting on Reading Day until the end of final exams each semester.

Although specific quiet hours exist, courtesy is expected at all times. When noise interferes with the ability to sleep, study, or otherwise enjoy the living environment, it is each student’s responsibility to resolve the issue by first speaking with the person(s) responsible for the noise. If an agreed upon resolution is not established, an RA or RLC may be contacted to further address the problem.

Personalization

Room personalization remains an important component in the student development program at Young Harris College. The Office of Residence Life is committed to the goal of allowing residents the freedom of expression inherent in adapting their rooms to their personal needs. Students are strongly advised to consult their roommate before purchasing any large items such as a TV, refrigerator, or microwave to avoid duplication.

**Students may:**
- Hang drapes using tension rods;
- Decorate in any other way that does not permanently alter the room (i.e. posters, plants, throw rugs);
- Use poster putty to hang items on walls.

**Students may NOT:**
- Dismantle any College furniture;
- Prevent egress from a room (i.e. affix cardboard to a window with duct tape);
- Affix anything permanently to the walls, ceiling, or doors including lofts, bunk beds, bookcases, wall paper, and glued cork boards, etc.;
- Paint anything that belongs to the College;
- Cover or line inside or outside of light fixtures with fabric or paper;
• Use puffy double-sided, duct, or packing tape to affix items to College walls or furniture
• Use stolen items such as restaurant or street signs, or items that that seem likely to have been stolen such as bathroom signs, road cones, or large cardboard cutouts without proper proof of purchase, to decorate; or
• Have or use a dart board (including soft or safety darts).

Room Changes
For safety and security reasons, as well as the comfort of all residents, it is vital that the College be able to determine where each resident lives at any given time. The only room a student is allowed to occupy is the one assigned by the Office of Residence Life. Residents who wish to change rooms for any reason must complete a Room Change Request Form with their RLC or the Assistant Dean of Students. The room change request period begins the second week of the semester and runs through the Friday prior to Thanksgiving in the fall, and through the Monday two weeks prior to the start of finals in the spring. Upon approval, check-in and check-out procedures must be completed. Taking up residence, as defined by the College, for any length of time or for any reason, in a room or common area other than the one assigned is prohibited.

Room Entry
The residential facilities are owned and controlled by the College. In addition to entering a student’s room in accordance with the Administrative Search Policy, authorized college personnel may enter a student’s room for the purpose of inspecting health and safety conditions, providing maintenance and/or housekeeping services, ascertaining general room condition, or ensuring compliance with college policy. Except in emergency situations, YHC staff members do not enter a room before 10:00 a.m. in order to respect student privacy.

Roommates
Students are able to select or request a specific roommate. If a specific roommate request is not received, the Office of Residence Life compares interests, anticipated major, and all other information given on the housing application in an attempt to place individuals with similar interests together in the building requested. In addition, each student is also given an opportunity during START to request a roommate. Every reasonable effort is made to honor available requests and preferences.

Of course, this process may not always work to everyone’s satisfaction. For this reason, room and roommate changes are allowed two weeks after check-in. The waiting period is to allow time for people to try to adjust to each other’s personalities and behaviors. If for some reason the two students simply cannot get along, one or both will be allowed to move after the 2-week waiting period.

It is important to note that some people stay with the same roommate throughout their entire college career, and some change each year. Neither of these patterns is better than the other because different people seek different experiences. Roommate communication is essential to a positive relationship. RAs can provide a roommate contract to help facilitate a conversation regarding behavior in each living space. Students are encouraged to not only create a friendship
with their roommate, but with other Young Harris College students in order to enrich their college experience.

**Theft**

*Students should always lock the door when leaving their room or suite/apartment, keep their YHC One Card and room key with them at all times, and promptly report any doors or windows that do not lock properly to an RLC or RA.*

Tips to prevent theft:

- Always lock your bicycle;
- Never leave unattended valuables in plain sight;
- Do not leave jewelry or other valuables in the bathroom;
- Do not leave clothing in the laundry room; and
- Be careful where you leave your books in public areas, especially during final exam week when books are being sold back to the bookstore.

Personal belongings found in residential common rooms or laundry rooms should be turned in to the RLC or an RA, or taken to the YHC Police Department. Immediately report all thefts to the Young Harris College Police Department, and then contact the RLC of the building. It is suggested that students obtain property insurance. Information regarding such insurance is available on the Residence Life website ([www.yhc.edu/student-life/residence-life](http://www.yhc.edu/student-life/residence-life)).

**Telephones**

The vast majority of students come to Young Harris College with cell phones therefore, the College does not provide telephones in residential rooms or suites/apartments. Should a student wish to have a telephone in his or her room, phones with local service and voicemail are available for rent from the Admissions Office. The College telephone system is digital and will not work with home-based analog systems. Only phones provided by the College will work when plugged into phone jacks in student rooms. Long distance service requires a personal calling card with access to an 800 number.

**Visitation/Guests**

In an effort to protect the health, safety, comfort and well-being of all students, certain restrictions exist for guests and visitors. These restrictions are outlined below.

At the beginning of each semester, RAs and RLCs assist roommates in the negotiation of a roommate contract. Roommate contracts may also be negotiated when room changes occur. Roommate contracts help aid in setting boundaries between roommates and/or suitemates. If students residing in a given room or suite/apartment wish to further limit the access of guests and/or visitors, they may do so by indicating agreed upon changes on the roommate contract. Enforcement of visitation and guest restrictions will include consideration of college policies as well as any additional restrictions determined by roommates through the agreed upon roommate contract.
Visitors
A visitor is defined as any current Young Harris College student present, with permission, in a particular residential complex, room or suite/apartment where they are not officially assigned. Each residential facility is equipped with at least one common area where visitation is permitted 24-hours a day. Outside of that area (i.e. residential rooms, suites/apartments, and interior hallways of same-sex buildings), the following conditions apply:

- Visitation is limited to the following times:
  - Residence Halls:
    - 9:00 a.m. – 1:00 a.m. – Sunday through Thursday
    - 9:00 a.m. – 2:00 a.m. – Friday and Saturday
  - The Village Apartments:
    - 9:00 a.m. – 1:00 a.m. – Sunday through Thursday
    - 24-hour visitation – Friday and Saturday
- All students are responsible for what occurs in their assigned room or suite/apartment. If a violation of the Visitation Policy occurs, all occupants of that room or suite/apartment may be held accountable.
- Residents are expected to be mindful of their roommate and their suitemates when hosting visitors.

Guests
A guest is defined as any person on YHC premises who is not a current Young Harris College student.

In addition to the conditions outlined for visitors above, the following restrictions also apply to guests who enter a residential complex:

- Residents must register their guests with their RLC in writing in advance of their guest’s arrival.
- All guests must have a designated host. Hosts are responsible for the conduct of their guests and for escorting them at all times. Guests are not allowed to be present in a residential complex without their host.
- Guests must observe and follow all college policies, and will be asked to leave campus if found to be a disruption to the community or individual residents.
- No overnight guests are permitted prior to the start of classes and after Reading Day each semester.
- A student may have no more than two guests at a time.
- Guests may not stay for longer than two nights per visit. Any extension must be approved by the RLC of that complex. No guest is allowed to stay for an extended period of time or to visit an unreasonable amount of times, as determined by the Assistant Dean of Students.
- Overnight guests UNDER the age of 18 must have written consent from the Assistant Dean of Students or the RLC of the complex. Permission is typically granted with parental consent.
No person may take up residence in campus common areas (public or those within a suite/apartment) or a bedroom to which they have not been formally assigned.

**Windows/Porches/Balconies**

Windows cannot be obstructed by furniture, cardboard, or other items. Entering or exiting a campus facility through a window, hanging anything out of windows and/or placing items outside the window on ledges, roofs, or overhangs without the permission of the Assistant Dean of Students is prohibited. Some windows on campus are equipped with restrictors, a device which prevents the window from opening to the full extent. Students may not remove this device from their window. While displaying organization letters or other items in a window is acceptable, students will be asked to remove any item that is deemed to be offensive by the College.

Should a room window be broken, the occupants of the room are responsible for the damage if the responsible party cannot be identified.

At no time are students allowed to climb/scale any porch railings or balconies. Jumping from The Village Apartment porches is prohibited, as is allowing others to jump from a porch.
STUDENT CODE OF CONDUCT

Purpose
Upon admittance to Young Harris College, students are informed of the standards and expectations associated with entrance into the YHC community. The Student Code of Conduct was adopted to enhance the health and safety of individuals on campus and to promote an atmosphere that is conducive to the educational process.

Standard of Proof
Because the YHC student conduct system is administrative in nature and not judicial, it is not bound by the standard rules of evidence. It does not enforce outside criminal or civil law and does not intend to mimic such judicial processes. Decisions reached under the student conduct system are based on a preponderance of the evidence. Attorneys and/or legal advisors are not permitted to participate in the YHC student conduct process.

Jurisdiction
The Standards of Conduct apply to all conduct that occurs on College premises and at College-sponsored activities. The College also has the discretion to discipline a student for an act in violation of the Standards of Conduct that occurs off campus if that conduct adversely affects the YHC community and/or the pursuit of its objectives. The Vice President for Student Development, in his or her sole discretion and on a case-by-case basis, decides whether student conduct proceedings should be initiated against a student for conduct occurring off campus.

Fundamental Rights of the Accused
Students and student organizations charged with violating the Standards of Conduct are entitled to the following rights under the Young Harris College student conduct system:
(1) Notice of the charge(s), account of the alleged misconduct, list of witnesses, and notice of the scheduled hearing delivered seventy-two (72) hours before a hearing. The student may request additional time by showing good cause.

(2) Notice of the maximum allowable penalty (i.e., expulsion).

(3) The right to a hearing closed to the public.

(4) The right to: (i) a non-adversarial hearing before the Director of Student Conduct and Community Standards or his or her designee; or (ii) an adversarial hearing before a College hearing board with jurisdiction.

(5) The right to testify or remain silent in a College hearing at his or her option. However, a College board is not prohibited from drawing an adverse inference against a student if the student remains silent or refuses to attend a disciplinary hearing, or testifies in response to evidence offered against him or her. A College hearing board shall not base its decision solely on a student’s failure to attend a hearing or a student’s refusal to testify or remain silent.

(6) The right to present the testimony of witnesses or other evidence at a hearing.

(7) The presumption of innocence. The burden of proof rests with the College, such that the College must prove the student’s guilt by a preponderance of the evidence.

(8) A written decision specifying the rule violated, penalty assessed, and right of appeal.

(9) The right to challenge the seating of any board member for good cause. The dismissal of a challenged hearing board member shall be at the discretion of the hearing board chairperson. If the chairperson is challenged, he or she may be excused at the discretion of the majority of the hearing board.

(10) The right to have his or her case heard only on the misconduct specified in the written notice.

(11) The right to challenge the admissibility of evidence.

(12) The right to cross-examine all available adverse witnesses.

(13) Appeal the decision of a College disciplinary board in accordance with “Appeals Process” as detailed herein.

**Standards of Conduct**

A student or student organization may be disciplined for the following types of misconduct:

(1) Providing false information to a College official.
(2) Falsifying, distorting, misrepresenting, or withholding information in connection with a College investigation or hearing.

(3) Forging, altering, destroying, falsifying, or misusing records, identification, or documents, whether in print or electronic form.

(4) Causing physical harm to any person (including oneself); endangering the health or safety of any person (including oneself); engaging in conduct that causes a reasonable person to fear harm to his or her health or safety; or making an oral or written statement (including electronically) that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals, although the speaker need not mean to carry out the act of unlawful violence in order to constitute a violation of this rule.

(5) Harassment, which is defined as unwelcomed conduct that is so severe or pervasive, and objectively offensive, that it substantially interferes with the ability of a person to work, learn, live, or participate in or benefit from the services, activities, or privileges provided by the College.

(6) Engaging in Sexual Misconduct, including: sexual assault; sexual harassment; dating violence; domestic violence; stalking; and retaliation. See the sections entitled “Sexual Misconduct” and “Retaliation” for definitions of the above terms.

(7) Invasion of another person’s privacy when that person has a reasonable expectation of privacy including, but not limited to, using electronic or other means to make a video or photographic record of any person in a location in which the person has a reasonable expectation of privacy, without the person’s knowledge, or consent. This includes, but is not limited to, making a video or photographic record of a person in shower/locker rooms or restrooms. The storing and/or distributing of such unauthorized recordings by any means is also prohibited.

(8) Theft, misappropriation, unauthorized possession, or unauthorized sale of private or public property including, but not limited to, College property.

(9) Vandalizing, destroying, damaging, engaging in conduct that reasonably could cause damage to, or misusing private or public property including, but not limited to, College property.

(10) Participating in hazing. “Hazing” is defined as any intentional or reckless act, on or off College property, by one (1) student, acting alone or with others, which is directed against any other student, which endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety. “Hazing” does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. The College also upholds the position on hazing adopted by the Association of Fraternity Advisors (www.afa1976.org),
and the Fraternal Information and Programming Group (www.fipg.org), and looks to the
groups’ definition of hazing for guidance identifying acts of hazing.

(11) Engaging in disorderly, lewd, indecent, or obscene conduct. “Disorderly” conduct means
fighting or other physically violent or threatening conduct; creating a hazardous or
physically offensive condition by any act that serves no legitimate purpose; making noise
that could unreasonably disturb others who are carrying on lawful activities; or conduct
that breaches the peace. “Lewd, indecent, or obscene” conduct includes, but is not
limited to, public exposure of one’s sexual organs, public urinating, and public sexual acts.

(12) Engaging in speech, either orally or in writing, that is directed to inciting or producing
imminent lawless action and is likely to incite or produce such action.

(13) Any act of arson; falsely reporting a fire, the presence of an explosive or incendiary
device, or other emergency; damaging fire alarms; setting off a false fire alarm; or
tampering with or removing fire extinguishers or any other safety or emergency
equipment from its proper location, except when removed in a situation in which there is
a reasonable belief of the need for such equipment.

(14) Possessing, using, or duplicating College keys, access cards, or identification cards
without authorization; possessing, using, or entering College property without
authorization.

(15) Theft, misuse, or unauthorized use of information technology facilities, resources, or
access codes, including, but not limited to: unauthorized entry into or transfer of a file;
using another person’s identification and/or password without that person’s consent;
using information technology facilities or resources to interfere with the work of another
student, faculty member, staff member, or other member of the College community;
using information technology facilities or resources to interfere with normal operation of
a College information technology system or network; circumventing College information
technology systems or network security; using information technology facilities or
resources in violation of copyright laws; falsifying an e-mail header; and conduct that
violates the College’s Acceptable IT Use Policy which can be found at
www.yhc.edu/information-technology.

(16) Possessing, using, storing, or manufacturing any weapon or any facsimile of a weapon
on College property or in connection with a College-affiliated activity, unless authorized
in writing by the YHC Chief of Police or his or her designee.

(17) Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under
the influence of alcoholic beverages on College property or in connection with a College-
affiliated activity.

(18) Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under
the influence of alcohol beverages, if prohibited by federal, state, or local law.
Providing an alcoholic beverage to a person younger than twenty-one (21) years of age, unless permitted by law.

Using, manufacturing, possessing, distributing, selling, dispensing, or being under the influence of drugs, if prohibited by federal, state, or local law; displaying, distributing, dispensing, possessing, or selling drug paraphernalia; using or possessing a prescription drug if the prescription was not issued to the student; or distributing or selling a prescription drug to a person to whom the prescription was not originally issued.

Failing to pay a College bill, account, or other College financial obligation.

Failing to respond to a request to report to a College administrative office; failing to comply with a lawful directive of a College employee or other public official acting within the scope of his or her duties; or failing to identify oneself to a College employee or other public official acting within the scope of his or her duties when requested to do so.

Failing to appear at a College hearing including, but not limited to, a hearing of a College disciplinary board, following a request to appear either as a party or as a witness.

Violating the terms of an interim suspension, a non-contact directive, or a disciplinary penalty imposed by the College.

Obstructing or disrupting teaching, learning, studying, research, public service, administration, disciplinary proceedings, emergency services, or any other College-affiliated activity, or the free flow of pedestrian or vehicular traffic on College property.

Violating a college policy or rule, including, but not limited to, college policies or rules relating to facilities use, smoking, the acceptable use of information technology resources, research or service misconduct, finder’s fees relating to clinical investigations involving human subjects or access to College data or materials, College libraries, dining services, parking or transportation, College identification card use, sexual harassment, residence halls, and registered student organizations.

Committing an act that is prohibited by local, state, or federal law.

Attempting to commit a violation of a Standard of Conduct or being an accessory to the commission of an act or attempted act in violation of a Standard of Conduct.

**Student Conduct Process**

Once an incident report is submitted, the Vice President for Student Development or his or her designee will review the report, gather further information if necessary, and establish appropriate charges, if any. If charges are established, the accused student or student organization will be notified by the Office of Student Development and required to schedule an appointment with the Director of Student Conduct and Community Standards or with the student’s Residence Life Coordinator (if the offense is minor).
After being advised of the pending charge(s) and fundamental rights, an accused student or student organization has two available courses of action:

- **Administrative Hearing**
  The accused student or student organization may accept responsibility for violating the Standards of Conduct described in the pending charges and accept the College’s sanction recommendation. Such disposition shall be final and there shall be no subsequent proceedings.
  
  *If the agreed upon outcomes are not met within the stated period of time, new charges may be brought against the accused student or student organization.

- **Student Disciplinary Board Hearing**
  An accused student or student organization may elect to have a hearing before the Student Disciplinary Board to contest the pending charges and/or recommended sanction. Students appearing before a Student Disciplinary Board are responsible for presenting information related to his or her involvement or non-involvement in the incident in which he or she is being charged. A representative from the Office of Student Development will provide information to the Board to support the College’s claim against the accused student or student organization.

**Interim Suspension**

When the Vice President for Student Development or his or her designee has reason to believe the continued presence of a student or student organization poses a threat to the health, safety, or welfare of members of the YHC community, or to the preservation of YHC property, or poses an ongoing threat to the disruption of, or interference with, the normal operations of the College, the Vice President for Student Development or his or her designee may impose an interim suspension prior to the conclusion of a full hearing.

Notice of an interim suspension shall be provided in writing to the accused student or student organization. The written notice shall explain the basis for the interim suspension and state that the suspension shall remain in effect until the conclusion of a full hearing in accordance with the Young Harris College student conduct process.

During the interim suspension, a student or student organization shall be denied access to YHC-controlled property (including campus housing facilities), classes, and/or all other YHC activities or privileges for which the student or student organization might otherwise be eligible, as the Vice President for Student Development or his or her designee may deem appropriate.

The interim suspension does not replace the regular process which shall proceed as normal under the student conduct process.

**Sanctions**

The following sanction options may be imposed upon any student found to have violated the Standards of Conduct:

1. **Administrative Warning.** A written notice to the student that the student is violating or has violated the Standards of Conduct.
(2) **Loss of privilege.** Denial of specified privileges for a designated period of time. This may include denial of participation in College-sponsored activities and/or events, extracurricular activities, social activities, scholarships, and the use of certain College-controlled property.

(3) **Parental Notification.** The Family Educational Rights and Privacy Act (FERPA) gives colleges and universities the option to release specific types of information from a student’s conduct record.

(4) **Educational & Treatment Programs.** Students may be required to attend classes, at their own expense, dealing with issues such as the consequence of alcohol or drug use, civility, ethics, or other topics as deemed appropriate by the Director of Student Conduct and Community Standards.

(5) **Restitution.** Restitution may be required in situations that involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. Restitution may take the form of a monetary payment or appropriate services to repair the destruction, damage, or loss.

(6) **Work Sanction/Community Compensation.** A work sanction is the assignment to work a specific number of hours at the College or a community service agency.

(7) **Housing Suspension.** Removal of the student from campus housing for a definite period of time, after which the student may be eligible to return. Conditions for readmission must be specified. If a student is suspended from campus housing, he or she may still be charged room and board during the time of suspension.

(8) **Housing Expulsion.** Permanent removal of the student from campus housing. If a student is expelled from campus housing prior to the end of the semester, he or she may still be charged the full amount for room and board.

(9) **Disciplinary Probation.** Disciplinary probation permits a student to remain at the College on probationary status, but with the understanding that a future violation of the Standards of Conduct may result in suspension. Probation may be for a defined or indefinite period. Other conditions of probation are specific to each individual case and may include a requirement of community service or other requirements or restrictions.

(10) **Suspension.** Separation of the student from YHC for a definite period of time, after which the student is eligible to return. Upon return, the student may be placed on indefinite disciplinary probation. Additional conditions for readmission may also be specified.

(11) **Expulsion.** Permanent separation of the student from YHC.

(12) **Revocation of Admission and/or Degree.** Admission to, or a degree awarded from YHC may be revoked for fraud, misrepresentation, or other violations of the Standards of
Conduct committed by a student in obtaining the degree or admittance.

(13) **Withholding Degree.** YHC may withhold awarding a degree otherwise earned until the completion of the student conduct process, including the completion of all sanctions imposed, if any.

(14) **Other Sanctions.** A disciplinary hold may be placed on a student’s account until the completion of the student disciplinary process and/or until the student satisfies the terms and conditions of any penalties imposed.

In addition to the above list, the following sanctions may be imposed upon groups or recognized student organizations:

(1) **Social Probation.** Social probation prohibits a student organization from sponsoring or participating in specified social activities. While on social probation, a student organization may not host social events (e.g., dances, formals, tabling, etc.) or participate in College-sponsored activities (e.g. Homecoming, Greek Week, intramurals, etc.). Exceptions may be made for philanthropic events, but must be approved, in advance, by the Vice President for Student Development.

(2) **Disciplinary Probation.** Disciplinary probation means that a student organization is permitted to retain YHC recognition on a probationary status. Violation of the Standards of Conduct during the period of disciplinary probation may result in more serious penalties, including revocation of YHC recognition.

(3) **Loss of YHC Recognition/Charter.** A recognized student organization may be placed on permanent or temporary suspension from Young Harris College and may lose its status as a recognize student organization and not be allowed to plan or use College facilities or other resources for any functions.

A sanction imposed for any single violation may include more than one of the sanction options listed above.

Students who receive a suspension or expulsion must vacate the campus as directed in a hearing and/or appeal. Students who are suspended or dismissed from Young Harris College are banned from the campus or College property. Violators shall be subject to arrest for criminal trespass.

If a student fails to complete an assigned sanction within the specified amount of time, a Failure to Comply violation may be assessed to the student. An administrative STOP shall be placed on the student’s account preventing him or her from registering for classes, accessing grades, obtaining a transcript, and performing other administrative functions until the original sanction is complete. In addition, monetary fines may also be imposed and placed on a student’s account.
Student Conduct Council

The purpose of the Young Harris College Student Conduct Council is:

1. To hear allegations of student misconduct involving violations of the Standards of Conduct; and
2. To determine the responsibility of the student or student organization charged and establish an appropriate penalty in cases where the student or student organization is found responsible.

Membership

Twelve to fifteen (12-15) full-time YHC students shall be selected each year to serve on the Student Conduct Council. To apply, a student must be a rising sophomore or above. An applicant may be disqualified because of previous conduct violations or not meeting the minimum qualifications for membership. All students selected to serve on the Student Conduct Council must maintain a 2.5 GPA. A member may be removed from office, for cause, by the Vice President for Student Development.

Advisor

The Director of Student Conduct and Community Standards shall serve as advisor to the Student Conduct Council.

Student Disciplinary Board Hearing

After being advised of the pending charge(s) and fundamental rights, an accused student or student organization may elect to have a hearing before the Student Disciplinary Board to contest the charge(s) and/or recommended sanction. Students appearing before the Disciplinary Board are responsible for presenting relevant information related to his or her involvement or noninvolvement in the alleged incident. A representative from the Office of Student Development will provide information to the Board to support the College’s claim against the accused student or student organization. Student Disciplinary Board Hearings are closed to the public and shall remain confidential except as provided by law.

Composition of the Board

The Student Disciplinary Board shall be comprised of Student Conduct Council members. A quorum of five (5), including a non-rotating Chairman elected by the Student Conduct Council and approved by the Vice President of Student Development, must be present in order for a hearing to proceed. If a quorum is not present, the accused student or student organization shall be given an opportunity to reschedule the hearing or to waive his/her/its rights to a quorum and proceed with the hearing with approval of the Chairman.

Witnesses and Exhibits

Both parties may arrange for witnesses to present pertinent information at the hearing. If a party wishes to have a witness present, it is his or her responsibility to supply a list of witnesses, including contact information and a description of how the witness is relevant to the incident, to the Board at least three (3) business days prior to the start of the hearing for approval. Upon approval, notification of hearing details to witnesses is the sole responsibility of the person submitting the request. Pertinent records, exhibits, and signed written statements may be accepted as information for consideration by the Board at its discretion. Such information must
be presented by a party at least three (3) business days prior to the start of the hearing for approval by the Board.

**Standard of Proof**
The College has the burden of proof and must establish by a preponderance of the evidence that the accused student or student organization is responsible for the alleged student conduct violation. All procedural questions are subject to the final decision of the Chair of the Board.

**Responsibility Phase**
During the responsibility phase both parties may present relevant information in order to help the Board determine whether the accused student or student organization should be found responsible for the alleged charge(s). Character evidence is not permitted during the responsibility phase of the hearing. The determination of the Board shall be made on the basis of whether it is more likely than not that the accused student or student organization violated one or more of the Standards of Conduct. Board deliberations shall be closed and out of the purview of the parties.

**Penalty Phase**
If a student or student organization is found to be responsible for violating one or more of the Standards of Conduct, the hearing shall proceed to the penalty phase. During the penalty phase, the Board may consider a student or student organization’s conduct history. The Board may also consider the student’s present demeanor, the nature of the offense, the severity of any damage, injury or resulting harm, and any other relevant factors in order to determine an appropriate sanction. Character witnesses are permitted during the penalty phase.

All hearings may be audio/video recorded and may become part of a student’s official conduct file.

At certain times of the year hearing boards are unavailable. An administrative hearing is necessary when: 1) the Student Disciplinary Board or Traffic Appeals Board is unable to meet (including summer session, between terms, during the week of finals, or any other time it is not feasible to convene); or 2) deemed appropriate by the Vice President for Student Development.

**Appeals Process**
The disciplinary action of the Student Disciplinary Board may be appealed. An appeal shall be heard by members of the Student Conduct Council who did not serve on the initial Student Disciplinary Board. The request for appeal must be submitted in writing to the Student Development Office within five (5) business days of the decision of the Student Disciplinary Board. All appeals (except those to the Traffic Appeals Board) must be taken upon the record made before the original board. Pending the outcome of an appeal, the penalty specified in the original decision shall not be imposed. An interim suspension may be imposed if the Vice President for Student Development or his or her designee has reason to believe the continued presence of a student or student organization poses a threat to the health, safety, or welfare of members of the YHC community or to the preservation of YHC property, or poses an ongoing threat to the disruption of, or interference with, the normal operations of the College.
The following reasons shall constitute valid grounds for an appeal:

1. **To determine whether the initial hearing was conducted fairly** in light of the charges and information presented, and in conformity with prescribed procedures giving both parties a reasonable opportunity to prepare and to present evidence to the Board. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

2. **To determine whether the decision reached was based on substantial information**, that is, whether there were facts in the case that, if believed by the finder, were sufficient to establish that a violation of the College’s Standards of Conduct occurred.

3. **To determine whether the sanction imposed was appropriate for the violation** of which the student was found responsible.

4. **To consider new information**, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing, nor could have reasonably been obtained by the person.

Outcomes of the Appeals Board are final; however, they are subject to review by the Director of Student Conduct and Community Standards, and the Vice President for Student Development for consistency and fairness.

**Traffic Appeals Board**

The purpose of the Traffic Appeals Board is:

1. To hear appeals regarding traffic or parking tickets issued on campus by the Young Harris College Police Department; and
2. To determine whether a student violated the YHC traffic policy and establish an appropriate penalty, if necessary.

**Submission**

Any student may appeal a traffic or parking ticket issued on campus by the Young Harris Police Department. Students wishing to appeal a ticket must submit a YHC Student Conduct Appeal form to the Student Development Office within five (5) business days of the ticket being issued. The ticketing officer then has the opportunity to read the appeal and submit a written response to the Traffic Appeals Board twenty-four (24) hours prior to the hearing. All hearings are closed meetings of the board.

**Information Considered**

Information considered during the appeal is limited to that which is submitted in writing to the board. A student or ticketing officer may submit a written request with the appeal to present information in person. If granted, notice will be given forty-eight (48) hours prior to the appeal hearing inviting both the student and ticketing officer to speak. If a student or officer is granted the opportunity to present information at the appeal and is not present at the time of the
hearing, the hearing will not be delayed or rescheduled and his or her written statement only will be considered. The board may uphold, overturn, or modify the original decision or fine.

Notice of the decision will be given via the student’s YHC email address within three (3) business days of the hearing. Any decision rendered by the Traffic Appeals Board shall be considered final and binding upon all involved.

**Composition of the Board**
The Traffic Appeals Board shall be comprised of Student Conduct Council members. A quorum of three (3) must be present in order for a hearing to proceed.

**Notification to Others**
In an effort to holistically develop students and more effectively identify behavior patterns, there are times when those with a “need to know” are notified about a student’s involvement, or alleged involvement, in an incident. To the extent allowed by FERPA, this “need to know” may include administrators, faculty, advisors, the College retention officer, coaches, health and wellness professionals, and Residence Life Staff. Those considered “need to know” are determined by the Vice President for Student Development and Director of Student Conduct and Community Standards on a case-by-case basis.

**Student Conduct Records**
Incidents involving the imposition of sanctions other than YHC suspension, YHC expulsion, or revocation or withholding of a degree shall be expunged from the student’s confidential disciplinary record seven (7) years from the date of the student’s last violation.

Student Conduct records, including hearing outcomes and sanctions shall follow a student for his or her entire enrollment at Young Harris College.

**Special Circumstances**
The Vice President for Student Development may choose to review a case directly and has the right to initiate legal action when necessary. This includes, but is not limited to, cases involving the use or possession of illegal drugs and drug paraphernalia, sexual misconduct, or violence. The student will be given the opportunity to refute the charges or accept responsibility for his or her behavior. Decisions at this level may be appealed to the President, or his or her designee.