



**FORT VALLEY
STATE UNIVERSITY**
EMPOWER *the* POSSIBLE.

2020 - 2021 STUDENT HANDBOOK

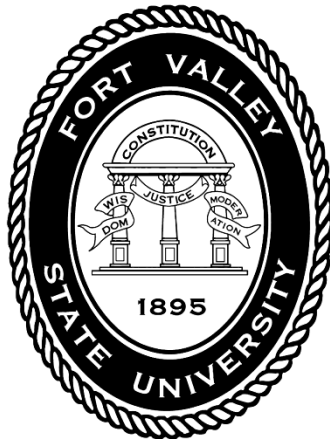
ADDENDUM

In the wake of the COVID-19 pandemic, Fort Valley State University is committed to ensuring that every member of our community remain safe. We are taking every reasonable step to adhere to all guidance established by the CDC and other public health officials. It is the expectation that all students comply with the safety guidelines and protocols that have been instituted to minimize the risks associated with the coronavirus. This includes social distancing, the wearing of masks in identified areas, unauthorized gatherings and other safety measures. Students who do not comply with established safety guidelines and protocols will be subjected to the student conduct process of the University as outlined in the Student Code of Conduct [Article II: Section 5: Insubordinate Behavior (Failure to Obey University Officials and Failure to Obey University Policy)].

July 1, 2020

FORT VALLEY STATE UNIVERSITY

A State and *Land-Grant* University
University System of Georgia
1005 State University Drive
Fort Valley, Georgia 31030-4313
www.fvsu.edu



STUDENT HANDBOOK

(Effective January 27, 2021)

An Equal Opportunity and Affirmative Action Institution

Fort Valley State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and education specialist degrees. Contact the Southern Association of Colleges Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fort Valley State University.

This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents prevail. For additional information contact the Office of the Vice President for Student Affairs and Enrollment Management at (478) 825-6291.

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**FORT VALLEY STATE UNIVERSITY
BUILDING CODES**

Building Code	Academic Building
0005	University of Georgia (UGA)
0006	FVSU- Warner Robins Site
0008	To Be Announced (TBA)
0011	Home Management House
0050	F. W. Gano Building ~ Gano
0110	Founders Hall
0115	LeRoy Bywaters (Sr.)Building ~ Bywaters
0120	H. A. Hunt Memorial Library ~ Library
0125	Royal C. Peabody Building ~ Peabody
0140	Lyons Student Center
0180	Samuel Henry Bishop Hall ~ Bishop Hall
0185	Patton Hall
0200	William Merida Hubbard Education Building ~ Education Building
0205	Myers Hall
0210	Miller Hall
0215	Alva Tabor Agriculture Building ~ Tabor
0220	Cozy L Ellison Building ~ Ellison Building
0225	George N. Woodward Building ~ Woodward Gymnasium
0240	Horace Mann Bond Building ~ Bond Building
0300	Stallworth Agricultural Research Building ~ Stallworth
0320	O'Neal Building
0325	Veterinary Technology Annex
0520	Computer Technology and Mathematics Building (CTM)
0521	Meat Technology Building
0570	HPE Complex
0590	Academic Classroom and Laboratory Building (ACL)
0610	Fine Arts Gallery and Studio (Downtown Fort Valley)
0881	Field Experience
E-Core	E-Core - Online
E-Major	E-Major - Online
Online	No Code Assigned

*Office of the Registrar
Revised: July 1, 2015*

MISSION STATEMENT

Fort Valley State University, founded in 1895, is an HBCU and 1890 Land-Grant institution providing excellent academic programs that integrate quality instruction, research, extension, and student learning experiences responsive to the needs of a culturally and economically diverse student population equipped to excel in the 21st-century global community.

VISION STATEMENT

Fort Valley State University aspires to be the University of choice for students, faculty, staff, and future employers, recognized nationally and internationally for its excellence in teaching, research, service, exemplary academic programs, and globally competitive students.

VALUES

Intellectual Excellence. FVSU is committed to the highest standards of excellence by creating stimulating learning environments that promote intellectual growth, innovation, and discovery, and life-long learning.

Student-Centered. Our top priority is students and providing them with an enriching, stimulating, and supportive environment.

Diversity. We respect all people, cultures, ideas, beliefs, lifestyles, and perspectives.

Integrity and Collegiality. We hold everyone accountable for their actions and engaging in honest, ethical behavior.

Engagement. We serve as an important strategic partner and resource by promoting educational attainment, cultural enrichment, and economic development.



Dear Wildcat:

Congratulations on embarking on one of the greatest journeys you'll ever experience as a scholar at Fort Valley State University. At FVSU, you'll experience a wonderful and supportive network of fellow students, faculty, staff and alumni. You'll also broaden your horizons and be immersed in 21-century learning opportunities, gain lifelong friendships and hopefully embrace all of the fun and growth that comes with being a college student. Be assured that you've made an exceptional decision in choosing to become an FVSU Wildcat.

As a new student, you're encouraged to pursue your most aspirational dreams and embrace the spirit of discovery, scholarship and community at FVSU. You are also invited to embrace our living and learning environment and do your part to ensure our campus is a positive and welcoming space for every student. We want you to be appreciated for your unique gifts, talents, cultures, and life experiences. By embracing our shared values at FVSU, we will ensure every student is positioned to be successful at our University.

To support our shared goals and ensure you are always reflecting the best of FVSU, I encourage you to take the time to read our FVSU Student Handbook. This vital resource will help guide your professional and personal foundation as we help guide your educational growth as a scholar, leader and citizen of our FVSU Family.

Again, congratulations on joining FVSU. You should be proud of your achievements and the entire campus community looks forward to welcoming you to FVSU's Wildcat Family.

Have an incredible year!

Sincerely,



Paul Jones, Ph.D.
President

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A Message from the Provost & Vice President for Academic Affairs

Greetings Wildcats:

As Provost & Vice President for Academic Affairs at Fort Valley State University (FVSU), it is my immense pleasure to welcome you to the Wildcat family. On behalf of the entire university, please allow me to express my gratitude that you have chosen FVSU to continue your academic career. I am confident that, with the skills and knowledge you acquire here, you will be fully equipped to achieve great success and create better lives for yourself and your family.

As we commence a new semester, let me first acknowledge that we are now living in a new, uncharted world. Following the COVID-19 pandemic, our towns, cities, nation, and even the world have been required to seek innovative ways to adapt to the ever-changing circumstances we find ourselves in. At FVSU, we have worked tirelessly since the onset of the pandemic to ensure, to the absolute best of our ability, the safety and security of our students, faculty, and staff. As a member of the Wildcat family, your health and safety are our top priorities. As a result, you will find measures in place regarding social distancing, personal protective equipment, and online and distance learning—just to name a few.

As a Wildcat family, I am confident we have the courage, strength, and tenacity to not just survive, but to thrive in these challenging times. With that said, if you ever encounter a situation about which you need more information, clarification, or assistance, please know that there is always someone at hand who is ready and willing to help—you have only to ask. These are, indeed, unprecedented times. However, I have no doubt that our grit and resiliency will see us through to a better, brighter tomorrow.

Best wishes,

T. Ramon Stuart, Ph.D.
Provost & Vice President for Academic Affairs
stuartt@fvsu.edu

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DIVISION OF STUDENT AFFAIRS
AND ENROLLMENT MANAGEMENT

Greetings Wildcats!

On behalf of the Division of Student Affairs and Enrollment Management, I want to extend my sincerest welcome as you join the Fort Valley State University (FVSU) community and family. Whether this is your first year at FVSU or you are a returning student, your presence and active engagement help create a rich and rewarding academic environment. As a Wildcat, you have access to a world class education that will prepare you for your chosen professions as well as equip you to make a meaningful impact in your respective communities.

Your success at Fort Valley State can be viewed as a partnership between three very important entities: the institution, your family/support system and you. In this partnership the institution is committed to providing you with a high-quality learning environment with the appropriate support services and resources that will develop you as a scholar and an engaged citizen. Next, your family and support system is a vital part of the partnership because many of them have made and are making a significant investment in your education. They understand how transformational a college education can be and they will help to provide the encouragement needed to complete your degree. And last, and perhaps more importantly, your success at FVSU will take a deep investment on your part. A college education is both rewarding and challenging. Your professors and the support staff who will be working with you will demand a lot. However, as long as you stay focused and committed to your educational goals, you will one day join a network of Fort Valley State University alumni who are making a difference in the world!

The Student Affairs and Enrollment Management Team is here to assist you in any way we can as you start and/or continue your journey at FVSU. We are committed to offering you a rich and rewarding experience that will help facilitate your holistic development. No matter your interests, you will be able to find your place here. We encourage you to become actively engaged in the numerous opportunities for students both in and out of the classroom. The greater the effort you put in your education, the higher the chances of success. In other words, what you put into this experience will determine what you get out of it.

As a valued member of the FVSU community, we ask that you always be mindful of our *key principles*, which are *leadership, engagement, achievement and professionalism*. These principles are what we expect each of our students to embody. They should be exemplified in everything you do.

Again, we look forward to working with you and welcome to the Wildcat family!

Best Regards,

Jesse F. Kane
Vice President

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Message from the Dean of Students

Greetings Wildcats!

I am honored to have the privilege of serving as your Dean of Students at Fort Valley State University. We are truly excited to have you as a student pursuing your educational endeavors on the collegiate level. Your college experience will prove to be one of the most rewarding, challenging and memorable phases of your lifetime. FVSU continues to work hard at maintaining a standard of excellence that encourages scholarship, leadership development, and service to both the campus and local communities.

The Office of Campus Life, which serves under the Division of Student Affairs and Enrollment Management, strives to provide a student centered educational environment that encourages all students to think critically and creatively. We also empower students as they develop reasonable and ethical values, promote respect for human diversity, and make responsible choices as part of their physical, emotional, and spiritual lifestyle. As part of your experience at FVSU, you will have an opportunity to explore a variety of extracurricular activities which include student organizations, departmental associations and leadership development. Staff members in the Office of Campus Life are available to assist you with your interests by way of phone (478.825.6292), e-mail or simply visit our office located in Room 210 of the Student Amenities Center.

Much success on your educational journey as you embrace the institution's rich heritage, accomplish your personal achievements and become a proud graduate of Fort Valley State University. **GO WILDCATS!!**

Sincerely,

Wallace W. Keese
Dean of Students
Office of Campus Life
210 Student Amenities Center
keesew@fvsu.edu
478.825.6292

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Student Government Association

A Message from the President of the Student Government Association

Greetings my fellow Wildcats:

Welcome to Fort Valley State University! Amongst the many challenges that 2020 has proposed, you have held fast and reached the beginning of your journey with us. Words cannot express how proud I am of each of you. Fort Valley has been the home that has helped transform me into a better version of myself. I look forward to the growth of your many talents and gifts as you tap into the Wildcat Pride.

Within this excitement, there is an understanding the world is drastically different than a year ago. My hope is that you recognize your experience will be quite unique in comparison to your predecessors. However, FVSU and The Student Government Association (SGA) are focused on creating engaging and beneficial experiences for all.

We are in this together. Each day is something none of us have seen before, but as always we shall overcome. Please do not be afraid to reach out to the Student Government Association. Our mission is "Students working for Students" and we are ready to go in. Let's Go Wildcats!!

Sincerely,

Alexander Lowe
Student Government Association President
2020-2021

www.fvsu.edu/student-government-association
1005 State University Drive • Fort Valley, Georgia 31030

For Your Information

Topic	Office	Location/Building	*Phone (478)
Absences	Class Instructor		
Activities	Campus Life	Student Amenities Building	825-6290
Admissions process	Admissions	Carnegie Hall	825-6520
Agriculture <i>Agriculture Economics</i> <i>Agriculture Teacher Edu</i> <i>Engineering Technology</i> <i>Animal Science</i> <i>Plant Science</i>	Department of Agriculture Instruction	Alva Tabor Building	825-6327
Alumni Affairs	Alumni Affairs	Anderson House	825-6347
Athletics	Athletics Director	HPE Complex	825-6238
Band (concert and jazz)	Band	Patton Hall	825-6221
Behavioral Sciences <i>Psychology</i> <i>Social Work</i>	Department of Behavioral Sciences	Horace Mann Bond	825-6232
Biology	Department of Biology	Miller Hall	825-6240
Books—new or used	Bookstore	Lottie Lyons Student Center	825-6405
Buildings and Grounds Maintenance	Plant Operations	Wilson-Roberts Building	825-6200
Campus Police and Safety	Department of Campus Police and Safety	Bywaters Building	826-6304
Career Services	Career Development Center	Peabody Building	825-6350
Change of Address	Registrar's Office	C. V. Troup Building	825-6283
Change of Major	Center for Retention Services	Peabody Building	822-1070
Class Schedule	Center for Retention Services	Peabody Building	822-1070
Computer Science	Department of Mathematics and Computer Science	W.W.E. Blanchet Building (CTM)	825-6430
Counseling (Academics) (Behavioral)	Center for Retention Services Counseling Center	Peabody Building Infirmary	822-1070 825-6174
Courses <i>Adding</i> <i>Dropping</i> <i>Overload</i>	Center for Retention Services	Peabody Building	822-1070
Disability Services	Academic Counseling and Differently Abled Services	Peabody Building	825-6744
Education	College of Education	Hubbard Education Building	825-6365
English and Foreign Languages	Department of English and Foreign Languages	Horace Mann Bond Building	825-6392
Emergencies Confidential			8911 / 6500 6972
Facility Usage	Auxiliary and Support		825-6190
Family and Consumer Science	Department of Family and Consumer Science	Family Science and Technology Building	825-6234
Fine Arts	Department of Visual and Performing Arts and Media Studies	Founders Hall	825-6387
Financial Aid <i>Work/Study</i> <i>Grants/Scholarships</i> <i>Loans</i> <i>Veterans Affairs</i>	Office of Financial Aid	C. V. Troup Building	825-6363
Food Service	Sodexo	Food Service Center	825-6332
Grade Report	Registrar's Office	C. V. Troup Building	825-6282
Greek Information	Campus Life	Student Amenities Building	825-6290
Graduate Programs	Office of Graduate Programs	Warner Robins Campus	825-6338
Health and Physical Education	Department of Health and Physical Education	HPE Complex	825-6220

Health Care	Office of Student Health and Counseling Services (OSHCS)	Hunt Infirmary	825-6278
History, Geography, Political Science, Criminal Justice	Department of History, Geography, Political Science and Criminal Justice	Horace Mann Bond	825-6230
Housing	Residential Life	Wildcat Commons	825-6100
ID Cards	Cashier's Office	C. V. Troup Building	825-6433
Incomplete Grades	Instructor		
Information Technology <i>E-Mail</i> <i>Internet</i> <i>Telecommunications</i>	Office of Information Technology	W.W.E. Blanchet Building (CTM)	825-6228
Insurance (Health)	Office of Student Health and Counseling Services (OSHCS)	Hunt Infirmary	825-6278
International Students	Admissions	Carnegie Hall	825-6741
Intramural Sports	Campus Life	Student Amenities Center	825-1068
Student Behavior Concerns	Office of Student Conduct	Peabody Building	825-6258
Library		Hunt Memorial Library	825-6342
Lost and Found	Campus Police and Safety	Bywaters Building	825-6304
Mathematics	Department of Computer Science and Mathematics	Blanchett W.W.E. Blanchet Building (CTM)	825-6430
Mail	Post Office	Lyons Student Center	825-6311
Media Studies	Department of Visual and Performing Arts and Media Studies	Bishop Hall	825-6212
Meal Plans	Business and Finance	C. V. Troup Building	825-6400
Learning Disabilities	Differently Abled Services	Peabody Building	825-6744
Overload of Classes	Academic Advisor Center for Retention Services	Peabody Building	822-1070
Parking <i>Decals</i> <i>Tickets</i>	Campus Police and Safety	Bywaters Building	825-6304
Probation, Academic	Registrar's Office	C. V. Troup Building	825-6282
Publicity	Office of Marketing and Communications	Huntington Hall	825-6167
Registration	Registrar's Office	C. V. Troup Building	825-6282
ROTC		Gano Building	825-6340
Schedule Changes	Center for Retention Services	Peabody Building	822-1070
Students Accounts	Cashier's Office	C. V. Troup Building	827-3035
Student Employment Internships	Career Development Center	Peabody Building	825-6350
Student Government Association	Campus Life	Student Amenities Building	825-6290
Student Organizations	Campus Life	Student Amenities Building	825-6290
Suspension, Academic	Registrar' Office	C. V. Troup Building	825-6282
Suspension, Disciplinary	Student Success	C. V. Troup Building	825-6291
Testing Program		Peabody Building	825-6384
Tutors	Center for Retention Services	Peabody Building	825-6384
Transcripts	Registrar's Office	C. V. Troup Building	825-6282
Transfer Credits	Admissions	C. V. Troup Building	825-6307
Tuition and Fees	Cashier's Office	C. V. Troup Building	825-6433
Vehicle Registration	Campus Police and Safety	Bywaters Building	825-6211
Vending Machine support	See machine	Various Locations	
Veterans Affairs (VA)	Registrar's Office	C.V. Troup Building	822-1020
Voter's Registration	Campus Life	Student Amenities Building	825-6290
Withdrawal	Registrar's Office	C. V. Troup Building	825-6282

THE HISTORY OF FORT VALLEY STATE UNIVERSITY

Fort Valley State University is one of Georgia's three public historically black colleges and universities. Located in Fort Valley, Georgia, (the seat of Peach County) the institution has educated students for more than one hundred twenty years and remains Georgia's only 1890 land-grant school.

The university's beautiful grounds include 1,365 acres of cleared, wooded, developed land, and its main campus incorporates 80 acres. The remaining space is used for agricultural research and future expansion. The campus buildings are a blend of architectural styles from the early 1900s with design features from succeeding decades.

Our mission is to advance the cause of education with an emphasis on a commitment to the community through a concept known as 'communiversity.'

BEGINNINGS

Fort Valley State University started as Fort Valley High and Industrial School (FVHIS) on November 6, 1895. During that year, 18 men (three white men and 15 African-American men)(John Wesley Davison, Gideon Virgil Barnett, Peter Fann, Henry Lowman, Thomas McAfee, James Isaac Miller, Charlie H. Nixon, Thomas W. Williams, Stephen Elisha Bassett, Allen Cooper, Francis W. Gano, John Howard Hale, David Jones, J.R. Jones, D.L. Lawrence, Alonzo L. Nixon, C. A. Anderson, and Lee O'Neal) petitioned Houston County's Superior Court for a charter to establish a public school for children. The charter was granted on November 5, 1895.

Atlanta University alum John W. Davison became FVHIS's first principal and guided the institution through its seminal years. To accomplish the school's long-term goals, it needed financing. Davison began seeking donations from wealthy patrons in the North. In spite of his efforts, FVHIS experienced financial upheaval. The school's board of trustees hired Henry A. Hunt in 1904, as the second principal, to help the school get back onto a solid, financial footing. Mrs. Florence Johnson Hunt worked equally as hard as her husband, to raise money for the school. She was successful in securing a large donation from the Episcopal Diocese of the State of Ohio; hence, the name of the dormitory for boys, Ohio Hall. Philanthropist Anna Jeanes agreed to donate \$5,000 to the institution, to erect a frame school building and a shop. In 1904, Jeanes' Hall was named in her honor. The patron's donation was the first of many contributions made to advance African-American educational causes.

Hunt envisioned a grand expansion of FVHIS. The second principal chose to model FVHIS after Alabama's Tuskegee Institute founded by notable African-American leader Booker T. Washington. He introduced trade courses into the school's curriculum to attract additional students. The idea worked. Enrollment increased from 1904 to 1938. In 1908, Hunt obtained \$25,000 from Collis P. Huntington, a great railroad financier, for the construction of Huntington Hall, a girls' dormitory. To ensure the institution's financial stability, FVHIS affiliated itself with the American Church Institute for Negroes for the Protestant Episcopal Church in 1919. The church's backing financed the construction of Ohio Hall. Additional monies awarded by the Carnegie Foundation in 1925 erected Carnegie Library. Royal C. Peabody provided the funds for the Peabody Trades Building.

FVHIS continued expanding its curriculum throughout the 1920s. A post-high school, baccalaureate year, and later, a teacher's training program were in place by 1927. Liberal arts courses were also added for students. These additions resulted in the designation of FVHIS as a Junior College.

FORT VALLEY STATE COLLEGE

During the 1930s, FVHIS underwent several name changes. The school became Fort Valley Normal and Industrial School in 1932. Later that same year, Samuel Bishop donated funds for the construction of the school's first dining hall. In 1939, FVHIS merged with the State Teachers and Agricultural College of Forsyth. The newly-joined schools were named Fort Valley State College. Abruptly, the school severed its Episcopal Church affiliation to

become a University System of Georgia member and four-year degree granting institution. Walter Cocking, a renowned college administrator hired by the system, encouraged the Board of Regents to approve the decision. Additionally, Cocking advised the BOR to appoint Horace Mann Bond as FVSC's first president.

The University System of Georgia's Board of Regents later granted FVSC its university status in June 1996. Today, Fort Valley State University remains Georgia's only 1890 land-grant institution, and one of the state of Georgia's three public, historically black colleges and universities.

LIST OF PRESIDENTS

Horace Mann Bond	1939-1945
Dr. Cornelius V. Troup	1945-1966
Dr. W.W. E. Blanchet	1966-1973
Dr. C.W. Pettigrew	1973-1982
Dr. Luther Burse	1983-1988
Dr. Oscar Lewis Prater	1990-2001
Dr. Kofi Lomotey	2001-2005
Dr. Larry E. Rivers	2006-2013
Dr. Ivelaw Lloyd Griffith	2013-2015
Dr. Paul Jones	2015-Present

TRADITIONS

FOUNDERS' DAY. The Fort Valley State University pays annual tribute to its Founders during the first week of November. The occasion, filled with pomp and circumstance, prompts the return to our campus of descendants of Founders, alumni, and visitors from the community-at-large. Each yearly celebration features a noted speaker whose life has been enriched, in some way, by the astute vision of our Founding Fathers.

HONORS CONVOCATION. The Fort Valley State University family annually honors its high academic achievers. Recognition is given to students who: (a) maintained an institutional and cumulative average of not less than "B" for twelve or more semester hours of university work; (b) were elected to membership in a regional, national, or international honor society for high academic performance; (c) were selected for departmental honors; and (e) were selected for special scholastic awards.

HOMECOMING. The most exciting time in "The Valley" is the week of homecoming held during football season. During the week, fraternities, sororities, and school organizations erect colorful floats, dorms and buildings are decorated, and a gigantic parade is held! Miss Fort Valley State University is crowned and is presented with her entourage during the halftime festivities. After the game, parties and dances climax the week. FVSU alumni return to watch the "Blue Machine" gridiron clash and to revive old friendships.

FOUNDING DATE	November 6, 1895
MASCOT	WILDCATS
OFFICIAL COLORS	Royal Blue and Antique Gold (Accent Color: White)
CAMPUS NEWSPAPER	<i>The Peachite</i>



THE FORT VALLEY STATE UNIVERSITY ALMA MATER

Fort Valley State! Fort Valley State!
Our lives to thee we dedicate.
Our souls we blend to sing thy name
Eternal praise, we do proclaim.
Faithful and true, Fort Valley State,
We at thy call, forever wait,
We lift our hearts in thankfulness
For loyalty and thoroughness.

—William H. Pipes

We love to hear thy sweet name called
Thou art the dearest school of all,
Our hearts to thee will e're belong
Thou art so steadfast, brave and strong,
We love thee so, Fort Valley State!
Our loyalty we dedicate,
Thy name forever we proclaim,
Fort Valley State we love thy name.

—Odessa Hardison McNair '54

THE DIVISION OF STUDENT AFFAIRS

The Vice President for Student Affairs and Enrollment Management coordinates student development outside the academic program. Fifteen major units within the Division work cooperatively toward this end: Enrollment Management (Admissions, Recruitment, and Financial Aid), Athletics, Student Health Services and Counseling, Greek Life, Intramurals/Recreational Sports, Campus Life, Judicial Affairs, and Residential Life. The Vice President for Student Affairs and Enrollment Management provides leadership and continuity in the long-range planning and program offerings of the Division. The Vice President for Student Affairs and Enrollment Management coordinates policy formation, the budget, and employment of new personnel.

The mission of the Student Affairs Division is to advance and encourage the learning and personal development of students. Together with the university, the Student Affairs Division is committed to the principle of integrating Student Success programs and services into the student's total learning environment, in and out of the classroom, and fostering within each student respect and responsibility for self and members of the greater community.

Delivery of programs and services are guided by an ongoing assessment of student needs, the campus climate, and established outcomes. The mission is carried out through teaching and personal instruction, advisement, counseling, community service projects, and organized programs and services.

RECRUITMENT AND ADMISSIONS

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: (478) 825.6520, **Fax:** (478) 825.6249

Email: admissions@fvsu.edu

Webpage: <http://www.fvsu.edu/new-admissions>

MISSION

The mission of the Office of Undergraduate Recruitment and Admissions is to recruit, admit, and serve an eligible, diverse student population regionally, nationally, and internationally. It embraces the University's commitment to attain the quality of students who are able to matriculate and graduate. The Recruitment and Admissions Office also maintains the integrity of the admissions process; thus ensuring efficient and systematic evaluation of credentials and excellent service every time to every student and stakeholder.

The Recruitment and Admissions Office catalog can be found beginning on page 38 by visiting <http://catalog.fvsu.edu/content.php?catoid=8&navoid=296>. The Recruitment and Admissions Office assists students in completing the admissions process. Staff members process and evaluate applications, transcripts, test scores, and other educational credentials; consult with students in person and on the phone; reply to inquiries submitted by email, determine residency for tuition purposes, and maintain communication with students throughout the admissions process. In addition, staff members attend college fairs, and other events on and off campus to recruit students.

The current admissions application fee is \$20 (USD).

OFFICE OF FINANCIAL AID

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Office: (478) 825.6363; **Fax:** (478) 825.6976

Email: financialaid@fvsu.edu

Webpage: <http://www.fvsu.edu/financialaid>

Facebook: <https://www.facebook.com/FVSUWildcatAid>

MISSION

The Office of Financial Aid seeks to provide quality customer services which are sensitive to individual student needs and effective in enabling students to bridge the gap between family resources and educational expenses. The delivery of services will be characterized by timeliness, accuracy, clarity and customer friendliness, and will be accomplished through the simplest procedures consistent with fiscal responsibility and governmental and University regulations. The Office of Financial Aid is committed to providing student borrowers with loan counseling and information about loan indebtedness and repayment responsibilities. In responding to the diverse and changing needs and growth of the University community, a spirit of cooperation and an approach which is flexible, equitable, innovative and broad-ranging will be maintained.

PURPOSE

The primary purpose of the federal student financial aid programs at Fort Valley State University is to provide monetary assistance to eligible admitted students who will benefit from post-secondary education but could not do so without financial assistance. Each student is assisted based on eligibility determined by completing the Free Application for Federal Student Aid (FAFSA). The priority deadline for submitting the FAFSA application every year is March 1st.

Federal student aid programs are administered in conjunction with nationally established practices and philosophies of Title IV funds for education. The basis of this philosophy is the belief that, “the family is the primary source to help students pay for their education”. Consistent with an equitable approach to awarding student financial aid, a systematic method of determining a student’s financial need is based on the Expected Family Contribution (EFC) and the Cost of Attendance (COA).

SERVICES

Fort Valley State University participates in all Federal Title IV Programs as listed below:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal College Work-Study (FWS)
- Federal Perkins Loans
- Federal Subsidized Loan
- Federal Unsubsidized Loan
- Federal Parent Loan for Undergraduate Students (PLUS)
- Federal TEACH Grant
- Federal Graduate PLUS Loan

Funding for some of the federal aid programs are limited. Students with complete files, who meet the priority deadline, are the first to be considered when awarding these limited funds. For additional information on these and scholarships opportunities, please visit the Office of Financial Aid website at www.fvsu.edu/financialaid.

Awards are based on enrollment status. Students enrolled less than half time (less than 6 credit hours for undergraduate students and 5 credit hours for graduate students) are not eligible to participate in the student loan programs. Financial Aid awards are made based on full-time enrollment. If students are not enrolled full time, awards will be adjusted based on the student’s eligibility. Students who are not enrolled at least half time in a full semester and mini-semester I, but who do enroll in enough hours to be at least half time when mini-semester II is included will have their refunds deferred until attendance is verified in their mini-semester II class(es).

Students who are not enrolled at least half time in a full semester and mini-semester I, but who do enroll in enough hours to be at least half time when mini-semester II hours are included will have their refunds deferred accordingly.

Federal regulations require that when you officially withdraw from the university or stop attending your classes that the amount of Federal Title IV financial aid assistance that you have “earned” up to that point must be calculated using a pro-rata formula. If you received more financial aid than you earned, the excess funds will be returned on your behalf by the University to the program in which you received aid. In most instances this will leave you owing the University.

If you change your enrollment status within the first 14 days of classes, your financial aid will be adjusted accordingly and you may possibly owe the University.

If you have completed more than sixty percent (60%) of a period of enrollment (i.e. fall term, spring term) you have earned all of your financial aid (100%) and your account will not be adjusted. Anything less than earning 60% of your aid will require an adjustment and you may have to repay any unearned financial aid funds that were already disbursed to you.

Upon receipt of the official withdrawal notification from the Registrar’s Office, the Office of Financial Aid will perform the Return to Title IV calculation. You will be notified by mail and by email to your FVSU student account. If there is any outstanding balance with the University you are responsible for making payment arrangements with the Student Financial Services Office.

Students should also meet and maintain all program eligibility requirements, have established financial need and be enrolled in a program that will award a degree or certificate. Additionally, aid recipients are required to maintain Satisfactory Academic Progress (SAP) requirements. All students are encouraged to read the Satisfactory Academic Progress Standards that are available on the Office of Financial Aid website at www.fvsu.edu/financialaid.

CASHIER’S OFFICE

Hours of Operation: 8:15 a.m. to 4:30 p.m. (Monday through Friday).

The Cashier’s office will close at 2:00 pm on the last calendar day of each month, or on the preceding Friday if the last calendar day is on the weekend.

Phone: (478) 825.6433 or 6522, **Fax:** (478) 825.6929

Email: ecashier@fvsu.edu

Web page: <http://www.fvsu.edu/cashiers-office>

MISSION STATEMENT AND PURPOSE

The primary mission of the Student Financial Services Office is to support the University’s educational goals through the accurate assessment of student tuition and fees; collection and receipting of University funds; timely disbursement of student refunds; and, to provide an appropriate service support system for the staff and faculty.

Services: The Student Financial Services Office within the Business and Finance Department provides a variety of services to the University’s students, faculty and staff. The unit is comprised of Cashiering, Student Accounts, and Perkins Loans sections.

The Cashier’s Office records all monies received by University for payment towards student, retiree, and departmental accounts. We also initiate the processing of student refunds after all charges have been paid. Our office currently accepts VISA, MasterCard, cash, and checks. Tuition payments can also be submitted online using the Student Account Suite (<http://www.mycollegepaymentplan.com/fortvalley>).

For the current list of tuition, fees, and transaction policies, please refer to this webpage: <http://www.fvsu.edu/cashiers-office>.

SEMESTER EXPENSES

To view current tuition and fee rates, please visit the following link: <http://www.fvsu.edu/cashiers-office>. Other expenses incurred may include but not limited to the following:

- **Tuition and Fees:** <http://www.fvsu.edu/sfs/tuition-fees>
- **Additional Housing Fees and Requirement:** For the current list of tuition, fees, and transaction policies, please refer to this webpage: <http://www.fvsu.edu/residential-life>
- **Additional Expenses:** Other Fees <http://www.fvsu.edu/cashiers-office>

NOTES

All students are urged to purchase the school Health Insurance Plan. Applications are issued by Health Services.

Students receiving financial aid that is administered by the university for on-campus living must reside on campus. Students who live on campus are required to pay for all services offered for campus living.

REFUND POLICY

Regulations of the Board of Regents of the University System of Georgia provide for tuition and mandatory fee refunds when **formal withdrawal** from the institution is approved within a designated period following registration.

The refund percentage that a student receives is a calculation of the time remaining in the semester up through 60% of the semester. Once 60% of the semester has expired, there is no refund for a withdrawal from the institution. The refund calculation is based on days enrolled in the semester divided by the number of calendar days in the semester including weekends and holidays, but excluding breaks of five (5) or more consecutive days.

A refund of all semester tuition and other mandatory fees is made in the event of death of a student any time during an academic semester. (BR Minutes, 1979-80, p. 61; 1986-87. pp. 24-25; 1995, 6. 246).

Refunds are not made for a reduction in class load after the first day of classes.

RESIDENTIAL LIFE OFFICE (Wildcat Commons Clubhouse)

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: (478) 825.6100, **Fax:** (478) 825.6149

Webpage: <http://www.fvsu.edu/residential-life>

Email: ResLife@fvsu.edu

MISSION STATEMENT

In partnership with the University, The Department of Residential Life serves a diverse community by providing high quality programs and services that enhance the academic mission, while promoting personal growth and development in a secure residential community. While attending the University and as a citizen of this dynamic community, residents can expect to develop leadership opportunities through participation in programs and other Residential Life sponsored events.

RESIDENCE LIFE LIVING

Students attending Fort Valley State University are encouraged to live in the University Housing. The University recognizes the many advantages that living in residential housing affords. It therefore, maintains single sex and co-ed, apartment-style/suite and semi-suites living for men and women.

Living in a residence hall presents an experience in group living that affords many opportunities for social, educational, and cultural development. Making the most of these opportunities requires an effort on the part of our residents. Our residential life accommodations are designed to provide a wealth of opportunities as you experience an important part of growth at Fort Valley State University.

Guidelines have been established in order to enhance the academic and social environment in the residence halls. These guidelines include policies regarding quiet hours and visitation. <https://www.fvsu.edu/wp-content/uploads/2019/10/2019-2020-Student-Resident-Handbook.pdf>

TRADITIONAL FACILITIES

Ohio Hall was built in 1930 with funds contributed by the Episcopal Church of the State of Ohio. The building was renovated in 2011 and reopened in August 2012.

WILDCAT COMMONS

Wildcat Commons provides the ultimate living-learning lifestyle you deserve as a part of your college experience. The community comes complete with a modern clubhouse, which includes a pizza takeout, movie theatre, and recreation center. The Commons come complete with awesome amenities such as a full furniture package, high speed internet access, water, sewer and trash, cable TV, on-site management, individual leases, recreation/gaming center and laundry facilities.

WC 1 and 2 University Apartments

Wildcat Commons University Apartments are for upperclassmen and offer 2 bedroom/ 2 bathroom and 4 bedroom/2 bathroom apartments with full kitchens and living rooms.

WC 3, 4, 5, 6, and 7 University Suites/Semi-Suites

Wildcat Commons University Suites/Semi-Suites are for freshman and upperclassmen. These apartments offer 4 bedroom/ 2 bathroom suites with kitchenettes and living rooms; 4 bedroom/ 2 bathroom and 3 bedroom/ 1 bathroom semi-suites.

Residence Halls Rules and Regulations

All students who are enrolled for course work are eligible to live in the residence halls. The university operates its residence halls on a Housing Lease Agreement basis for the academic year (two semesters).

Undergraduate students who have earned less than 60 credit hours are required to reside on campus, with the following exceptions: Students with a permanent parental address located in Peach, Houston, Bibb, Macon, Taylor, or Crawford County, the student is married, 21 years old or older, or a veteran can choose not to live on campus.

All undergraduate students who have earned less than 60 credit hours toward graduation must be granted permission from the Office of Housing and Residential Life to register as off-campus students.

GOVERNANCE

The Resident Directors (RD), Resident Assistants (RA), and Residence Hall Association Officers (RHA) provide leadership in the governance in the residence hall. The residents govern themselves in accordance with the policies set forth in the Student Code of Conduct and residence hall regulations, which are printed in the Resident Student Handbook.

HOUSING LEASE AGREEMENT

All applicants are required to sign a Housing Lease Agreement prior to moving into the halls and upon the issuance of a key and the assignment to a room. The Housing Lease Agreement is binding for the full academic

year consisting of fall and spring Semesters. If a student enters after the beginning of an academic year, the Housing Lease Agreement is binding for the remainder of the year. We recommend that residents read their Housing Lease Agreement and ask questions concerning the document.

FOOD SERVICES

With the exception of students living in Wildcat Commons 1 and Wildcat Commons 2, all students living in the residential halls are required to purchase the 19-Meal Plan. The 19-Meal plan allows a student to eat all the meals served in the cafeteria. Students living in WC 1 and WC 2 will have an additional option to purchase the Wildcat Blue meal plan, which offers 2 meals per day and \$100 Wildcat Cash. All residential students are required to purchase a meal plan. The cafeteria remains open weekdays for three meals daily and on Saturdays and Sundays for two meals, brunch and dinner. Special diets can be arranged to meet cultural and health considerations. Also, bag meals can be prepared for students with class or work schedule conflicts.

The Food Service Center is located next to the Lyons Student Center and seats 850 students.

TRANSPORTATION SERVICES

Hours of Operation: To Be Determined. Please refer to the Auxiliary Services webpage to access the bus schedule, routes, and shuttle pick-ups.

Phone: (478) 825.6532, **Fax:** (478) 827.3052

Web page: http://www.fvsu.edu/auxiliary_services

PURPOSE

The Shuttle Bus services are offered in an effort to assist the FVSU community by transporting individuals around campus. It is the individual's responsibility to get to their destination in a timely manner. There is a schedule but many variables may cause delays (bus maintenance, traffic issues, etc.). Please note that it takes less than 10 minutes to walk from distant lots to the main campus.

The FVSU Shuttle buses do not get students to class on time. Students get themselves to class on time. Do not wait for a bus when you can easily walk to your destination in 10 minutes.

CAMPUS POLICE AND SAFETY

Hours of Operation: Open 24 Hours Daily

Location: Ground Floor of Bywaters Building

Phone: (478) 825.6211 or 6500, **Fax:** (478) 825.6701

Emergency Texting: 911fvsu@fvsu.edu

Web page: <http://www.fvsu.edu/campus-safety/>

MISSION STATEMENT AND PURPOSE

The Fort Valley State University Police Department is a dynamic, progressive and professional organization that is committed to excellence and dedicated to serving our faculty, staff and student with dignity. In order to protect life, property, prevent crime and reduce fear of crime, we will educate our police staff and the FVSU community, by being transparent and provide service with understanding, respond with compassion, perform with integrity while enforcing the law. Here at FVSU we police the campus and not the student by educating, protecting and serving. We are not just a campus we are a "communiversity". We Are One! We Are FVSU!

SERVICES

For a list of services that are provided, refer to Campus Police Webpage: <http://www.fvsu.edu/campus-safety/>

FEES

Parking Fees included in Parking Policies Handbook located on Campus Police and Safety Webpage: <http://www.fvsu.edu/wp-content/uploads/2016/04/FVSU-Parking-Plan-revised-2017.doc>.

The staff of Campus Police and Safety is trained and certified by the State of Georgia. Its members provide around the clock service 24 hours a day, 365 days per year.

Safety Tips

All students should take care to consider and follow these safety tips, among others:

- Never carry large sums of cash.
- Keep your residence hall room locked whenever you leave.
- Travel in groups whenever possible.
- Never hitchhike!
- Never leave valuables in plain view in parked vehicles.
- Always lock away your checks and credit cards.
- Have all of your valuables engraved with a personal I.D. Number.
- Do not share your credit cards or bank access codes with anyone.
- Do not conduct financial transactions at off-campus automatic teller machines after dark.

You may obtain a Safety Guide pamphlet from the Department of Campus Police and Safety located in Bywaters Building.

Emergency Service

In the event of an emergency, 8911 can be dialed from any telephone on campus. **Remember this number is for emergency use only.**

Dial 8911 when in need of Emergency Medical Service (EMS), Fire Department, or Campus Police.

OFFICE OF STUDENT COUNSELING AND OUTREACH SERVICES (OSCS)

Hours of Operation: Monday - Friday 8:00am-5:00pm

Location: Florence J. Hunt Wellness Center (Infirmary)

Office Telephone: (478) 825.6278, **Fax:** (478) 825.6058

Webpage: <http://www.fvsu.edu/graduate-catalog/valley-behavioral-health-services>

Peer Educators: <https://www.facebook.com/PEsFVSU>

The WILDCAT Vault: <https://www.facebook.com/thevaultfvsu/>

PRIDE: <http://www.facebook.com/pride/>

Shepherds in the Valley: <https://www.facebook.com/shepherdsinthevalley/>

Twitter: <https://twitter.com/pesfvsu>

Instagram: <https://www.instagram.com/pesfvsu/>

After Hours: Crisis Line 478.662.0153

Campus Police and Safety: (478) 825.6211

MISSION

A unit within the Division of Student Affairs and Enrollment Management, the Office of Student Counseling and Outreach Services (OSCS) aims to advance the health of students by providing a wide spectrum of services. We are committed to integrating primary prevention with clinical health and tele-health to create effective physical and mental health along with outreach services. We will strive to become the principle advocate for a healthy campus community.

SERVICES

Eligibility of Services

OSCOS provides holistic wellness services to all current students (full or part-time) enrolled at Fort Valley State University. The services are provided based on the student health fee charged each semester. Students incur no out-of-pocket expense to receive counseling services from the staff members of the OSCOS.

Description of Services

The Office of Student Counseling and Outreach Services provides a triage of professional services to include mental health counseling, and outreach functions. These services are facilitated by licensed, trained, and highly credentialed staff and students. Through the provision of these services, protective and resiliency factors are introduced to our student body to assist them in actualizing the schools mission of "... advancing the cause of education with emphasis upon fulfilling commitments that our community members have undertaken collectively." These services are provided to all students regardless of their residence or instructional method. All services consider students' anonymity and are performed at the highest ethical standards.

MENTAL HEALTH COUNSELING

Under the Office of Counseling Services, the Mental Health Counseling Unit assists students with:

- **Individual Counseling:** Provide one-on-one theory-based interventions designed to assist students in identifying, verbalizing, and processing consequences of faulty belief systems and/or poor choices and associated behaviors that negatively impede their focus and mental stability while equipping them with strategies and tactics designed to alleviate such impediments.
- **Group Counseling:** Involves the use of specific group based interventions to address and process specific challenges/issues held in common by participants with collective support and education of participants.
- **Crisis Intervention 24-hour crisis interventions** utilizing evidenced based crisis interventions. Provision of emergency services for students experiencing acute emotional distress who pose a danger to themselves and/or others and are in need of immediate crisis stabilization and/or hospitalization. Post ventions referrals are available.
- **Outreach activities:** Provides outreach activities for students regarding Substance Abuse, Date Rape, Grief, Stress Management, Assertiveness Skills, etc. Educate and provide a continuum of mental health related information, awareness campaigns and grant supported programs to students, faculty and staff through our social media presence (i.e. Twitter, Facebook, Instagram etc.).
- **Counseling Resource Center:** Provides support for students in need of independent access to a variety of self-help modalities, (i.e.) brochures/pamphlets., and encourages self-learning in a confidential environment.
- **Suicide Prevention/Education:** Provides screenings, prevention activities and campaign to include (QPR) Question Persuade and Refer along with The Sources of Strength Suicide Prevention Models. .
- **Consultation Services:** Are available to student organizations, faculty, departments of the University and outside agencies upon request (speaking to groups on stress management, conflict resolution, etc.).

OUTREACH

Outreach programming focuses on four areas of prevention: substance abuse, HIV/AIDS, suicide, and sexual violence prevention. Both on and off campus activities are guided by trained staff/faculty, peer-educators, and community based partners (CBO). Our Outreach unit is strengthened through the practice of introducing evidence-based practices (EBPs) and prevention services designed to eliminate the onset of mental and physical instabilities. Policy approved programming include the Peer Educator Program, HIV/AIDS, Substance Abuse, Sexual Assault , and Suicide Prevention. Currently all outreach services are funded through external state and national agencies (i.e.). The Department of Health and Human Services) (HHS) Substances Abuse and Mental Health Services Administration Division (SAMHSA), Governor's Office of Highway Safety (GOHS), The Georgia Department of Public Health (DPH).

Local, state and regional assessment of growing trends on Historically Black Colleges and Universities (HBCUs) has led to the introduction of initiatives focusing on the growing population of homeless students and students transitioning out of the Foster Care System. Fortunately, with the direction and guidance shown to us from The J.W. Fanning Institute, a part of our sister institution (UGA) University of Georgia Campus located in Athens, GA The EMBARK program, was introduced via the Board of Regents model of care for this population, Fort Valley State University has introduced a holistic care approach meeting the growing needs of this population framed as the “WILDCAT Vault in the Valley.”

LINK: EMBARK- <https://www.fanning.uga.edu/programs/embark>

There is no charge for services rendered by the OSCOS staff members. Students utilizing services obtained at off campus facilities or online tele-health platforms, however not limited to, EMS, Peach County Medical Center, Valley Medical, Houston Healthcare, etc. may incur a fee. The OSCOS is unable to regulate fees charged by outside of the university vendors.

DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: (478) 825.6238 or 6179, **Fax:** (478) 825.6889

Webpage: <http://www.fvsu.edu/athletics>

MISSION STATEMENT AND PURPOSE

The mission of the Department of Intercollegiate Athletics at Fort Valley State University is to provide experiences for scholar athletes that will advance the University's general mission. We seek to provide diversified and challenging programs to meet educational needs resulting from societal changes and to provide learning and living environments that enable our graduates to become innovative and critical thinkers, problem solvers, and responsible citizens.

We focus on the overall educational, physical, mental and social welfare and total development of our student-athletes and recognize our athletics program as a major contributor in accomplishing University's objectives in education, research recruitment, retaining students, graduation and overall service. The Department strives to recruit, enroll and retain academically sound student-athletes who are capable of academic success and who have the desire and motivation to graduate and to become responsible citizens that positively contribute to society.

DESCRIPTION OF SERVICES/OPERATIONAL OVERVIEW

The Department of Athletics at Fort Valley State University (FVSU) prides itself on fielding highly competitive programs that have built long-standing winning traditions. As a member of the Southern Intercollegiate Athletic Conference (SIAC), one of the most competitive conferences at the Division II level of the National Collegiate Athletic Association (NCAA), Fort Valley State prides itself on producing first-rate athletic programs for male and female student-athletes that are characterized by excellence.

In striving to become a leader in athletic achievement, the Department of Intercollegiate Athletics is governed by rules and regulations as set forth by the NCAA and the SIAC; and operates under policies established by the Board of Regents of the University System of Georgia and Fort Valley State University. The FVSU Department of Athletics strives to offer athletic programs to meet all student-athletes' individual needs, interests and abilities. Our goal is to develop an environment that values cultural diversity and gender equity among student athletes, coaches and staff. Fort Valley State offers athletic programs for more than 200 student-athletes in 11 sports, including football, women's volleyball, women's softball, men's and women's tennis, men's and women's basketball, men's and women's cross country and track and field. Student-athletes that participate in these sports are among the elite, both regionally and nationally.

FVSU athletic teams have competed at the national level and won national and conference championships in several sports. Fort Valley State produces numerous All-Americans, All-Region and All-Conference players each year and is considered one of the top schools in the SIAC. FVSU student-athletes prepare vigorously to meet the challenges of playing against and being part of the best there is to offer in Division II sports, That's why we Chose Division II.

Wildcats teams and student-athletes are among those who have captured national recognition as conference champions and have won NCAA Division II individual titles in track and field. Some of the most notable accomplishments include: the football team has won twelve Southern Intercollegiate Athletic Conference championships (1970, 71, 72, 73, 76, 80, 82, 83, 85, 91, 92, 1999 and 2016), the Lady Wildcats basketball team has won eleven championships (1988, 92, 93, 95, 2000, 01, 02, 03, 09, 11, and 2012), the Men's basketball team has won two championships (1968 and 1998), and posted a Wildcat record with 21-9 victories in the 2013-2014 season.

FVSU student-athletes are strongly encouraged and supported in their academic and athletic endeavors. They are given opportunities to excel both athletically and academically. The Department strives to provide an environment that is consistent with the highest standards of academic scholarship, sportsmanship, integrity, self-discipline and ethical conduct. Excellence in athletics is determined by academic and athletic achievement, the development of character, maturity and a sense of sportsmanship and fair play in athletic programs. The Department's primary goal is to contribute to the total development and education of student-athletes who will become outstanding and productive members of society.

The Academic Advisor position has played a major role in the academic success of our athletes. We work to place our student-athletes in the best position to learn, achieve, win and succeed (L.A.W.S.). Fort Valley State University's student-athletes make a commitment to excellence both on the field of play and in the classroom. Our athletics staff, coaches, and academic support staff do an outstanding job of mentoring and monitoring both athletic and academic progress of our student athletes. We believe participation on an intercollegiate team will provide student athletes an opportunity to develop lifetime skills including leadership, teamwork, sportsmanship and community service. So whether you are a participant or spectator, the Fort Valley State University Mighty Wildcats offer competitiveness, excitement and action.

ATHLETIC FACILITIES

The Department of Athletics is housed in the HPE (Health, Physical Education Complex) Building on the Fort Valley State University campus which was built in 2004. The HPE Building features comfortable offices for Department of Athletics staff members and coaches, computer labs, fitness and weight lifting centers, and locker rooms. The gymnasium also features a 25 meter swimming pool an aerobics and dance room, and state-of-the-art basketball arena [with a seating capacity of 5,500] as well as racket ball courts on the lower level. Another best in conference facility that is part of the program include the Wildcat Football Stadium which has seating for 10,000 fans corporate suites and a jumbo Tron capable of broadcasting the game as well as advertising. In addition to these great facilities the department has recently opened the Wildcat Athletic Performance Center, the main training center for the varsity teams at FVSU. The PAC is equipped with state of the art strength and conditioning equipment including: Hammer Strength racks, Cybex Arc Trainers, Concept II rowing machines as well as custom designed defense/offense lineman sleds. Other athletic facilities include lighted tennis courts and a softball field.

The HPE Building is open to students and the community for recreational purposes and provides a safe environment for the University community. In addition to exciting Volleyball action, various programs and

activities, including Homecoming, convocation, pep rallies, concerts and step shows are held in the HPE Complex Building.

The Department of Athletics strives to provide student-athletes the best facilities and activities through use of the HPE Building. The Department strives to maintain state of the art fitness and computer equipment in the two labs housed in the HPE to accommodate the needs of student-athletes.

The Department is committed to providing a competitive and diverse sports program that adheres to and operates within the rules and regulations of the University, Southern Intercollegiate Athletic Conference, and the National Collegiate Athletic Association. The Department strives to provide a competitive athletic experience in which our student-athletes are supported and challenged in their pursuit of excellence. Our department distinguishes itself by offering strong athletic programs which has as its goal to consistently compete for championship titles, both on the conference and national levels.

Participation in the College's sports programs contributes to the academic success of its student-athletes, improves the quality of campus life by providing a shared entertainment and social activity for the campus community, and is a source of institutional pride.

Athletic Fees

The athletic program at FVSU is funded by fees that are assessed to all students as well as funds derived through fund-raising and marketing efforts.

THE OFFICE OF CAMPUS LIFE

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: (478) 825.6290, **Fax:** (478) 825.6356

Webpage: <http://www.fvsu.edu/student-organizations/>

Email: greeklife@fvsu.edu

Email: orientation@fvsu.edu

MISSION STATEMENT AND PURPOSE

The mission of the Office of Campus Life is to enhance student involvement through co-curricular activities, programming, organizations and leadership opportunities which will contribute to their growth and maturity as they successfully progress toward academic pursuits.

REQUIRED FEES

\$71 Activity Fee (All students enrolled in 4 or more hours, excluding online students)

\$100 Orientation Fee (New Students Only)

PROGRAMS AND SERVICES

Here's what Campus Life will do for you!

Because an active student is a successful student, Fort Valley State University's Campus Life Program is based on three very sound principles that will help you achieve the success you desire.

First . . .

Participation in Student Life activities gives you the opportunity to meet students, faculty, and staff outside the classroom. It's through participation in activities such as flag football, Family Night, parties, and movies that you will build networks of support that will help you through your challenging college experience. And you may find the friendships you build in college can last a lifetime!

Second . . .

When you graduate from Fort Valley State, you'll be looking for a good job, right? Participation in Campus Life

programs will provide you with skills and experience that employers find attractive. For example, are you able to work well with a diverse group of people? Are you skilled in conflict resolution? Do you manage your time well? Are you an effective public speaker? Are you concerned with the welfare of the community in which you live? Participation in campus activities shows potential employers that you care enough about your community to become involved at a level beyond that which is minimally expected. That's a definite advantage when you're trying to find a job!

Third . . .

By participating in Campus Life programs, you become more aware of the world around you. As you progress through your education at Fort Valley State, you will be exposed to ideas, concepts, philosophies, arts, and cultures – all of which will expand your horizons in ways you cannot now imagine. You may even discover that you enjoy everything from the taste of sushi to the sound of jazz. The opportunities for personal development are endless!

And . . .

As if all the above reasons to participate in learning outside the classroom aren't enough, here's one more you're paying for it! If you're a student at Fort Valley State enrolled in more than three semester hours, you pay a \$71 activities fee per semester. So, why not take advantage and get your money's worth? Read through these pages to learn about everything funded by the Student Activities dollars. If you can't find a program or activity that appeals to you, let us know, work with us, and we'll make it happen! To learn more about Campus Life at Fort Valley State University, visit the Office of Campus Life on the 2nd floor of the Student Amenities Building, or call (478) 825-6292, or visit the Campus Life web page at: <http://www.fvsu.edu/student-organizations/>

HOW DO STUDENTS BECOME INVOLVED IN CAMPUS LIFE AT FORT VALLEY STATE UNIVERSITY?

Just show up. Yes, it's that simple. Take a look at the Office of Campus Life calendar of events, pick the program, activity, event and/or club meeting that interests you and just show up. In some cases, you will need to present your valid student ID to be admitted free of charge, but most of the time, all you need to do is attend.

Here is what campus life offers:

PROGRAMS. Many Fort Valley State faculty and staff members provide their expertise and energy to a number of activities outside the classroom including Honors Program, Homecoming for Football and Basketball, Student Life's Wellness and Recreation Program, Student Government Association, and the Study Abroad Program, Honors Convocation and Founders Day.

Events. Each year, Campus hosts dozens of events to enhance your college days at Fort Valley State, and Campus Life works with other campus offices to sponsor institutional events such as club fairs, Commencement, Honors Convocation, cook-outs, concerts, Spring Fling, intramural sporting events, outdoor recreation trips, and much more!

Organizations. Fort Valley State University has something for everyone. No matter where you look, you'll find ways to get involved, have fun, make great friends, and challenge yourself. So, what do you want to do?

Services. Visit the Office of Campus life in the Student Amenities Building on the second floor for:

- Facilities requests for recognized student organizations
- Voter Registration
- Flyer Approval for Student Organizations
- Leadership Training
- Teambuilding
- Org Sync Messages

- Programming on Channel 10

Facilities. The Student Activities fee paid by students supports the Student Amenities Building and Student Amenities Game Rooms and Stadium, as well as personnel for the Fitness Center

Policies. Policies pertaining to the Campus Life Program are contained in Section IV of the Handbook.

PROGRAMS . . . Supported with your Student Activities dollars

Honor Societies. Honor societies may submit proposals to assist in sponsoring events they wish to bring to the campus.

Homecoming. The most exciting time in “The Valley” is the week of homecoming held during football season. During the week, fraternities, sororities, and school organizations erect colorful floats, dorms and buildings are decorated, and a gigantic parade is held! Miss Fort Valley State University is crowned and is presented with her entourage during the halftime festivities. After the game, parties and dances climax the week. FVSU alumni return to watch the “Blue Machine” gridiron clash and to revive old friendships.

Honors Convocation. The Fort Valley State University family annually honors its high academic achievers. Recognition is given to students who: (a) maintained an institutional and cumulative average of not less than “B” for twelve or more semester hours of university work; (b) were elected to membership in a regional, national, or international honor society for high academic performance; (c) were selected for departmental honors; and (d) were selected for special scholastic awards.

Founders’ Day. The Fort Valley State University pays annual tribute to its Founders during the first week of November. The occasion, filled with pomp and circumstance, prompts the return to our campus of descendants of Founders, alumni, and visitors from the community-at-large. Each yearly celebration features a noted speaker whose life has been enriched, in some way, by the astute vision of our Founding Fathers.

Wellness and Recreation Program. In order to facilitate the holistic development of our student population we also provide both mental and physical wellness programs. For physical wellness Campus Life offers various programs throughout the year to provide exercise and eliminate stress. If you find the need to carve out your own schedule you may also visit the fitness center located in the Health and Physical Education Complex.

The Fitness Center. The Fitness Center is available at no charge to students at designated hours.

Recreation and Intramural Sports. The Intramural Sports Program at Fort Valley State University is designed to provide an opportunity for every student, faculty or staff member to participate in organized recreational competition. Structured leagues and tournaments are offered in a variety of sports activities. Anyone interested in one of the available activities is encouraged to contact FVSU's Intramural and Recreation Coordinator, Willie Foster, in the Lyons Student Center. For more information, please call 478-822-1068 or visit the Intramural Leagues webpage at <http://www.fvsu.edu/intramural-and-recreation/> or www.imleagues.com/fvsu.

Student Government Association. The Student Government Association (SGA) of Fort Valley State University is the official body through which students participate in the creation and the administration of policies and regulations by which they are governed. It serves as the organ through which students make known their needs and wishes on all matters of concern to them. The SGA recommends students to serve on all student-faculty committees, the channel through which actions are formally initiated.

Study Abroad Program. Fort Valley State University participates in study abroad programs sponsored by the

University System of Georgia. Visit exotic locations and earn class credit while you are there.

SERVICES . . . SUPPORTED WITH YOUR STUDENT ACTIVITIES DOLLARS

Voter Registration. The Office of Campus Life is your on-campus voter information hub. If you need to register, visit us today in the Student Amenities Center and we can guide you through the process. If you are 18 or older you have the ability to vote. Not 18 yet, don't worry, you may still register if the election is within six months of your birthday.

Already registered, we can still service you as well. Too far from home to vote? We can assist with that as well. Did you know that you can move your registration here locally or vote via an absentee ballot? You may also want to visit the My Voter Page on the Georgia Secretary of State website at <http://www.mvp.sos.ga.gov/> for more election and registration information.

Flyer Approval for Student Organizations. Student organization flyers should be stamped to indicate it is in compliance with the flyer posting policy and approved for display. Flyers and posters can be brought to the Office of Campus Life for stamped approval before posting.

Leadership Training. You'll find plenty of ways to develop and flex your leadership at FVSU. The University's Student Government Association and class officers, the National Association for the Advancement of Colored People (NAACP), Leadership Development Program, and Student Leaders Organization are just a few. Student clubs are also great places to step up to leadership roles.

Teambuilding. A service provided by Campus Life teambuilding and new officer training. All of our recognized student organizations can take advantage of this free service. We facilitate teambuilding, officer training, and workshops on meeting conduct.

Orgsync Messages. Need to get your message out about an organizational event? Why not contact Campus Life so we can deliver your message through email via Orgsync. Orgsync is our student organization management software and it is also a communication tool. Want to find out what is going on at FVSU? Register at <https://orgsync.com/login/fort-valley-state-university>. It's free, it's easy, and it's how to stay informed.

Programming On Channel 10. Within the Wildcat Commons the Office of Campus Life is rebranding channel 10. Thanks to our cable provider we are now able to broadcast student activity information and announcements over this channel. What that means for our student organizations is that there is another avenue you can use to get your information out to the students of FVSU. Contact Campus Life to promote your RSO or to be featured as a spotlight organization.

Publications. Student publications include the student newspaper *The Peachite* and any other media published by student organizations. Student organization publications shall:

1. Not contain material that is obscene or defamatory or that creates a substantial likelihood of material interference with the regular and orderly operation of the university.
2. Conform to the guidelines and policies established by the Student Publication Board.

Responsibility for supervising, advising, and facilitating the production of the yearbook rests with the Dean of Student Success. Additionally, the Department of Mass Communications will assist in the production of the yearbook.

Campus Life complements the academic program of students at Fort Valley State University and enhances the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, recreational, and governance programs. While the scope of student activities is broad, the

development of programs is founded in encouraging students to explore and participate in activities that provide opportunities for self-realization and growth in individual and group settings.

Students are strongly encouraged to participate in co-curricular organizations, academic clubs, honor societies, and drama and music groups. These organizations are open to all students or students majoring in specific disciplines and afford many opportunities to expand academic, social, and personal growth.

STUDENT ORGANIZATIONS

Departmental and Professional Organizations

ACM (Association for Computing Machinery)
Agricultural Economics Club
Agricultural Engineering Technology Club
Agri-Demic Forum
American Chemical Society
Animal Science Club
Association for Childhood Education
Behavioral Science Undergraduate Research Group
Beta Kappa Chi (Science)
Black Men with Initiative
Broadcaster's Club
Collegiate Chapter of American and Georgia Home Economics Association
Collegiate Chapter of Future Farmers of America
Collegiate Chapter of National Education Association
Computer Science
Creative Writing Club
Criminal Justice Club
Debating Team
Designers Guild of FVSU
English Club
Family and Consumer Science Club
Fort Valley State University Social Work Club
Future Farmers of America (FFA)
FVSU Chess Club
FVSU Student Ambassador Program
FVSU Toast Masters
Georgia Association of Educators Student Program (GAESP)
Honors Program Student Association
Horticulture Club
Marketing Club
Mass Communication Club
Mathematics Club
Minorities in Agriculture Natural Resources and Related Sciences (MANRRS)
National Association for Advancement of Colored People (NAACP)
National Association for Black Geologists and Geophysicists
National Association of Black Accountants, Inc. (NABA)
National Society of Black Engineers
Phases
Phi Alpha Theta (History)
Phi Beta Lambda

Political Science Student Association
Psychology Club
Reserved Officer Training Corps (ROTC)
Science Club
Social Work Club
Society for the Advancement of Management (SAM)
Student Georgia Association of Educators
Student Government Association (SGA)
Technology, Education, and Career Development (T.E.C.) Association
The Entrepreneurship Club
The FVSU Chapter of Collegiate 100
Valley Girls
Veterinary Technology Club
Women's Learning Community
Young Executive Society (YES)

National Honor Societies

Alpha Kappa Mu
Alpha Lambda Delta
Alpha Mu Gamma (Languages)
Kappa Delta Epsilon (Education)
Pi Gamma Mu International (Social Sciences)
Sigma Tau Delta (English)
Tau Alpha Phi (Engineering Tech)

Fraternities and Sororities

Alpha Kappa Alpha Sorority, Inc. (Alpha Beta Chapter)
Alpha Phi Alpha Fraternity, Inc. (Gamma Zeta Chapter)
Delta Sigma Theta Sorority, Inc. (Eta Chapter)
Iota Phi Theta Fraternity, Inc. (FVSU Campus Chapter)
Kappa Alpha Psi Fraternity, Inc. (Gamma Zeta Chapter)
Omega Psi Phi Fraternity, Inc. (Upsilon Sigma Chapter)
Phi Beta Sigma Fraternity, Inc. (Alpha Pi Chapter)
Sigma Gamma Ro Sorority, Inc. (Zeta Pi Chapter)
Zeta Phi Beta Sorority, Inc. (Delta Beta Chapter)
Alpha Phi Omega Fraternity, Inc. (Upsilon Pi Chapter)
Gamma Sigma Sigma National Service Sorority, Inc.
Tau Beta Sigma National Honorary Band Sorority
National Society of Pershing Rifles

Special Interest Organizations

Channel 21 WFVS
Cheerleaders
Majorettes (Dancing Dolls)
FLAME (Yearbook)
Gospel Choir
Habitat for Humanity
International Students Organization
Modern Dance Group

Non-Traditional Student Association
National Pan-Hellenic Council
The Peachite
Joseph Adkins Players (J.A.P) Guild
Power Jams AM530 (Campus Radio Station)
Royal Elite Modeling Troupe
University Band
University Choir

Faith-based Organizations

Canterbury Club -- Inactive
Christian Fellowship Society
Collegiate Life Ministries (CLM)
Fellowship of Christian Athletes
Wesley Foundation

Varsity Athletics

Basketball
Cross Country
Football
Softball
Tennis
Track and Field
Volleyball

In the interest of offering every student an opportunity to receive a well-rounded education, FVSU approves and, indeed, heartily encourages student involvement in those student organizations that best meet individual needs.

We believe that active involvement, along with academic work, will aid in your development emotionally, spiritually, and socially. It will benefit you during your stay at FVSU, as well as influence prospective employment in the future.

All student activities and organizations that are open to the student body are eligible to receive funds from the student activities fee. These funds are administered by the Student Activities Fund Committee. Funds from the approved budget for an organization are available during each school year.

Organizations ineligible to participate in the allocation of student activities funds and organizations receiving small stipends are permitted to sponsor fund-raising activities. The following criteria must be met:

1. All organizations receiving \$50.00 or less are permitted to sponsor one (1) fund-raising activity during the school year.
2. Only organizations that have been officially approved by the Student Life Committee will be allowed to have fund-raising activities. Pledge clubs, interest groups, or groups organized under the auspices of an approved organization will not be permitted to have fund-raising activities because they have not been officially approved as an independent organization by the Student Life Committee.
3. All requests to sponsor an activity must be made at least two weeks prior to the proposed date of event. An officer of the organization desiring to sponsor an activity should check with the Dean of Student Success one week after turning in the request form to see if the request has been granted.
4. All events must be chaperoned by the advisor of the organization.
5. No organization may permit youth from elementary school, middle school, or high school to attend

sponsored dances at the Student Center.

Guidelines and Rules for Organizations

Proposed organizations seeking approval of the Student Life Committee shall submit a proposed constitution and other pertinent information to the chairman of the Student Life Committee. The chairman will provide each member of the committee with a copy of the constitution for review. A designated representative of the proposed organization will appear before the Student Life Committee in support of the proposed document and for interrogation by committee members. A recording of the hearing or transcript shall be made and preserved for use in possible appeals and reviews. Additional information regarding organizational governance can be located in the FVSU Student Organization Handbook (<http://www.fvsu.edu/student-organizations/>).

Recognition and Review Procedures

Recognition shall be granted only to those organizations whose purpose and proposed activities are related clearly to the educational goals and mission of the university. Recognition shall be denied if the purpose or activity materially interferes or conflicts with the educational process of the university or any of the following:

1. The requirements of appropriate discipline within the university community.
2. The academic pursuits of teaching, learning, and other campus activities.
3. The laws or public policies of the State of Georgia or the United States.
4. The statutes and regulations of the university or policies of the Board of Regents.

If the Dean of Students, the Vice President for Student Affairs and Enrollment Management or the Student Life Committee disapproves recognition, the organization may appeal the decision to the President of the university, who shall review the same and affirm, reverse or modify the decision. The appeal shall be in such form as the President may require.

If the Student Life Committee finds no sections of the constitution inconsistent with university policies, a recommendation for the establishment of the new organization is passed on to the Faculty Senate by the Vice President for Student Success. Upon the approval of the Faculty Senate, the new university organization is formed.

Criteria

The following guidelines must be followed in the establishment of an organization:

1. The organization's name shall not be a part of an existing organization, unless it is a subsidiary of that organization.
2. Any proposal for a national organization shall be submitted to and approved by an appropriate national headquarters before any final action on the part of the committee.
3. Each proposed closed organizations shall justify to the committee's satisfaction its exclusive membership policies (e.g., sex, age, scholastic average, locale, etc.).
4. Each proposed organization shall have at least one person of faculty or staff status in an advisory capacity.
5. The assessment of dues shall not be in excess of an amount needed for the proper functioning of the organization.
6. Before a final decision is reached by the committee, a proposed organization shall submit, in writing, types of activities to be carried out to depict its purpose.
7. A proposed organization shall submit to the Student Life Committee a statement justifying the need for such an organization on campus.
8. An organization seeking approval by the Student Life Committee shall submit sufficient copies of constitutions, objectives, and purposes to permit review by each committee member.
9. The proposed constitution of any organization must include a statement that prohibits discrimination

based upon race, nationality, or previous condition of servitude.

Rights of Student Organizations

After recognition is granted, an organization may:

1. Use university facilities and equipment, subject to Board of Regents policies and university regulations governing the use of facilities and equipment, and the reasonable scheduling and clearance of particular facilities and equipment by the Office of the Vice President for Student Affairs and Enrollment Management and/or the Department of Safety and Police.
2. Receive student activities monies subject to Board of Regents policies and university regulations governing allocation of student activity fees.

Organization Certification Renewal

(<https://orgsync.com/login/fort-valley-state-university>)

Each organization must annually complete certification renewal procedures in order to be cleared to operate during each new school year. The procedures involve submitting the following updated information to the Office of Campus Life:

1. The names, addresses, and phone numbers of the new officers of the organization;
2. The names of active members of the organization for the new school year;
3. The name(s) of the organization's advisor(s) and completed advisor certification form;
4. A list of planned activities for the new school year, which also must include proposed community service projects for the organization as well as documentation of past community service activities.

GREEK-LETTERED ORGANIZATIONS

(<http://www.fvsu.edu/greeklife>)

All Fort Valley State University students must meet the following criteria in order to be considered for membership in a Greek Letter Organization:

1. Each prospective member must be enrolled as full-time status during the semester in which he or she is seeking to participate in membership intake.
2. Each prospective member shall be eligible for membership into a Greek-letter organization upon the successful completion of thirty (30) earned semester credit hours towards their first baccalaureate degree and establish two semesters of residence at Fort Valley State University prior to seeking membership intake.
3. Each prospective member must hold the 2.70 minimum institutional grade point average at the time of application for membership. If membership is granted by the organization, a 2.70 GPA is required to maintain active status at the campus.
4. Students enrolled in Learning Support courses are not eligible to participate in membership intake. Each prospective member must have successfully completed all Learning Support requirements and earned twelve semester credit hours of non-learning support courses prior to seeking membership intake.
5. Transfer students, in addition to the aforementioned requirements, must have earned fifteen (15) semester hours toward their first baccalaureate degree at Fort Valley State University. Transfer students must also hold a grade point average of 2.70, both institutional (FVSU) and cumulative grade point average.
6. Each student must be in good standing (academic, disciplinary and financial).
7. Attend a Greek Life Perspective Seminar the semester preceding the semester seeking membership intake into a Greek Letter Organization.

University requirements for membership into a Greek Letter Organization will be verified through the Membership Intake Clearinghouse managed by the Office of Campus Life. University clearance does not automatically clear students to become eligible for membership in Greek Letter Organizations; additional requirements include membership qualifications outlined by the specific organization.

REVIEW AND ENFORCEMENT OF REGULATIONS FOR STUDENT ORGANIZATIONS

The Vice President for Student Affairs and Enrollment Management periodically shall review the activities of each student organization to determine if it is complying with university regulations. Charges of violations of university regulations may be brought against any recognized organization and shall be heard by the Vice President for Student Success, a designee, or the Student Conduct Hearing Committee as defined by the Code of Student Conduct. The chair of the committee may request the presentation of oral and documentary evidence at the hearing. He or the hearing committee shall have a recording or transcript of the hearing prepared. The Vice President for Student Success, a designee, or the committee may impose any one or any combination of the following penalties upon an organization after consideration of the evidence presented at the hearing:

1. Restriction of all or any privileges enjoyed as a recognized student organization.
2. Monetary fines and withholding or withdrawal of allocated student activities funds.
3. Restitution for damages.
4. Probation of recognized status.
5. Suspension of recognized status.
6. Withdrawal of recognition.

Upon notice and hearing, the President of the university may review at any time the recognition of any student organization and make whatever final disposition of the matter he deems necessary for the best interests of the university.

THE UNIVERSITY BOOKSTORE (EFOLLETT)

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: (478) 825.6623, **Fax:** (478) 822.1032

Webpage address: <http://www.fvsu.edu/graduate-catalog/the-university-bookstore>
<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?storeId=10650>

Available items include textbooks, school paraphernalia, school supplies, cards, gifts, and snacks. Acceptable forms of payment are cash, checks, and debit and credit cards.

THE DIVISION OF ACADEMIC AFFAIRS

OFFICE OF ACADEMIC AFFAIRS

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: (478) 825.6330 or 6331, **Fax:** (478) 825.6057

Webpage address: www.fvsu.edu/academic-affairs/ and www.fvsu.edu/academics

The administrators, faculty, and staff of Academic Affairs are eager to assist you in your desire to obtain an associate, baccalaureate, or advanced degree. For your convenience, the university catalog is available online. Telephone registration and access to your grades are also available. We expect that you will use these and other services to meet the high standards that characterize the FVSU academic experience. A thorough understanding of the academic program—including its structures, policies, and procedures—is essential to your success.

The following overview provides highlights of those policies that most students reference frequently. For a more detailed description, please refer to the University Catalog links displayed below.

Undergraduate Catalog: <http://www.fvsu.edu/undergraduatecatalog>

Graduate Catalog: <http://www.fvsu.edu/graduate-catalog/download-catalog>

ACADEMIC COLLEGES AND DIVISIONS

Arts and Sciences

Agriculture, Family Sciences and Technology

Education

Graduate Studies and Extended Education Outreach

ACADEMIC MAJORS

AACC	Associate	Associate in Arts, Core Curriculum
ASCC	Associate	Associate of Science, Core Curriculum
BA	Bachelors	Bachelor of Arts with a Major in Criminal Justice
BA	Bachelors	Bachelor of Arts with a Major in History, General
BA	Bachelors	Bachelor of Arts with a Major in Liberal Studies
BA	Bachelors	Bachelor of Arts with a Major in Media Studies
BA	Bachelors	Bachelor of Arts with a Major in Political Science
BA	Bachelors	Bachelor of Arts with a Major in Psychology
BA	Bachelors	Bachelor of Arts with a Major in Visual and Performing Arts
BBA	Bachelors	Bachelor of Business Administration with a Major in Accounting
BBA	Bachelors	Bachelor of Business Administration with a Major in Management
BBA	Bachelors	Bachelor of Business Administration with a Major in Marketing
BBA	Bachelors	Bachelor of Business Administration with a Major in Supply Chain and Logistics Management
BS	Bachelors	Bachelor of Science with a Major in Biology, General
BS	Bachelors	Bachelor of Science with a Major in Chemistry
BS	Bachelors	Bachelor of Science with a Major in Computer Science
BS	Bachelors	Bachelor of Science with a Major in Family and Consumer Sciences
BS	Bachelors	Bachelor of Science with a Major in Food Science
BS	Bachelors	Bachelor of Science with a Major in Mathematics
BS	Bachelors	Bachelor of Science with a Major in Organizational Leadership (e-major collaborative partner)
BS	Bachelors	Bachelor of Science with a Major in Veterinary Technology
BS	Bachelors	Bachelor of Science with a Major in Agriculture Engineering Technology
BSAG	Bachelors	Bachelor of Science in Agriculture with a Major in Agricultural Economics
BSAG	Bachelors	Bachelor of Science in Agriculture with a Major in Agricultural Teacher Education (Vocational)
BSAG	Bachelors	Bachelor of Science in Agriculture with a Major in Animal Science
BSAG	Bachelors	Bachelor of Science in Agriculture with a Major in Plant Science
BSED	Bachelors	Bachelor of Science in Education with a Major in Elementary Education/Special Education
BSED	Bachelors	Bachelor of Science in Education with a Major in Early Childhood Education/Special Education
BSED	Bachelors	Bachelor of Science in Education with a Major in Health and Physical Education
BSED	Bachelors	Bachelor of Science in Education with a Major in Middle Grades Education
BSEET	Bachelors	Bachelor of Science in Electronics Engineering Technology
BSW	Bachelors	Bachelor of Social Work
EDS	Education Specialist	Educational Specialist with a Major in School Counselor Education
MPH	Masters	Master of Public Health with a Major in Environmental Health
MS	Masters	Master of Science with a Major in Clinical Mental Health Counseling
MS	Masters	Master of Science with a Major in Rehabilitation Counseling
MSAS	Masters	Master of Science in Animal Science
MSB	Masters	Master of Science in Biotechnology
MSED	Masters	Master of Science in Education with a Major in Elementary Education/Special Education
MSED	Masters	Master of Science in Education with a Major in Middle Grades Education
MSED	Masters	Master of Science in Education with a Major in School Counselor Education

UNIVERSITY COLLEGE

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: (478) 822.1070, Fax: (478) 825.6328

Webpage: <https://www.fvsu.edu/about-fort-valley-state-university/academics/universitycollege>

Twitter: www.twitter.com/ucatfvsu

Instagram: www.instagram.com/ucatfvsu.edu

Facebook Group: <https://www.facebook.com/UCatFVSU/>

PURPOSE

University College (UC) at Fort Valley State University serves as the primary academic support unit for students during their first two years as undergraduate students. UC provides a wide variety of academic support programs and initiatives that are designed to create a successful transition to college life for students during their freshman and sophomore years. The services provided to students are coordinated through several offices, which include: Academic Advisement, Tutorial Services, Academic Counseling and Disability Services, and Testing and Assessments, and academic support services offered by the federally funded TRiO Student Support Services Program.

In addition to these services, the UC encompasses both the Pre College Academy and the University College. At the core of UC's mission is providing each student with efficient and effective student academic support services through our offices and staff members in order to increase the number of FVSU students who are progressing toward graduation in four years. Our goal is for all of our students to have successful acclimation and matriculation at FVSU.

SERVICES

- Academic Advising
- Assessments
- Disability Services
- First & Second Year Experience Programs
- Peer Advisors
- Pre-College Academy
- The Reading & Writing Lab
- Testing
- Transfer Student Services
- Tutorial Services
- TRiO-SSS

ACADEMIC ADVISING

The academic advising program at Fort Valley State University is under the auspices of the Provost and Vice President for Academic Affairs and adheres to a centralized model for the delivery of services. Academic Advisors in the Center for Retention Services are responsible for coordinating advising activities for freshmen and sophomore students except those who are enrolled in Learning Support. The Center offers comprehensive services, which include advising and registering students and the provision of tutorial services, mentoring programs, and referral services that assist students in resolving academic stumbling blocks and personal issues. Academic Advisors, in conjunction with Departmental Advisors, will establish a Degree Map for each student that indicates the academic requirements for graduation based on the student's major. Degree Maps in the offices of the Academic Advisors and departmental Advisors will be synchronized. **No student will be permitted to complete the registration process without the approval of his/her Academic Advisor.**

Students enrolled in Learning Support are advised by **Learning Support** faculty and counselors. Upon exiting Learning Support, students who have not satisfied the College Preparatory Curriculum (CPC) are advised jointly by the appointed CPC Advisor and an Academic Advisor in University College. All undecided majors must be placed in a major, such as Liberal Studies, for purposes of registration, and must enroll in special orientation courses designed to guide students in career exploring and decision-making skills.

Academic advising is a mutually shared teaching/learning experience between the students and advisor. Students share responsibility for their education goals. As such, students are held accountable for informing their advisors of any changes in plans, academic challenges, and other situations which might impact their normal progress toward graduation. As advisees, students are not mere recipients of information, but share equally in the quality of advisement that takes place. Advisees are responsible for making informed choices, given that sound guidance is provided. Other expectations for advisees include:

- Scheduling an appointment with the advisor
- Being on time for the scheduled appointment with the advisor
- Consulting with the advisor prior to making changes in the mutually agreed upon plan of study
- Informing the advisor of academic difficulties, a change in major, anticipated course work to be taken at another institution, withdrawal from courses or from the University
- Knowing institutional policies and requirements for the degree program of study and for meaningful citizenship in the university community
- Knowing the name and office location of the advisor
- Having a catalog and understanding the application of its content to one's chosen field of study

ACADEMIC COUNSELING AND DISABILITY SERVICES

Hours of Operation: 8:30 a.m. until 5:30 p.m. (Monday through Friday)

Office: (478) 822-1072, **Fax:** (478) 825-6328

Webpage: <https://www.fvsu.edu/disability-services/>

MISSION AND PURPOSE

The Office of Academic Counseling and Disability Services seeks to enhance student engagement in the learning process, encourage higher levels of academic performance, further critical thinking skills, and promote student self-authorship in the classroom. Our mission with Differently Abled Services (DAS) is to provide students with disabilities the tools, reasonable accommodations and support services to participate fully in the academic environment. Furthermore, our mission is to promote an accessible and culturally sensitive campus through outreach and by building partnerships within the university community and beyond.

Section 504 of the 1973 Rehabilitation Act and the 2008 Americans with Disabilities Amendments Act define a student with disability as someone with a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, speaking, breathing, learning, and working. Such a person must have documentation of the impairment or regarded as having such impairment.

The Office of Academic Counseling and Disability Services provides support services by using an individualized approach and works cooperatively with students as they:

- Build self-awareness
- Learn self-advocacy
- Become more independent
- Create a network of resources
- Meet academic requirements

ASSESSMENT AND TESTING SERVICES CENTER

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Office: (478) 825.6384, **Fax:** (478) 825.6357

Webpage: <http://www.fvsu.edu/testing-services>

MISSION

The primary mission of the Testing Services Center is to support the testing and assessment needs of the university and the general public. Testing Services strives to create a testing environment that is conducive to the best performance of each examinee. Testing Services administers a variety of institutional, state and national standardized examinations throughout the academic year. The Testing Services Center also provides proctor services for exams required for online students.

The Testing Center Fee Schedule will be comparable to other USG Schools for many exams. Administrative fees and/or proctor fees apply to Non-FVSU students.

SERVICES

The Regents Test

Fort Valley State University received approval for Regents' Test exemption on February 15, 2012. Consequently, satisfaction of the Regents of the Regents' Test requirement is no longer required for graduation. However, students who were enrolled in Regents' Test prep classes (RGTR 0198, RGTE 0199, ENGL 1107, and ENGL 1108) Spring Semester 2012 must successfully satisfy course requirement before graduation. Students who received an unsatisfactory grade in the aforementioned Regents' Test prep classes must repeat the course (s) until they successfully satisfy the requirements.

Independent Study and Proctor Services

The Testing Services Center offers proctor services to individuals enrolled in Independent Study courses or courses at another institution. Proctor services are available for both computer-based and paper-based examinations.

Individuals are responsible for making all necessary arrangements with their institution for the delivery of all test materials in advance of the scheduled test administration date. Individuals must call the Testing Services Center for an appointment in advance of the targeted test date. Proctor services will be offered on a daily basis (Monday through Friday), with check-ins at 9 a.m. and 1 p.m. Proctor service fee is \$20 per examination for all non-FVSU students. The fee also applies to Fort Valley State University's students who are enrolled in courses offered at another institution. Payment of fees is accepted in the form of cash, money order, or cashier's check.

TRIO STUDENT SUPPORT SERVICES

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Office: (478) 825.6204, **Fax:** (478) 825.6328

Webpage: <https://www.fvsu.edu/about-fort-valley-state-university/academics/universitycollege/trio-student-support-services-sss/>

Facebook: www.facebook.com/fvsu.trio

MISSION

The mission of FVSU's TRiO SSS Program is to provide a range of academic support services to students identified as First Generation College Students, having limited income, or who possess a documented disability, in an effort to ensure their persistence, academic performance, and ultimately graduation from FVSU, with entrance into graduate school as a foreseeable goal.

PURPOSE

TRiO Student Support Services (SSS) is a federally funded program, providing opportunities for academic development, while assisting students in meeting basic college requirements. Fort Valley State University's TRiO Student Support Services program is 100% funded under the TRiO grants from the U.S. Department of Education.

The SSS Program seeks to motivate students towards the successful completion of their postsecondary education. The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the transition from one level of higher education to the next. TRiO SSS has been in existence at FVSU since 2010, with the purpose of assisting 140 eligible students who can benefit from services provided.

PRORGRAMS AND SERVICES

Services provided include:

- Academic success workshops
- College and personal development workshops
- Faculty and Peer Mentoring
- Cultural Events
- Financial Aid Assistance
- Assistance with Graduate school entrance and Graduate school tours
- Career Advisement

OFFICE OF THE REGISTRAR

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: (478) 825.6282, **Fax:** (478) 825.6155

Email address: Registrar1@fvsu.edu

Webpage: <http://www.fvsu.edu/registrar>

MISSION AND PURPOSE

The Office of the Registrar is part of the Division of Academic Affairs and staff are cross-trained to assist students with all matters regarding enrollment to the University. The Office of the Registrar supports the instructional demands and the student academic endeavors of the University by providing quality services to students, faculty, academic and administrative departments, and our external customers. Quality is the first priority for the Office of the Registrar and efficiency is key to that quality. The Office of the Registrar puts a premium on service and will continually strive to improve our services.

In support of the University's philosophy, student centered, the Office of the Registrar provides leadership in maintaining and protecting academic records. The Office of the Registrar is a customer centered organization whose mission is to preserve academic integrity; ensure adherence to academic policy; safeguard the security of academic records; provide course and classroom management and provide student information and data reporting for internal and external constituencies of the University. The office does this in a diverse environment utilizing advanced technology and a legacy of commitment in order to create, apply and disseminate knowledge. Other functions associated with the Registrar's Office include, but are not limited to:

- End-of-term grading process
- Processing of grade changes
- Publication and dissemination of semester course offerings
- Complete academic calendar (<http://www2.fvsu.edu/academic-calendars/>)
- Certifying Veteran Educational Benefits
- Enrollment and degree verification

- Transcript processing
- Create and distribute official university diplomas

Class Attendance Policy

State and federal regulations governing course attendance require faculty members to maintain an accurate record of each student's course attendance. Official excuses for absences are provided through the Office of Student Success.

The institutional policy on class attendance states that students are expected to attend each class session. In the event of unforeseen circumstances, students may absent themselves from courses a number of times equivalent to the credit hour value of the course. For example, students are permitted:

- One absence for a one-credit hour course.
- Two absences for a two-credit hour course.
- Three absences for a three-credit hour course.
- Four absences for a four-credit hour course.

Students whose absences exceed the authorized number will receive a reduction in their final course averages as determined by the faculty member who teaches the class. Exceptions to this policy on point reduction may be granted by the faculty member upon presentation of documentation from the Vice President for Student Affairs and Enrollment Management that an official excuse has been granted for the student's absence. Conditions warranting such an approval include cases involving death in the family, illness of the student or of an immediate family member, and military duty. The student must provide legitimate, official documentation of excused absences to the instructor(s) of the course or courses involved as well as the Vice President for Student Success. Other reasons for absences not covered here must be cleared with the appropriate instructor and college dean.

Late Arrival Policy

Instructors may enforce a policy on late arrivals that is consistent with the class attendance policy. Once the maximum number of late arrivals for class has been reached, the instructor reserves the right to convert late arrivals to absences.

The "Forgiveness" Policy

The Fort Valley State University "Forgiveness Policy" allows students to repeat courses, in which a "D" or "F" has been earned. The last earned grade shall be calculated in the student's institutional grade point average. However, to meet honors and other requirements, the Regent's grade point average, which is computed on all credits attempted, is used.

Students should be aware however, that repeating a course will impact the calculation of their grade point average and the limited time frame requirement for continued financial aid eligibility. In both cases, the repeated course will count as hours attempted.

The decision to take advantage of the Forgiveness Policy may not benefit a student if a significantly higher grade (i.e., a "B" or higher) is not earned when repeating a course.

When considering use of this policy, students are strongly encouraged to meet with their academic and financial aid advisors.

Enrollment in Graduate Courses

Seniors with a 3.5 GPA or better who are within six semester hours of fulfilling all requirements for the bachelor's

degree, or who have completed all requirements for the bachelor's degree except a laboratory field experience for seniors, such as student teaching, may be permitted to enroll in graduate courses (See the Graduate Catalog for further details).

Change of Schedule (Drop/Add)

Changes in a student's schedule must be made within the **first four class days** of each regular semester or as announced for the summer term. Deadlines for schedule changes are printed in the Master Schedules and are posted in the Registrar's Office each semester. The procedures for revising course schedules require that a student secure a *Change of Schedule Form* from the Registrar's Office. Printed instructions are provided on the form. The student must then confer with his or her advisor and/or instructor. **A course is considered officially dropped or added officially only when the required form has been processed by your academic advisor or academic department.**

Maximum Withdrawal (Drop) Policy

A student is allowed **a maximum of 18 semester hours of class withdrawals (drops) while completing his/her undergraduate degree** program requirements. The maximum does not include classes dropped during the **Add/Drop period (the first four days of class)**. A complete withdrawal from courses because of documented extenuating circumstances is not included in the 18 hour limit. **After reaching the 18 semester hour limit, the student will receive a grade of "WF" for any course withdrawal**, regardless of the date withdrawn.

Uniform Grading System

Consistent with the uniform grading system within the University System of Georgia, the University utilizes a basic four point (4.00) grading scale. The following approved grades are used to determine the student's grade point average:

Grade	Quality Points
A - Excellent	4
B - Good	3
C - Satisfactory	2
D - Passing	1
F - Failure	0
WF - Withdrew, Failing	0

The following symbols are also approved for grading purposes. They carry no quality point value. They are, therefore, not included in the calculation of grade point averages to audit the course. A student cannot subsequently request a grade for a course that was audited.

- **"I"** This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his or her control, was unable to meet the full requirements of the course. The assignment of an "I" must be documented by a form to be approved by the department head, the dean, and the Provost and Vice President for Academic Affairs. If an "I" is not satisfactorily removed by midterm of the next term of residence, the symbol "I" will be changed to the grade "F" by the Registrar.
- **"IP"** Indicates a continuation of work beyond the term for which the student signed up for the course. The use of these symbols is approved for dissertation and thesis hours and project courses. Except in the cases of Remedial courses, these symbols cannot be used for other courses. **This symbol cannot be substituted for an "I."**
- **"W"** This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the mid-point of the total grading period (including final examinations) except in cases of hardship as determined by the Provost/Provost and Vice President for Academic Affairs.

- **WF**" This symbol indicates that a student was permitted to withdraw with penalty. Withdrawals with penalty are only permitted after the mid-point of the semester.
- **WM**" This symbol indicates that a student was permitted to withdraw under the Board of Regents policy for military service refunds. The use of this symbol indicates that this student was permitted to withdraw without penalty at any time during the term.
- **S**" This symbol indicates that credit has been given for satisfactory completion of degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.
- **U**" This symbol indicates unsatisfactory performance in an attempt to complete degree requirements other than academic course work. The use of this symbol is approved for dissertation and thesis hours, clinical practicum, internship, and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.
- **V**" This symbol indicates that a student was permitted to audit the course. Students may not transfer from audit to credit status or vice versa. Students may register, however, on a credit basis for a course that previously has been audited.

Grade and Academic Appeals

A student has the right to appeal a grade or other academic action if he or she believes that the instructor has violated his or her stated grading policy or other academic policy. Therefore, the faculty member bears responsibility to include specific grading and other academic policies for each of his or her classes. These policies must be provided to students on the course syllabus not later than the second day of class. Should a faculty member change any of his or her previously distributed grading or other policy at a later date, the change must be provided to students in writing and be applied uniformly, with ample notification to students.

When a student believes that he or she is a victim of unfairness and wishes to appeal a grade or other academic action, every attempt must be made to resolve the matter at the lowest possible level. The following procedures apply:

1. The student must first attempt to resolve the matter informally with the faculty member.
2. If no resolution is reached or if the faculty member cannot be contacted, the student must appeal to the department head.
3. If the student remains dissatisfied, he or she may file a written appeal, with supporting documentation, to the dean of the college within 30 days from the end of the semester in which the action occurred. The dean, in consultation with the department head, will provide a written response to the student. When the faculty member involved is a department head, the appeal should be filed with the dean of the college. When the faculty member is a dean, the appeal should be filed with the Provost and Vice President for Academic Affairs.
4. If the dean (or Provost and Vice President for Academic Affairs) finds that the student has reasonable cause for an appeal, a Hearing Committee will be appointed consisting of three faculty members.
5. Both the faculty member and the student have the right to an adviser to assist in preparing and arguing his or her case.
6. The hearing will proceed in accordance with the rules and procedures outlined in the Student Handbook.

Academic Standing

Fort Valley State University requires reasonable academic progress of its students. A student is considered to be

in *good academic standing* if he or she maintains a minimum 2.0 GPA. When a student's academic standing approaches standards that are not acceptable for continued enrollment, i.e., a cumulative GPA of less than 2.0, a *warning notice* will be sent by the Retention Services Center to the student.

Minimum GPA	Classification	Academic Credits Attempted
1.60-1.99	Freshman	1 -29 credit hours
1.70-1.99	Sophomore	30 - 59 credit hours
1.80-1.99	Junior	60 - 89 credit hours
1.90-1.99	Senior	90 or more credit hours

- **Academic Probation.** A student is placed on academic probation when his or her cumulative grade point average falls below the lowest point of the range indicated by the classification listed above.
- **Academic Suspension.** A student is placed on academic suspension when his or her cumulative GPA remains below the lowest point of the range listed above. When suspended, the student is expelled for a minimum non-enrolled period of one regular academic semester (not including the summer term). The suspended student must apply for reinstatement. If reinstated after the lapse of a regular semester, the student must earn an average of 2.50 for classes taken during re-enrollment or raise his or her cumulative average to that level required to achieve good standing.
- **Academic Dismissal.** After being reinstated following suspension, a student is subject to dismissal actions if he or she fails to achieve the minimum academic GPA to remain in good academic standing. The period of dismissal is for one calendar year. A student who has been dismissed for scholastic deficiencies for the second time may petition the Admissions Committee in writing for permission to re-enroll.
- **Readmission Following Suspension/Dismissal.** The privilege of applying for reinstatement after the lapse of one semester of suspension or one calendar year of dismissal does **not** carry with it an obligation on the part of the university to reinstate the student. The university reserves the right to reinstate any student on the merits of the individual case. The university also reserves the right to indicate conditions under which the student may be reinstated. The **Fort Valley State University** reserves the right to deny re-enrollment permission following academic suspension or dismissal. **Petitions for readmission must be submitted one semester in advance of the desired enrollment date.**

If readmission approval is granted, it will be *conditional* subject to the student's academic performance during the semester. At the end of one semester, subsequent to re-enrollment, the student must maintain a term GPA of 2.50 and a cumulative grade point average of 2.00 in order to achieve good academic standing. Failure to achieve and maintain *good academic standing* within two semesters and in subsequent terms will subject the student to immediate dismissal.

NOTICE OF PRIVACY RIGHTS

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects a student's rights with regard to education records maintained by the institution. Under this Act, students have the right to: 1) inspect and review education records maintained by the institution that pertain to them; 2) challenge the content of records on the grounds that they are inaccurate, misleading, or a violation of their privacy or other rights; and 3) control disclosures from education records with certain exceptions. You may access additional information regarding FERPA at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Board of Regents' Policy on Access to Records

Any student, regardless of age, who is or has been in attendance at Fort Valley State University, has the right to inspect and review his education records within a reasonable period of time (not to exceed 45 days) after making a request. However, the student shall not have access to: 1) Financial records of parents; 2) Confidential letters

of recommendations placed in the record prior to January 1, 1975; 3) Letters of recommendation concerning admission, application for employment or honors for which the student has voluntarily signed a waiver.

When the student and the official responsible for a particular record cannot resolve questions as to the accuracy of information contained therein, the student shall have an opportunity for an impartial hearing to challenge the contents of his record. For additional information please contact the Opens Records Office and/or Office of the Registrar.

Withdrawal Procedures

A student desiring to withdraw from Fort Valley State University may do so online on the Registrar's Office homepage at <http://www.fvsu.edu/registrar>. A student who withdraws from the university prior to the mid-point will receive a grade of "W" in all courses in which he/she is enrolled. A student who withdraws from the university after the mid-point will receive a grade of "WF". Once the withdrawal has been initiated by the student, the student will have until the close of business the following day to stop the process. The email must be received before 5:00p.m. at Registrar1@fvsu.edu.

A refund of all semester non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of death of a student anytime during an academic semester.

Students who officially withdraw from the university will be entitled to a refund of fees in accordance with the university's refund policy.

Withdrawal Date

A student's withdrawal date is:

1. The date that the student notifies the university that he/she desires to withdraw from the university;
2. The midpoint of the semester, if the student withdraws without notifying the university; or
3. The last date of class attendance as documented by the university' instructional faculty member.

The student bears ultimate responsibility for seeing that his or her withdrawal is processed in a timely basis.

Withdrawal from the University

Effective Fall 2019 – A student who withdraws from the University prior to the midpoint will receive a grade of W in all courses in which he/she is enrolled. A student who withdraws from the University after the midpoint will receive a grade of WF. Any student who takes at least one face-to-face course on the Fort Valley State University's main campus, must complete the withdrawal process in person. Students enrolled in online or distance programs may submit their request to withdraw through the Office of the Registrar at registrar1@fvsu.edu. Once a completed request to withdraw is submitted, the student will have until 5:00 pm the following day to stop the process by submitting an email to registrar1@fvsu.edu. Students who have withdrawn from the University must apply for readmission through the Office of the Registrar.

Medical Withdrawal Policy

A student may be administratively withdrawn from the University when, in the judgment of the Provost/Provost and Vice President for Academic Affairs, the Vice President for Student Success, and/or the University Physician, and after consultation with the student's parents and/or personal physician, it is determined that the student suffers from a physical, mental, emotional or psychological health condition which: (1) poses a significant danger or threat of physical harm to the student or to the person or property of others or (2) causes the student to interfere with the rights of other members of the University or its personnel or (3) causes the student to be unable to meet institutional requirements for admission and continued enrollment, as defined in the student Code of Conduct and other publications of the University.

Except in emergency situations, a student shall, upon request, be accorded an appropriate hearing prior to a final decision being rendered regarding his/her continued enrollment at the University.

Military Withdrawal

A student who is on active duty or is a military reservist (including members of the National Guard) may withdraw from the University if called for active duty or reassignment. The student must officially withdraw and submit Official Orders to Active Duty to the Office of Student Affairs within three (3) working weeks of actual receipt of said orders. The student is not eligible for a military withdrawal in any course in which the student has completed the course requirements (for example, taking the final exam or submitting the final paper) and/or a final grade has been assigned. Students who withdraw and receive a full tuition refund will receive a grade of “WM” (military withdrawal) for all courses from which the student has withdrawn.

Unofficial Withdrawal

Students, who cease attending all classes without officially withdrawing and students who earn no earned hours in a semester are considered unofficially withdrawn from the university. Upon submission of final grades for a term, instructors are required to indicate the last day of attendance for students in which grades of I, IP, F or U are recorded. In compliance with Title IV regulations for unofficial withdrawals, students who have received grades with no earned hours in all classes will be considered as unofficially withdrawn from the University and reported as such. An R2T4 calculation must be completed by the Office of Financial Aid. Based on the students’ last date of attendance provided by the Office of the Registrar, the student will be responsible for any and all funds due back to the Department of Education.

MILITARY RESOURCE CENTER/ VETERANS AFFAIRS

Hours of Operation: 8:00 pm. - 5:00 pm. (Monday through Friday)

Phone: (478) 822.1020, **Fax:** (478) 825.6155

Email Address: va@fvsu.edu

Webpage: <https://www.fvsu.edu/veteranaffairs>

MISSION AND PURPOSE

The Military Resource Center (MRC) is committed to ensuring that military affiliated students successfully make the transition from the military environment to campus life, and are assisted in their progress toward completing their academic degree.

The Office of Veterans Affairs, a unit within the Office of the Registrar, helps eligible student veterans, reservists, and dependents obtain education benefits in compliance with the procedures and regulations of the United States Department of Veterans Affairs (VA).

SERVICES

The MRC also provides a safe space for military affiliated students to access peer mentoring, group study sessions, information and referrals, workshops, a quiet study room/ computer lab, and free printing.

*Please visit this website (<https://www.va.gov/education/how-to-apply/>) if you have not obtained your Certificate of Eligibility from U.S. Department of Veterans Affairs.

THE HUNT MEMORIAL LIBRARY

Hours of Operation:

Mon – Thu 8:00 a.m. until 10:00 p.m.

Fri 8:00 a.m. until 5:00 p.m.

Sat 10:00 a.m. until 4:00 p.m.
Sun 4:00 p.m. until 10:00 p.m.

Phone: (478) 825.6753, **Fax:** (478) 825.6663

Information Desk: (478) 825.6753

Text Message: (478) 569.6994

Email: <https://fvsu.libanswers.com/index.php>

Web page: www.fvsu.edu/huntlibrary

Facebook: www.facebook.com/huntmemoriallibrary

Twitter: <https://twitter.com/HuntLibrary>

Technology has radically transformed the higher education landscape. The way students learn is fundamentally changing. To meet these expectations, at Hunt Memorial Library we go beyond stacks of books. We are a library evolved and relevant in the digital age.

Henry Alexander Hunt Memorial Library is the main library and information service building on campus. The library is named in honor of Fort Valley Normal and Industrial School's second Principal Mr. Henry A. Hunt, Sr. Built in 1975, the building was named for Mr. Hunt because he was an advocate for Black education in the "Black Belt" of Georgia.

Hunt Library continues to stimulate learning and research by providing resources and services centered on the needs of our student and faculty users. Moreover, the mission of Hunt Library is to support the curricula of each academic discipline in regards to print and non-print resources, online databases and serials. **We go beyond stacks of books.** Ours is a digital library and we use technology to step up information research, literacy and learning. With access and engagement, Hunt Library seeks to advance the cause of education and meet the mission of the Fort Valley State University.

Total hours of accessibility to resources per day (via technology)	24 hrs.
Total hours of library operation per day (excluding 24/7 lab hours)	14 hrs.
Total hours of library operation per week (excluding 24/7 lab hours)	77 hrs.
Total hours of Computer Lab operation	24 hrs. /7 days

Information Literacy: Through its Information Literacy Program, librarians, in collaboration with the instructor, conduct classes in the use of databases, reference resources and how to look up information and get started with research.

Virtual Library: Through collaboration and resource sharing, Hunt Library participates in the GALILEO project, a worldwide web-based virtual library consortium in the University System of Georgia that provides access to multiple information resources, including access to over 300 databases, indexing thousands of periodicals and scholarly journals. As a member of the University System of Georgia, faculty and student have access to the library collections of all 29 institutions in the state by way of Gil Express, a document delivery service.

Document Delivery Services – Two types of Document Delivery Services (DDS) are in place at the library, wherein copies of journal articles and books and book chapters may be requested from other libraries. These two services are Gil Express and Interlibrary Loan (ILL). For most campus users in the University System of Georgia, this is a free service.

Distance Education – Teaching and Learning are important to student's successful matriculation at Fort Valley State University. Therefore, library instruction in the use of the library and its resources are central to the services provided through the Public Services area of Hunt Library. Librarians work with students on all floors of

the building and at the reference desk, not to mention social media networks, phone and the one-on-one reference interviews to help them find, locate and interpret information.

Computer Lab Accessibility is for student use only, 24 hours a day, 7 days a week. There are 40 computers in the lab, running on Windows 7 platform. The library building is wireless. Students can use their mobile devices anywhere in the building.

Collaborative Learning - The library is a hub of collaboration with open work areas, large tables, casual seating and ample private space for meetings and engagement. In a digital world, the library adopts the latest in tech learning tools, and provides students with constant connectivity, mobility and access to the ever expanding media environment. All study rooms and quiet study areas and are located on the second floor of the building.

Charging Stations - At Hunt Library students can juice-up mobile devices. As more and more students bring devices to campus, the challenge for them is not to run out of power. Running out of battery power these days means running out of paper. Charged mobile devices help students to stay connected with the university and with one another.

University Archives and Special Collection – The University archives and Homie Regulus special collections Heritage Room is located in the library on the second floor. The University Archives houses historical documents of the Fort Valley State University and the local community.

Hunt Library at Warner Robins supports the Graduate Studies program at Fort Valley State University. Collection holdings are representative of 830 books and 10 selected journal titles.

OFFICE OF INFORMATION TECHNOLOGY

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: (478) 825.6228 or 6122; **Fax:** (478) 825.6142

Email: ITHelpdesk@fvsu.edu

Webpage: <https://www.fvsu.edu/office-of-information-technology/>

MISSION

The FVSU Office of Information Technology strives to provide consistent, high quality service and to establish and maintain regular communication channels to communicate these services to all of our customers.

SERVICES

- **Active Directory Account Administration** -- Account creation and administration for FVSU employees who submit support requests for a network/systems/email accounts
- **Banner Student Information System Account Administration** -- Account creation and administration for FVSU employees who work with students in an administrative capacity, e.g. Financial Aid, Admissions, Registrar's and Cashier's offices
- **Desire2Learn (GeorgiaVIEW) Learning Management System Account Management** -- Account creation and administration for FVSU students taking totally online, hybrid, web-assisted or face-to-face courses utilizing the Desire2Learn Learning Management System
- **FVSU IT/Helpdesk Self-Service Work Requests Management** -- Account administration for FVSU employees who submit work requests using a self-service interface or by email
- **Office 365 (Microsoft) Student "Wildcat" Email Account Administration** -- Account administration for FVSU applicants, students and graduates who are or have been affiliated with FVSU in some academically-related capacity requiring communication with FVSU administrative offices (Financial Aid, Recruitment, Admissions, Registrars and Cashiers offices); and/or faculty and advisors (classes, graduation, retention, matriculation)

- **PeopleSoft Financials / PeopleSoft Self-Service Account Administration** -- Account creation and administration for FVSU employees who process requisitions, travel requests or expense reimbursements
- **Telecommunications Management** -- Telephone installations, relocations, additions, changes and other telecommunication-related services

To view the current technology and usage policies, please refer to this webpage: <https://www.fvsu.edu/information-technology-policies/>.

CENTER FOR STUDENT ENGAGEMENT

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: Student Engagement: 478.822.1354

Career and Professional Development: 478.825.6350

Civic Engagement and Volunteer: 478.827.3018

Email address: ihelp@fvsu.edu

MISSION STATEMENT

The Center for Student Engagement (CSE) utilizes an integrated theoretical approach to service, leadership and career development by offering purposeful opportunities and resources that complement the academic experience. Our office is dedicated to helping students develop both in and out of the classroom through programs and activities that advance student learning and prepares students for success in the global community.

With a focus on civic engagement, leadership and career development we connect the university and the community to provide curricular and co-curricular opportunities for our students.

Our strategy involves deploying methods related to the LEAP initiative to meet our departmental goals through

- Civic Engagement,
- Service Learning, and
- Career and Professional Development.

Our mission is to immerse every student, in comprehensive, structured learning environments designed to build their confidence and competence in the areas of leadership, engagement, achievement, and professionalism in a manner that makes them employed or accepted into graduate or professional school immediately upon graduation.

iHelp Volunteer Program

The iHelp Volunteer Program was created as a mechanism for FVSU students to become civic-minded, industrious leaders and citizens by extending the institution's valuable reach beyond campus walls. The iHelp volunteer program serves as a clearinghouse for service and volunteerism for service providers and FVSU. Partnerships and collaborations that are formed between FVSU and service-based organizations, provide students an opportunity to gain experience, exposure and enrichment, while the community gains a skilled volunteer for their organization. Beginning in Fall 2018, 100% of incoming Freshmen have been required to enroll in and participate with the iHelp Volunteer Program servant leader development programming and other service-related activities.

Office of Career and Professional Development

The Office of Career and Professional Development advances academic and experiential learning through comprehensive services that inform the career development process of assessing, discovering, planning, and exploring careers.

These services include but are not limited to creating a career plan, developing a professional resume, building an electronic career profile, participating in internships, and attending professional development sessions. All comprehensive services follow standards defined by the National Association of Colleges and Employers (NACE) and Leadership, Engagement, Achievement, Professionalism (LEAP), with an emphasis on proficiency in soft skills development.

The Career Resource Library is available to help students which includes current resources and materials on career decision-making, occupational outlook, graduate and professional school material, school system literature, and information on companies, agencies, and corporations are available. LinkedIn, O*NET Online, The Occupational Outlook Handbook, and Georgia Career Information System (GCIS) are utilized to develop career profiles and to explore and research career data.

OFFICE OF CONTRACTS AND COMPLIANCE

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: 478.825.4284 **Fax:** 478.822.7163

Webpage: <http://www.fvsu.edu/institutional-compliance-program>

MISSION STATEMENT AND PURPOSE

Fort Valley State University is committed to providing a workplace that is ethical, effective and inclusive. We hold true and strive to create a campus environment that fosters and embraces these commitments. Where there are concerns that we are not fostering those commitments, our university community shall voice their concerns to various reporting avenues, such as immediate supervisors, Campus Police, Office of Human Resources, University Research/Office of Sponsored Programs and the USG Ethics Reporting Hotline.

SERVICES

Equal Employment Opportunity – protection of all federally mandated statutes race, color, sex, religion, creed, national origin, age, status as a disabled veteran or veteran of the Vietnam era, or handicap be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the University

Title IX – protection under the Title IX Educational Amendments of 1972 from exclusion from participation in, denial of the benefits of and subjected to discrimination of any education program or activity. FVSU prohibits any form of sex discrimination prohibited by Title IX.

Fort Valley State University is required to comply with Title IX of the Higher Education amendment of 1972. Title IX is a federal and civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. The mission of the FVSU Title IX office is to protect. As outlined in the Title IX Educational Amendments of 1972 to the 1964 Civil Rights Act, “No person in the United States shall, on the basis of sex

- Be excluded from participation in,
- Be denied the benefits of, or
- Be subjected to discrimination;

under any education program or activity receiving Federal financial assistance.”

Fort Valley State University prohibits any type of gender equity discrimination or harassment. FVSU is committed to providing programs, activities and an educational environment free from sex discrimination. Treating someone unfavorably because of that person’s gender and sexual misconduct are forms of sex discrimination prohibited by Title IX.

FVSU does not condone and will not tolerate sexual discrimination which includes sexual misconduct, sexual

harassment and sexual violence:

- Respond promptly and effectively to allegations of any form of sex discrimination,
- Take immediate steps to eliminate the sexual discrimination, prevent its recurrence, and address its effects;
- Support all students with appropriate resources regardless of their status as complainant or accused.

Any administrator, supervisor, faculty member or other person in a position of authority that is not a confidential resource who has knowledge of or receives a complaint of discrimination or harassment must fully report the information or complaint to the Office of Compliance. This obligation to report also applies to student employees who serve in a supervisor role including teaching assistants, residence assistants and orientation leaders. No employee should assume that an official of the University knows about a particular discriminatory or harassment situation. For referral and subsequent processing, all are encouraged to report violations using the following link: <https://publicdocs.maxient.com/incidentreport.php?FortValleyStateUniv>.

OFFICE OF STUDENT CONDUCT (FORMERLY JUDICIAL AFFAIRS)

Hours of Operation: 8:00 a.m. until 5:00 p.m. (Monday through Friday)

Phone: (478) 825.6258, **Fax:** (478) 825.6328

Email: StudentConduct@fvsu.edu

Webpage: <https://www.fvsu.edu/about-fort-valley-state-university/administration/office-of-student-success/campus-life-dean-students/office-student-conduct/>

Facebook: <https://www.facebook.com/FVSUStudentConduct/>

Twitter: https://twitter.com/OSC_FVSU

Incident Reporting: <https://publicdocs.maxient.com/incidentreport.php?FortValleyStateUniv>.

MISSION

The Office of Student Conduct (OSC) supports the university's educational mission and goals by engaging and empowering students, staff, and faculty in the process of creating a safe, orderly, and positive university environment. Our efforts will facilitate and support community values, standards, and expectations that enhance just disciplinary processes, student learning, and support student intervention efforts.

All students are responsible for becoming familiar with the Student Code of Conduct. For clarification or questions pertaining to the Student Code of Conduct, please contact the Office of Student Conduct or Office of Student Success and Enrollment Management. Outcomes to violations of the student Code of Conduct generally result in a Student Conduct Hearing and sanctioning. As a result of sanctioning, a student disciplinary file is created and housed within the Office of Student Conduct.

Additional outcomes may include, but not limited to:

- A disciplinary file, whether sanctioned or not, will remain in the Office of Student Conduct (OSC) for a period of five years after the last day of enrollment or graduation;
- A suspension or expulsion is noted on your academic transcript and is a permanent notation;
- Colleges and universities can request copies of disciplinary records to review to determine admission;
- Failure to complete disciplinary obligations will result in an administrative hold on a student's account which will prohibit the student from accessing all student information (i.e., academic and financial aid);
- In the event of disciplinary probation, a student will not be allowed to serve in a leadership capacity at the University during that period.

In an effort to advance the mission of the Office of Student Conduct, it will require that all constituents of Fort Valley State University assist. This means that all members of the University community must report any violations of the Student Code of Conduct. In addition to reporting violations to any administrative offices—including, but not limited to Fort Valley State University Police and the Office of Student Conduct—for referral

and subsequent processing, all are encouraged to report violations using the following link:
<https://publicdocs.maxient.com/incidentreport.php?FortValleyStateUniv>.

THE FVSU STUDENT CODE OF CONDUCT

(Effective July 1, 2020)

Updated and Issued by the Offices of Student Success and Office of Student Conduct

MISSION STATEMENT

The mission of the Office of Student Conduct is to support the university's educational mission and goals by engaging and empowering students, staff and faculty in the process of creating a safe, orderly and positive university environment. Efforts will facilitate and support community values, standards and expectations, which enhance just and fair disciplinary processes, student learning and support student intervention efforts.

CONTACT INFORMATION

Office of the Vice President for Student Affairs and Enrollment Management

C. V. Troup Building, Suite 328

Phone: 478.825.6291; Fax: 478.825.6058

Office of the Dean of Students

Student Amenities Building, Second Floor

Phone: 478.825.6290; Fax: 478.825.6356

Email: deanofstudents@fvsu.edu

Webpage: <http://www.fvsu.edu/student-organizations/>

Office of Student Conduct

Royal C. Peabody Building, Room 209

Phone: 478.825.6258; Fax: 478.825.6328

Email: Student Conduct@fvsu.edu

Webpage: <http://www.fvsu.edu/home/current-students/student-code-of-conduct/>

Facebook: <https://www.facebook.com/FVSUStudentConduct/>

Twitter: https://twitter.com/OSC_FVSU

Office of Campus Police and Safety

Leroy Bywaters Building, Basement Floor

Phone: (478) 825.6211 or 6500; Fax: (478) 825.6701

Emergency Texting: 911fvsu@fvsu.edu

Web page: <http://www.fvsu.edu/campus-safety/>

Office of Institutional Compliance/Title IX

Huntington Hall, Second Floor

Phone: (478) 825.6333; Fax: (478) 822.6266

Webpage: <http://www.fvsu.edu/institutional-compliance-program>

Fort Valley State University is an affirmative action, equal opportunity institution and does not discriminate against applicants, students or employees on the basis of race, gender, ethnicity, national origin, sexual orientation, religion, age, disability or marital or veteran status.

Fort Valley State University functions to provide teaching, learning, and social interchange in a healthy environment. Accordingly, certain rules and regulations must exist and be enforced. Such rules and regulations have been standardized into a **STUDENT CODE OF CONDUCT**. This Code of Conduct applies to all students enrolled at Fort Valley State University. Violations of this code of conduct are processed through the Office of the Vice President for Student Affairs and Enrollment Management via the Office of Student Conduct. The

handbook is updated regularly as policy evolves and will be communicated via the university's official email system.

Definitions

The following definitions and explanations apply to terms used in this Student Code of Conduct:

“University” or “institution” means Fort Valley State University.

“Student” means any person currently enrolled (taking courses at the university, both full-time and part-time), whether pursuing undergraduate or graduate studies, and those who attend post-secondary educational institutions other than Fort Valley State University, who reside in university residence halls, and matriculate through online instruction. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered “students.”

“University official” includes any person employed by the university (administrator, faculty, and staff), performing assigned administrative or professional responsibilities.

“University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks and property and facilities rented or leased).

“Community” includes any person who is a student, faculty member, university official, or other university employee. A person's status in a particular situation shall be determined by the Office of the Vice President for Student Affairs and Enrollment Management.

“University-sponsored activity” means any activity on or off campus that is initiated, aided, authorized, or supervised by the university.

“Appellate Committee” means any person authorized by the President to consider an appeal from a determination that a student has violated the Student Code or from the sanctions imposed by the Student Conduct Hearing Committee.

“Shall” is used in the imperative sense.

“May” is used in the permissive sense.

“Policy” means the written regulations of the university as found in, but not limited to, the Student Code of Conduct, the Student Handbook, and Graduate/Undergraduate Catalogs.

“Disciplinary Standing” refers to the student's behavioral status at the university.

“Good Disciplinary Standing” means a student is granted the rights and privileges afforded to him/her as a student at the university without restriction(s). A student is deemed not to be in good standing at the university when he/she has an active disciplinary case file or incident report with either the Office of the Vice President for Student Affairs and Enrollment Management, the Office of Student Conduct, or the Office of Campus Police and Safety. In all cases, the disciplinary file/incident report must be closed and all sanctions fulfilled in order to be restored back to good standing at the university. Until such time, a student is not allowed to participate in student leadership roles (i.e., hold an organizational office) or participate in student organizational membership activities.

“Disciplinary Expulsion” means permanent severance of the student’s relationship with the university.

- Permanent notation of disciplinary action on transcript

“Disciplinary Suspension” means temporary severance of the student’s relationship with the university for a specific period of time.

- Permanent notation of disciplinary action on transcript

“Interim Suspension” means temporary suspension from the university pending the outcome of a student conduct hearing.

A student expelled or suspended shall leave the campus and not visit the campus or attend classes during the period of expulsion or suspension, except when on official university business. A student must receive written authorization from the Vice President of Academic Affairs in order to resume class attendance. Violation of this stipulation might affect adversely the student’s chance for readmission.

“Disciplinary Probation” means subjection to a period of testing and trial. Notice is given to the student that any further disciplinary violation may result in suspension. Disciplinary probation may also include any or all of the following: the setting of restrictions or fines; the issuance of a reprimand; or a requirement of community service participation.

- The university may not allow a student on disciplinary probation to participate in university sponsored activity or student organization membership activities.
- Violation of the terms of disciplinary probation or the infraction of any university code of conduct during the period of probation constitutes grounds for an additional student conduct hearing for such violation or infraction and may result in suspension, or expulsion from the university.

“Disciplinary Appeal” refers to the review of sanction(s) imposed by an administrative office by a higher level administrative office at the University.

“Appellate Committee” refers to any individual(s) authorized by the President to consider an appeal from a determination that a student has violated the Student Code of Conduct or from the sanctions recommended by the Student Conduct Hearing Committee.

“Administrative Disciplinary Hold” refers to restricting student access to his/her student account due to a failure to satisfy disciplinary sanctions imposed by the University.

“Consent” must be informed, voluntary, and mutual, and can be withdrawn at any time. Consent is not voluntary when given due to force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent.

In a relationship setting, past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption or being asleep or otherwise unconscious.

Inappropriate Conduct

Inappropriate conduct by students at Fort Valley State University is discouraged and will not be tolerated. If a student is alleged to have engaged in conduct that violates one or more provisions of the Student Code of

Conduct, he or she will be afforded fair due process. The process includes: (1) the opportunity to resolve the matter via an administrative meeting or a student conduct hearing the procedure for which is presented in this document; (2) the right to appeal to the Vice President for Student Affairs and Enrollment Management; (3) the right to appeal to the President of the University; (4) the right to appeal to the Board of Regents.

If a student is charged with a criminal offense, the nature of which may present a clear and present likelihood of serious physical or mental harm to the student or to any other member of the university community, the Office of the Vice President for Student Affairs and Enrollment Management may impose such temporary sanctions on the student, including interim suspension, as may be deemed necessary to protect the student, university community, and/or university. Such temporary sanctions may exist and be enforced until such time as a final disposition has been made via an administrative meeting or the disciplinary hearing process. During this period, the student must fully comply with the temporary sanctions.

Further, the Office of the Vice President for Student Affairs and Enrollment Management may also impose temporary sanctions, including interim suspension, pending a hearing, when a student or group of students engage in conduct that materially and substantially interferes with the operation of the university regardless of whether such conduct is treated as a criminal violation.

As citizens and members of an academic community, students enjoy the same basic rights and are bound by the same responsibilities as are all citizens. The campus is not a sanctuary from the general laws of the State and federal government. Therefore, the university may inform police or other appropriate authorities when student behavior appears to violate local, state, or federal criminal laws.

The university recognizes that all members of an academic community, individually and collectively, have a fundamental right to express their views publicly on any issue; however, the university insists that all such expressions be peaceful and orderly and be conducted in a manner consistent with the provisions of the Student Code of Conduct university policies and in such a way that does not disrupt university operations. Moreover, in expressing an opinion, students must indicate clearly that they are speaking as individuals and as a representative of the university.

Students are expected to display proper respect for the rights and privileges of other members of the university community and their guests. Classes, laboratories, and campus events must be free from disruption and students must comply with the orders and directions of university personnel.

The university sets appropriate and clear guidelines for student behavior. The guidelines are intended to ensure that student conduct does not adversely affect the educational mission of the university or its relationship with the surrounding community, sister institutions, or members of the university community. This Code of Conduct has been developed with the assistance of the Student Government Association, other students, and members of the faculty and staff of the university.

The following list of sanctions by no means is exhaustive. Students should be aware that any conduct adversely affecting the educational mission of the university, or its relationship with the surrounding community or members of the university community, will be addressed in the appropriate manner.

Sanctions

Experience suggests that most inappropriate behavior will involve violations of more than one section of the Student Code of Conduct and, as such, may yield sanctions beyond those minimums spelled out in this Code. The following list of sanctions is illustrative rather than exhaustive:

- Expulsion from the university with permanent notation on transcript of disciplinary action,

- Suspension from the university with permanent transcript notation,
- Loss of eligibility for university funded scholarships or funds, including part-time work,
- Cancellation of residence hall contract,
- Disciplinary probation,
- Loss of membership on teams, clubs, and officially recognized organizations,
- Mandated institutional (community) service,
- Monetary fines,
- Restitution,
- Loss of guest privileges on campus or residence halls,
- Letter of censure or reprimand,
- Letter of apology.

The university also reserves the right to sanction any student found in violation of the Student Code of Conduct or of a state or federal law. Although not a disciplinary sanction, the university also reserves the right to require students who violate sections of the Code of Conduct to undergo counseling or other forms of education.

Group Offenses

- A. University recognized organizations, living organizations, societies, clubs and similar organized groups are responsible for compliance with university regulations. Upon satisfactory proof that a group has encouraged, or did not take reasonable steps as a group to prevent, violations of university regulations, the group may be subjected to permanent or temporary suspension of charter, social probation, and/or denial of use of university facilities or other like sanctions.
- B. Determination that a group is liable to sanction under the foregoing Section A and determination of the sanction to be imposed shall be made via the disciplinary process through an administrative disciplinary meeting or at a hearing held for that purpose. The president or principal officer of the group will be afforded reasonable notice of the time and place of the hearing and of the nature of the charges. This officer or any other member of the group may attend and be heard at the hearing.

I. CONDUCT VIOLATIONS

ARTICLE I: GRIEVOUS VIOLATIONS. Violation of the Code of Conduct sections listed below can lead to separation (suspension or expulsion) from the university, termination of residence hall contract, if applicable, any other appropriate sanctioning including immediate removal from the University premises (pending a forthcoming hearing), and transcript notation that the student was withdrawn for disciplinary reasons. All cases involving allegations of Article I misconduct will be reviewed via the university's disciplinary process through an administrative meeting or student conduct hearing.

Section 1: Sexual Misconduct. This violation consists of four categories: Rape, Sexual Assault, Sexual Harassment, and Inappropriate Sexual Behavior.

"Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. Consent is not voluntary when given due to force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent.

In a relationship setting, past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact,

nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption or being asleep or otherwise unconscious.

Any violations of this nature could be reported and processed as a violation of Federal Title IX policy and is hereby subject to additional processing and adjudication outside of the FVSU student conduct process.

Rape. Rape is the oral, anal, or vaginal penetration by an inanimate object, penis, or other bodily part without consent. The act of penetration will be considered forced and without consent if the victim was unable to give consent due to a condition of which the offending student was or should have been aware (e.g., the victim was intoxicated due to the excessive use of alcohol or other drugs, coerced, or threatened verbally, including being threatened with future physical harm).

Sanction: EXPULSION. (Subject to Title IX adjudication)

Sexual Assault. Sexual assault is defined as the unwanted touching of the intimate body parts of another (e.g., breasts, buttocks, groin, genitals, or the clothing covering any such body part). These acts will be considered unwanted and without consent if the victim was unable to give consent due to a condition of which the offending student was or should have been aware (e.g., the victim is intoxicated due to the excessive use of alcohol or other drugs, coerced, or threatened verbally, including being threatened with future physical harm).

Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$250 and not more than \$1,000, probation, or community service. (Subject to Title IX adjudication)

Sexual Harassment. Sexual harassment occurs when a person is the recipient of unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
- Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education or work environment.

Examples of Prohibited Behavior. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Repeated unwelcome sexual propositions, invitations, solicitations and flirtations.
- Stated or implied threats that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
- Repeated and pervasive unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene gestures.
- Unwanted exposure to sexual graffiti, photographs, electronically transmitted images or suggestive objects that substantially interfere with an individual's welfare, academic or work performance.
- Unwelcome and inappropriate touching, patting or pinching.

Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$250 and not more than \$1,000, probation, or community service. (Subject to Title IX

adjudication)

Inappropriate Sexual Behavior. Inappropriate sexual behavior includes sexual intercourse or any activity involving the sexual organs of the male or female on university property (dormitory rooms, buildings, lobby, grounds, and vehicles). **Sanction: A violation of this section may result in one or a combination of the following: fine of not less than \$250 and not more than \$1,000, probation, or community service. (Subject to Title IX adjudication)**

Section 2: Physical Abuse. Physical contact of others (staff, students, members of the community)—provoked or unprovoked—including but not limited to, fights and injury caused by endangering behavior. This violation also includes the following categories: Domestic Violence and Dating Violence. Any violations of this nature could be reported and processed as a violation of Federal Title IX policy and is hereby subject to additional processing and adjudication outside of the FVSU student conduct process.

Domestic Violence. Domestic violence includes physical abuse committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. **Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$250 and not more than \$1,000, probation, or community service. (Subject to Title IX adjudication)**

Dating Violence. Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was, such relationship will be gauged by its length, type, and frequency of interaction. **Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$250 and not more than \$1,000, probation, or community service. (Subject to Title IX adjudication)**

Section 3: Theft by Taking. Knowingly appropriating the property of another without the consent of its rightful owner and with the intent of permanently depriving the rightful owner of the property. Theft including, but is not limited to, the unauthorized use of ATM, phone, credit cards, checks, Fort Valley State University ID cards, or computer systems, and knowingly possessing stolen property. **Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$250 and not more than \$1,000, probation, or community service.**

Section 4: Weapons, Firearms and Explosives. The possession or use of weapons, firearms (to include paintball, pellet, BB guns, etc.), fireworks, bullets, or explosive devices on university property is prohibited except as specifically authorized by Georgia Law. The term weapon includes any object or substance designed to inflict a wound, cause injury, or incapacitate. **Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$500 and not more than \$1,000, probation, or community service.**

Weapons on Campus Policy

I. Policy Purpose and Statement

Fort Valley State University (FVSU) is committed to providing a safe environment for students, employees, and visitors. The purpose of this policy is to maintain a safe and orderly environment while honoring the rights of individuals to lawfully possess weapons, within designated areas as articulated herein, on campus.

II. Policy Application and Effective Date

- A. This policy applies to every employee, students, guest and visitors while in any building or on any real property owned or leased by FVSU unless excluded by state law.
- B. This policy is effective July 17, 2017.

III. Definitions

- A. **Concealed:** Carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others.
- B. **Preschool or Childcare Space:** means any room or continuous collection of rooms or any enclosed outdoor facilities which are separated from other spaces by an electronic mechanism or human-staffed point of controlled access and designated for the provision of preschool or childcare services, including, but not limited to, preschool or childcare services licensed or regulated under Article 1 of Chapter 1A of Title 20.
- C. **Licensee:** Individual (21 years and older) properly licensed to carry in the State of Georgia pursuant to subsection of Code Section 16-11-126 and pursuant to code section 16-11-129: and on apply to caring of handguns which are concealed.
- D. **Weapon:** Any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart.
- E. **"Handgun":** Handgun means a firearm of any description, loaded or unloaded, from which any shot, bullet, or other missile can be discharged by an action of an explosive where the length of the barrel, not including any revolving, detachable, or magazine breech, does not exceed 12 inches; provided, however, that the term "handgun" shall not include a gun which discharges a single shot of .46 centimeters or less in diameter.
- F. **Electroshock Weapons:** As used in this paragraph, the term 'electroshock weapon' means any commercially available device that is powered by electrical charging units and designed exclusively to be capable of incapacitating a person by electrical charge, including, but not limited to, a stun gun or taser as defined in subsection (a) of Code 26 Section § 16-11-106." Any person who is 18 years of age or older or currently enrolled in classes on the campus and carry, possess, or have an electroshock weapon while in or on any building or real property owned by or leased by the institution; provided, however, that, if such person use the electroshock weapon, such use shall be in defense of self or others.

IV. Policy. The possession, transportation and use of weapons on campus is prohibited except as otherwise stated in this policy or as otherwise provided by Georgia law.

Concealed handguns may be possessed on campus but only in accordance with Georgia law. In accordance with state law, it is the right of a licensee to carry a concealed handgun while on the property leased or owned by FVSU in the State of Georgia. This policy will not allow any other type of gun to be carried on campus property not owned or leased by a FVSU with exception as indicated by state law.

V. Process/Procedures

Georgia law regarding the possession of concealed handguns on campus including places where concealed handguns may not be possessed can be found at <http://www.legis.ga.gov/Legislation/en-US/display/20172018/HB/280>.

In accordance with state law, there are a number of exceptions that limit the areas on campus where handguns may be carried.

Locations Where Guns are disallowed:

Regardless of whether or not you are a license-holder, you shall not carry a handgun into the following

locations on university-owned or leased property:

- Buildings and property used for athletic sporting events. This exception includes, but is not necessarily limited to, Wildcat Stadiums, Woodward Gymnasium, HPE, and similar facilities in which intercollegiate games are staged.
- Student housing facilities including residence halls and similar buildings where students live such as fraternity and sorority houses. (Note that any housing that is not on property owned or leased by a FVSU is not covered by this exemption).
- The Health, Counseling & Wellness Center (Infirmary). While handguns are allowed in the lobby area, they are disallowed in the counseling and examination offices utilized by the professional staff.
- Spaces – including any room, continuous collection of rooms or outdoor facility – that are used for preschool or childcare. In order to qualify, preschool and childcare spaces must have controlled access (meaning access via personnel stationed at the door or an electronic mechanism) limited to authorized people.
- Rooms and other spaces during the times when they are being used for classes in which high school students are enrolled, whether through dual enrollment and programs such as Move on When Ready or through college and career academies or other specialized programs such as Early College. Licensee should be aware that high school students are normally enrolled in 1000 or 2000 level courses. Licensee should be aware dual enrollment students can enroll in courses up to the drop/add period; therefore, the licensee must be vigilant of the various enrollment periods. Licensee who want to carry handguns to class will need to visit the institution’s registrar or other designated employee, who after verifying their enrollment status will tell them which of their classes, if any, have high school students enrolled. Institutions shall not, however, keep any listing of those who inquire. (Note also that the names of enrolled high school students may not be revealed in accordance with applicable privacy laws.) It is the responsibility of license-holders to seek out this information and make themselves aware of which classrooms fall within this exception.
- Faculty, staff and administrative offices. This exception includes offices and office suites occupied by faculty, staff and administrators but does not include more general public common spaces outside of those areas.
- Rooms during the times when they are being used for disciplinary proceedings of any kind, including those regarding students, faculty or staff. These would include any meetings or hearings that are part of the University System’s or the institution’s sexual misconduct, student conduct, dispute resolution, grievance, appeals or similar processes.
- It is a misdemeanor crime for a license-holder to carry a handgun “in a manner or in a building, property, room, or space in violation of the exemptions listed above. Doing so also will be a violation of the institution’s student code of conduct and personnel rules. It is a felony for non-license person to carry a gun on campus.
- It will be the responsibility of those licensee who choose to carry handguns on campus to know the law and to understand where they can go while carrying.
- Institutions will not provide gun storage facilities or erect signs outside restricted areas.

Enforcement of Policy/Law:

- FVSU will not attempt to interfere with the ability of license-holders to lawfully carry concealed handguns on campus. However, FVSU Police will investigate and enforce any party that is suspected of or is in violation of possessing, using or transporting dangerous weapons as it relates this policy, university/USG policies and/or State law.
- Only law enforcement personnel will be responsible for enforcement.
- Violation of this policy may result in criminal penalties based on the police investigation and may constitute violation of the Student Code of Conduct and personnel policies. It is a felony for non-license

person(s) to carry a gun on campus.

VI. Forms NONE

VII. Appendices NONE

VIII. Related Resources

State of Georgia House Bill 280: <http://www.legis.ga.gov/Legislation/en-US/display/20172018/HB/280>

University System of Georgia: <http://www.usg.edu/hb280>

Frequently Asked Questions: http://www.usg.edu/hb280/additional_information

IX. Responsible Party

Questions regarding this policy should be directed to:

Job Title: Chief of Police

Department: Public Safety

Phone: 478-825-6280

Email: allena@fvsu.edu

Fax: 478-825-6701

Section 5: Illegal Substances. The sale, distribution, or possession and use of illegal substances (i.e., drugs, alcohol, prescription drugs without documented authorization for use, etc.) and paraphernalia used to create and engage in the use of illegal substances is strictly prohibited. **Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$500 and not more than \$1,000, probation, or community service.**

State law statute(s):

O.C.G.A. § 16-13-2 <https://advance.lexis.com/documentpage/?pdmfid=1000516&crd=6692a3c8-1692-4efd-a413-a536475e85a5&config=00JAA1MDBIYzczZi1YjFILTQxMTgtYWE3OS02YTgyOGM2NWJlMDYKAFBvZENhdGFsb2fee d0oM9qoQQMCSJFX5qkd&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A5WF7-T100-004D-80C1-00008-00&pddocid=urn%3AcontentItem%3A5WF7-T100-004D-80C1-00008-00&pdcontentcomponentid=234186&pdteaserkey=sr0&pditab=allpods&ecomp=k5x8kkk&earg=sr0&prid=e29a1f47-aaaf-449d-9748-627996b65b89>

Federal Law Statute(s):

Title 21, United States Code, Sections 812, 841-858 <https://www.deadiversion.usdoj.gov/21cfr/21usc/>

Section 6: Possession or Consumption of Alcohol. Drinking or possessing any alcoholic beverage and/or its container on the university premises or during university-sponsored events/trips is prohibited. **Sanction: A violation of this section may result in one or a combination of the following: suspension, a fine of not less than \$500 and not more than \$1,000, probation, community service, counseling or letter of reprimand.**

Section 7: Breaching Campus Safety or Security. Breaching campus safety or security includes, but is not limited to:

- A. Unauthorized access to university facilities at any time; intentionally damaging door locks; unauthorized possession of university keys or access cards; duplicating university keys or access cards; or propping open of exterior residence hall doors;
- B. Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations,

or emergency exits on the university premises and inside university residences;

- C. Placement of equipment or vehicles (including bicycles) so as to obstruct the means of access to or from university buildings.

Sanction: A violation of this section may result in one or a combination of the following: suspension, a fine of not less than \$250 and not more than \$750, probation, or community service.

Section 8: Endangering Behavior. Endangering behavior is defined as conduct demonstrating that the student constitutes a danger to others or to the proper functioning of the university, including threats (verbal or written), etc. **Sanction: A violation of this section may result in one or a combination of the following: suspension, a fine of not less than \$250 and not more than \$750, probation, or community service.**

Section 9: Hazing. Fort Valley State University upholds the position on hazing adopted by the Association of Fraternity Advisors (AFA) and the National Pan-Hellenic Council (NPHC); however, for brevity, the following policy should be utilized by all student organizations as a guideline. Enforcement of this policy falls under the jurisdiction of the Office of Campus Life.

For purposes of this section, hazing means any activity or situation intentionally or unintentionally created, **with or without consent of any or all parties**, whether on or off the university's or organization's premises that: (1) endangers the mental or physical health of the participants; which produces physical discomfort; which subjects the individual to embarrassment, harassment, or ridicule; or which creates excessive fatigue; or (2) threatens physical or psychological harm to the individual; which requires participation by the individual in quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities; which requires late or early work sessions; or any activity that is not consistent with the laws, rituals, and policies of the organization or the regulations and policies of the university.

Any individual member or members of the organization participating in hazing activities will forfeit the organization's campus privileges, including its rights to license or its existence on the campus. This policy also applies to individuals who aspire to join organizations and groups that are recognized and not recognized by Fort Valley State University. Examples of conduct that constitute hazing activities include but are not limited to the following:

- A. Actions that recklessly or intentionally endanger the physical and mental health or safety of students.
- B. Forced or required consumption of any food, drink, drug, or any other substance.
- C. Forced or required participation in physical activities, such as calisthenics, exercises, or so-called games.
- D. Exposure to the weather.
- E. Excessive fatigue resulting from sleep deprivation, physical activities, or exercises.
- F. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual.
- G. Physical brutality, including paddling, striking with fists, open hands, or objects; and branding.
- H. Kidnapping, transportation, or stranding of individuals ("Road trips").
- I. Verbal abuse, including "Line-ups" and berating of individuals.
- J. Forced or required conduct that could embarrass or adversely affect the dignity of the individual, including the wearing of apparel that is conspicuous or extraordinary, and the performance of public stunts and activities.
- K. Forced servitude, including errands and cleanup activities.
- L. The intentional creation of cleanup work or labor for pledges by alumni members.
- M. Denial of sufficient time to study.
- N. Nudity or lewd behavior.
- O. Any other activities not consistent with the policies of the university.

Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$500 with a maximum fine assessed, probation, or community service of the organization,

jointly and severally.

State law statute(s):

O.C.G.A. § 16-5-61 <https://advance.lexis.com/documentpage/?pdmfid=1000516&crld=5a9b0b8b-9801-4b06-b570-7bef8f79ad35&config=00JAA1MDBIYzcZi1YjFILTQxMTgtYWE3OS02YTgyOGM2NWJlMDYKAFBvZENhdGFsb2fee d0oM9qoQQMCSJFX5qkd&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A5WF7-TOW0-004D-84VP-00008-00&pddocid=urn%3AcontentItem%3A5WF7-TOW0-004D-84VP-00008-00&pdcontentcomponentid=234186&pdteaserkey=sr0&pditab=allpods&comp=k5x8kkk&earg=sr0&prid=2ed6b410-1c44-45ba-be73-34319b1e5cd5>

Section 10: Vandalism. The deliberate, willful, or malicious destruction or defacement of any structure or effects (i.e., classroom building, residential buildings, athletic venues, events facilities, signage, lighting, furniture, etc.) on university premises or at university-sponsored activities. **Sanction: A violation of this section will result in one or a combination of the following: expulsion, suspension, a fine of not less than \$500 with no maximum fine assessed, probation, or community service and restitution.**

ARTICLE II: VIOLATIONS. Proven violations of Article II misconduct may yield the sanctions listed below. Repeated violations of the same section, violations of more than one section, or the severity of the misconduct may heighten the university's response to the point of suspension or expulsion and cancellation of the residence hall agreement. All cases involving allegations of Article II misconduct will be reviewed via the university's disciplinary process through an administrative meeting or student conduct hearing.

Section 1. Disruptive Behavior.

Disruptive behavior is prohibited. Disruptive behavior means willfully disrupting University classes or events; participating in a campus demonstration that disrupts the normal operations of the University; exhibiting behavior that infringes on the rights of other individuals both on and off campus; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions. **Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$250 and not more than \$1,000, probation, or community service.**

Section 2: Intimidation. To intimidate, threaten, or harass an individual via verbal, nonverbal or written exchange (i.e., via social media, text, email, etc.). Also, to transmit intimidating, threatening, or harassing communication on the basis of race, religion, national origin, age, gender, sexual orientation, handicap (i.e., temporary or permanent physical condition, mental health condition, etc.), or veteran status. **Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$250 and not more than \$500, probation, or community service.**

Section 3: Stalking. Any repeated conduct communicated verbally, nonverbally, or written (via social media, text, email, or other communication methods) directed specifically at another person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Such conduct includes following another person and actions that threaten or intimidate another person through fear of bodily injury. **Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$250 and not more than \$500, probation, or community service. (Subject to Title IX adjudication)**

Section 4: Furnishing False Information. Forgery, alteration, or misuse of university documents, records (including all software and computer databases) or identification, or possession of an altered identification or one that belongs to someone else and providing false information to university officials. A deliberate misrepresentation of facts that could adversely affect the mission of the university.

Sanction: A violation of this section will result in one or a combination of the following: suspension, a fine of not less than \$250 and not more than \$500, probation, or community service.

Section 5: Insubordinate Behavior. This violation consists of four categories: Failure to Obey University Officials, Failure to Vacate, Failure to Obey University Policy, and Organizational Noncompliance.

Failure to Obey University Officials. Failure to follow reasonable directions of university officials that are necessary for the proper conduct of the university. **Sanction:** A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$250 and not more than \$500, probation, community service or restitution.

Failure to Vacate. Failure to vacate a University building after fire alarm or other emergencies. **Sanction:** A violation of this section will result in a fine of not less than \$250 and not more than \$500.

Failure to Obey University Policy. Failure to follow, to conduct activities outside of, and or attempts to circumvent the policies or procedures of the University. **Sanction:** A violation of this section will result in a fine of not less than \$250 and not more than \$500.

Organizational Noncompliance. Failure of a university recognized student organization (RSO), an interest group or organization that is not recognized by the university, and its individual members to uphold university policy and follow prescribed procedures for operation as outlined by the university, department, and respective governing organization respectively. Operation can be described, but not limited to membership intake, financial management, etc.

Section 6: Unauthorized Usage. This violation consists of two categories: Unauthorized Use of University's Name and Unauthorized Use of Other's Property.

Unauthorized Use of University's Name. The use of the university's name, symbols, or other identifying marks is prohibited. **Sanction:** A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$150 and not more than \$500, probation, community service or restitution.

Unauthorized Use of Others' Property

Sanction: A violation of this section may result in a fine of not less than \$150 and not more than \$500, probation, or community service.

ARTICLE III: OTHER VIOLATIONS.

Section 1: Noise Disturbances. Noise disturbances in residence halls, campus, or community that are audible at 100 feet or outside of a room outside of university-designated hours. **Sanction:** A violation of this section may result in a fine of not less than \$75 and not more than \$500, and cancellation of residence hall agreement, probation, or community service.

Section 2: Gambling. On-campus gambling of any form or the sale of lottery tickets without university proper authorization is prohibited. **Sanction:** A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than \$150 and not more than \$500, probation, community service or restitution.

Section 3: Misuse of Visitation Privileges. Misuse of visitation rights, proctor policies, and overnight guest policies, including failure to obtain roommate's written authorization for guests. **Sanction: A violation of this section may result in a fine of not less than \$150 and not more than \$500, probation, or community service.**

Section 4: Academic Dishonesty. Academic dishonesty, including any attempt of a student to present as his or her own work that which is not his or her own work, aiding or abetting others in such an attempt, or any other forms of cheating. **Sanction: A violation of this section will result in the following: immediate referral to the Office of the Provost and Provost and Vice President for Academic Affairs for deliberation.**

Special Procedures for Adjudicating Cases of Academic Misconduct

Academic misconduct strikes at the heart of the educational process and should be handled by the Office of Academic Affairs. Faculty members have the right and responsibility to demand honesty in all academic pursuits and to report all cases of academic misconduct. This process protects the academic integrity of the institution and guarantees that the due process rights of all students are protected. Students accused of academic misconduct have the right to have their cases heard in a fair and impartial manner with all the safeguards available within normal disciplinary processes. The procedures for handling cases of academic dishonesty are designed to protect the interests of all the parties involved, while preserving the highest ethical standards of the university. Accusations of academic misconduct are handled by the Office of Academic Affairs, in cooperation with the deans of the colleges.

1. Faculty who suspect academic dishonesty in their classes must report infractions, with documented supporting evidence, within five working days, to the dean of the college, or his/her designee.
2. The dean shall notify the student, via certified mail of the existence of an accusation and of a date, time, and place at which the student should appear to respond to the allegation.
3. The student must schedule the meeting within seven days of receipt of the notice. Failure to do so will be interpreted as an admission of responsibility. During the meeting, the accusation and evidence will be presented to the student.
4. If the student agrees that the infraction did take place, the student must sign a document admitting responsibility in this case and accepting the penalty as proscribed by the faculty member who lodged the original complaint.
5. If the student does not agree with the accusation, the student may request a hearing by the college's standing Academic Misconduct Committee.

Academic Misconduct Committee

The committee members shall be elected by the faculty of the college to serve one-year terms. The panel will be composed of three faculty members (from three different departments) and three senior students majoring in different disciplines of that college. When the Academic Misconduct Committee meets to consider an accusation, two of the faculty members will be selected for the case who are not in the department in which the accusation arose and one student will be selected to hear the case who is not presently being taught by the faculty member making the accusation. The committee shall meet within seven working days of receiving notice of the need to convene and will submit its recommendation to the dean within 24 hours of its meeting. In all cases, assigning penalties shall be the purview of the faculty member in whose class the infraction occurred.

All records of accusations and outcomes will be housed in the Office of the Dean in a confidential location.

Section 5: Smoking

- A. The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Fort Valley State University is expressly prohibited. "Tobacco Products" is defined as

cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

- B. Any advertising, sale, or free sampling of tobacco products on the University premises unless specifically stated for research purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by Fort Valley State University. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on Fort Valley State University properties.

Sanction: A violation of this section will result in the following: a disciplinary warning, probation, a fine of not less than \$150 and not more than \$500, or cessation counseling.

II. VIOLATIONS OF STATE OR FEDERAL LAW

A student in any USG institution who is charged with, or indicted for, a felony or crime involving moral turpitude may be suspended pending the disposition of the criminal charges against him/her. The student shall be accorded a hearing as provided in Section 4.7.1 of the BOR Policy Manual. At such hearing, the student shall have the burden of establishing that his/her continued presence as a member of the student body will not be detrimental to the health, safety, welfare, or property of other students or members of the campus community or to the orderly operation of the institution.

Upon conviction, the student shall be subject to appropriate disciplinary action (BOR Minutes, 1959-60, p. 306; 1983-84, p. 168). (BOR Policy Manual 4.6.2)

III. STRUCTURE AND PROCEDURE OF THE STUDENT CONDUCT SYSTEM

The Student Conduct Hearing Committee hears cases involving students and recognized student organizations. Hearings are also held to hear complaints and to take disciplinary action in accordance with the provisions of this document and of the Code of Conduct.

REGENT'S POLICY ON INSTITUTIONAL STUDENT CONDUCT

This policy, establishes uniform, system-wide procedural standards for investigations and resolutions (including student conduct hearings) of alleged student conduct violations. Each institution will be required to incorporate these procedures into their respective codes of student conduct, which will become effective at all institutions on July 1, 2016. (BOR Policy Manual: 4.6.5 Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings)

- A. **Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings (BOR Policy Manual 4.6.5)** Effective August 12, 2020, this Policy establishes minimum procedural standards for investigations and resolutions of alleged student conduct violations, which each institution must incorporate into its respective student conduct policies. The purpose of this Policy is to ensure uniformity in the quality of investigations while providing for due process that affords fairness and equity in all student conduct investigations. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments.

These procedures apply to matters relating to student misconduct, except matters relating to academic dishonesty, which may be covered under separate institutional policies. Institutions shall inform students of their procedures governing student misconduct complaints and investigations. For the purposes of this Policy the term Complainant means an individual who is alleged to be a victim of conduct that would violate any Board or other applicable institution policy. The term Respondent means an individual who is alleged to have engaged in behavior that would violate any Board or other applicable institution policy. Other individuals who report information to an institution regarding alleged policy violations are deemed

Reporters.

Institutions may establish to what extent the procedures outlined in this Policy may apply to Reporters.

B. Reports of Student Misconduct (BOR Policy Manual 4.6.5.1)

Institutions must provide clear notice to students and other campus community members as to how to file complaints of misconduct.

Complaints to the appropriate department and/or person(s) should include as much information as possible – such as: (1) the type of misconduct alleged; (2) the name and contact information of the individual(s) accused of misconduct; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) shall be assessed in compliance with federal law.

Where appropriate, Complainants may file a law enforcement report as well as an institutional report, but are not required to file both.

1. **Confidentiality:** Where a Complainant (where applicable) requests that their identity be withheld or the allegation(s) not be investigated, the institution should consider whether or not such request(s) can be honored while still promoting a safe and nondiscriminatory environment for the institution and conducting an effective review of the allegations. The institution should inform the requesting party that the institution cannot guarantee confidentiality and that even granting requests for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act.
2. **Retaliation:** Anyone who has made a report or complaint, provided information, assisted, participated or refused to participate in any investigation or resolution under applicable Board or institution policy shall not be subjected to retaliation. Anyone who believes they have been subjected to retaliation should immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation shall be subject to disciplinary action, pursuant to the institution’s policy.
3. **False Complaints/Statements:** Individuals are prohibited from knowingly giving false statements to an institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, in violation of applicable Board or institution policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated pursuant to the institution’s policy.
4. **Amnesty:** Students should be encouraged to come forward and report violations of the law and/or student code of conduct notwithstanding their choice to consume alcohol or drugs. Information reported by a student during the conduct process concerning their consumption of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members regarding the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

Nothing in this amnesty procedure shall prevent a university staff member who is otherwise obligated by

law (the Clery Act) to report information or statistical data as required.

C. Process for Investigating and Resolving Disputed Reports (BOR Policy Manual 4.6.5.2)

Jurisdiction: Each institution shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, student conduct should be addressed when such acts occur on institution property, at institution-sponsored or affiliated events, or otherwise violate the institution's student conduct policies, regardless as to where such conduct occurs. If the student has admitted responsibility and has voluntarily decided to participate in the informal process, the procedures outlined in this section will not apply.

Access to Advisors: The Respondent and Complainant (where applicable), as parties to these proceedings, shall have the right to have an advisor (who may or may not be an attorney) of the party's choosing, and at their own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The advisor may advise their advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions posed to the advisee, but shall not participate directly during the investigation or hearing process.

Initial Evaluation of Student Conduct Reports: Regardless of how an institution becomes aware of alleged misconduct, the institution shall ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the appropriate department and/or person, the institution shall review the complaint to determine whether the allegation(s) describes conduct in violation of the institution's policies and/or code of conduct. If the reported conduct would not be a violation of the institution's policies and/or code of conduct, even if true, then the report should be dismissed. Otherwise, a prompt, thorough, and impartial investigation, and review shall be conducted into each complaint received to determine whether charges against the Respondent should be brought.

Any report that involves allegation(s) of conduct that could lead to the suspension or expulsion of the Respondent(s) in an initial violation must be promptly reported to the System Director of Equity & Investigations ("System Director") by the institution. The System Director will work with the institution to determine whether any interim measure(s) are necessary, to assign an investigator and may collaboratively supervise the investigation with the appropriate institution professional (e.g., the Title IX Coordinator, Dean of Students). If an allegation is not initially identified as one that could lead to suspension or expulsion of the Respondent(s), but facts arise during the course of the investigation that would require notice to the System Director, then the institution shall report that case to the System Director or their designee prior to proceeding.

Interim Measures

Interim measures may be implemented by the institution at any point after the institution becomes aware of the alleged student misconduct and should be designed to protect any student or other individual in the USG community. To the extent interim measures are imposed, they should minimize the burden on both the Complaint (where applicable) and the Respondent, where feasible. Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a "no contact" directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and

6. Other measures designed to promote the safety and well-being of the parties and the institution's community.

An interim suspension should only occur where necessary to maintain safety and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant (where applicable) or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the Respondent the opportunity to be heard on whether the Respondent's presence on campus poses a danger.

If an interim suspension is issued, the terms of the suspension take effect immediately. The Respondent shall receive notice of the interim suspension and the opportunity to respond to the interim suspension.

Within three business days of receiving a challenge the institution will determine whether the interim suspension should continue.

Investigation

Throughout any investigation and resolution proceedings, a party shall receive written notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in an investigation, the investigation may still proceed and policy charges may still result and be resolved. Timely and equal access to information that will be used during the investigation will be provided to the Complainant and the Respondent (where applicable), Respondent.

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held "in abeyance," such as probationary suspension or expulsion) the institution's investigation and resolution procedures must provide the additional minimal safeguards outlined below.

1. The Complainant (where applicable) and Respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file.
2. Upon receipt of the written notice, the Respondent shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct. Any Complainant (where applicable) shall also be provided three business days to respond to or to supplement the notice.
3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint should be dismissed.
5. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.

6. The initial investigation report shall be provided to the Respondent and the Complainant (where applicable). This report should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. For purposes of this Policy, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.
7. The final investigation report should be provided to the misconduct panel or hearing officer for consideration in adjudicating the charges brought against the Respondent. A copy shall also be provided to the Respondent and Complainant (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

Resolution/Hearing

In no case shall a hearing to resolve charge(s) of student misconduct take place before the investigative report has been finalized.

Where the Respondent indicates that they contest the charges, the matter shall be set for a hearing and once the investigative report has been finalized and copies provided to the Respondent and Complainant (where applicable); Where the Respondent indicates that he or she contests the charges, and once the investigative report has been finalized with copies provided to the Respondent and the Complainant, the matter shall be set for a hearing. However, the Complainant (where applicable) and Respondent may have the option of selecting informal resolution as a possible resolution in certain student misconduct cases where they mutually agree, except where deemed inappropriate by the Vice President for Student Affairs (or their designee) or the System Director.

Where a case is not resolved through informal resolution or informal resolution is not available due to the nature of the charges, the Respondent shall have the option of having the charges heard either by an administrator (Hearing Officer) or a Hearing Panel. If an administrative hearing is requested, the Respondent shall use their discretion to determine whether the case should be heard by a Hearing Panel. Notice of the date, time, and location of the hearing shall be provided to the Respondent and Complainant (where applicable) at least five business days prior to the hearing. Notice shall be provided via institution email where applicable. Hearings shall be conducted in person or via conferencing technology as reasonably available. Additionally, the following standards will apply to any such hearing:

The Respondent and Complainant (where applicable) shall have the right to present witnesses and evidence to the hearing officer or panel. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. The Respondent and Complainant (where applicable) shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer or Hearing Panel for consideration. Advisors may actively assist in drafting questions. The Hearing Officer or Hearing Panel shall ask the questions as written and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the Respondent(s). In any event, the Hearing Officer or Hearing Panel shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.

1. Where the Hearing Officer or Hearing Panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the Hearing Officer or Hearing Panel may establish special procedures for providing testimony from a separate location. In doing so, the Hearing Officer or Hearing Panel must determine whether there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a

party or witness who is not physically present has presented tainted testimony, the Hearing Officer or Hearing Panel will disregard or discount the testimony.

2. Formal judicial rules of evidence do not apply to the investigatory or resolution process.
3. The standard of review shall be a preponderance of the evidence.
4. Institutions should maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings, and/or video recordings.
5. Following a hearing, both the Respondent and Complainant (where applicable) shall be simultaneously provided a written decision via institution email (where applicable) of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the substantial evidence relied on in support of the outcome and the rationale for the resulting sanction. For purposes of this policy, substantial evidence means evidence that a reasonable person might accept to support the conclusion. The same form will be completed, regardless of whether the student opts for a hearing panel or an administrative proceeding.

D. Reports of Sexual Misconduct (BOR Policy Manual 4.6.5.3)

Initial Evaluation of Sexual Misconduct Reports: Upon notice of the alleged Sexual Misconduct the institution's Title IX Coordinator ("Coordinator") will assess whether a formal investigation, informal resolution, or dismissal would be appropriate. In making this determination, the Coordinator will assess whether the allegation(s), if true, would rise to the level of prohibited conduct, whether a Formal Complaint must be filed, whether an investigation is appropriate in light of the circumstances, whether the parties prefer an informal resolution, and whether any safety concerns exist for the campus community. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.

Confidentiality: Where a Complainant requests that their identity be withheld or the allegation(s) not be investigated, the Coordinator should consider whether or not such request(s) can be honored in a manner consistent with the institution's obligations to promote a safe and nondiscriminatory environment. The institution should inform the Complainant that the institution cannot guarantee confidentiality. Honoring a Complainant's request for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act.

Retaliation: Anyone who has made a report or complaint, provided information, assisted, participated, or refused to participate in any manner in the Sexual Misconduct process, shall not be subjected to retaliation. Anyone who believes that they have been subjected to retaliation should immediately contact the Coordinator or their designee. Any person found to have engaged in retaliation shall be subject to disciplinary action.

False Complaints/Statements: Individuals are prohibited from knowingly making false statements or knowingly submitting false information to a system or institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) under the appropriate institutional process.

Amnesty: Students should be encouraged to come forward and to report Sexual Misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by a student during the Sexual Misconduct process concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate. Nevertheless, these students may be required to meet with staff members regarding the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

Nothing in this amnesty provision shall prevent an institution staff member who is otherwise obligated by

law (the Clery Act) to report information or statistical data as required.

Jurisdiction: Each institution shall take necessary and appropriate action to promote the safety and well-being of its community. Accordingly, Sexual Misconduct should be addressed when such acts occur on institution property, at institution-sponsored or affiliated events, or otherwise violates the institution's student conduct policies, regardless as to where such conduct occurs.

Access to Advisors:

1. For Formal Title IX Complaints: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except to conduct cross-examination at the hearing as outlined in the Resolution/Hearing section below. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party's permission, the advisor may be copied on all communications.

2. For Non-Title IX Sexual Misconduct Complaints: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process. All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. With the party's permission, the advisor may be copied on all communications.

Interim Measures: Interim measures may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the USG community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter Sexual Misconduct and retaliation. Interim measures must be implemented consistent with the provisions in applicable Board and institutional policies and procedures.

An interim suspension should only occur where necessary to promote safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make reasonable efforts to give the Respondent the opportunity to be heard on whether the Respondent's presence on campus poses a danger. If an interim suspension is issued, the terms of the interim suspension take effect immediately. The Respondent shall receive notice of the interim suspension and the opportunity to respond to the interim suspension.

Within three business days of receiving a challenge the institution will determine whether the interim suspension should continue.

E. Process for Investigating and Resolving Sexual Misconduct Reports (BOR Policy Manual 4.6.5.4)

Investigation. Throughout any investigation and resolution proceeding, a party shall receive written notice of the alleged Sexual Misconduct, shall be provided an opportunity to respond, and shall be allowed the right to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in the investigation or resolution process, the investigation and resolution process may still proceed, and policy violations may result. A party's choice to remain silent or otherwise not participate will be considered a general denial.

Until a final determination of responsibility, the Respondent is presumed to have not violated the Sexual Misconduct Policy. Prior to the finalization of the investigation report, timely and equal access to information directly related to the allegations that has been gathered during the investigation and may be used at the hearing will be provided to the Complainant, the Respondent, and a party's advisor (where applicable).

Formal judicial rules of evidence do not apply to the investigation process, additionally the standard of review throughout the Sexual Misconduct process is a preponderance of the evidence.

1. The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable institutional policies. For the purposes of this provision sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known. This information will be supplemented as necessary with relevant evidence collected during the investigation. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the party's institution email.
2. Upon receipt of the written notice, the parties shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice. Throughout the Sexual Misconduct process the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.
3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
5. An investigator shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. The initial investigation report shall be provided to the Complainant, the Respondent, and a party's advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.

7. The Complainant and the Respondent shall have at least 10 calendar days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant's and the Respondent's written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.
8. The final investigation report should be provided to the Complainant, the Respondent, and a party's advisor, if applicable, at least 10 calendar days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during the adjudication process.

Resolution/Hearing

The Respondent and the Complainant, as parties to the matter, may have the option of selecting informal resolution as a possible resolution in certain cases where the parties agree, and it is deemed appropriate by the institution. Where a matter is not resolved through informal resolution a hearing shall be set. All Sexual Misconduct cases shall be heard by a panel of faculty and/or staff. All institutional participants in the Sexual Misconduct resolution process shall receive appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act and Title IX.

In no case shall a hearing to resolve a Sexual Misconduct allegation take place before the investigation report has been finalized. The investigator may testify as a witness regarding the investigation and findings but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing.

Relevant facts or evidence that were not known or knowable to the parties prior to the issuance of the final investigative report shall be admissible during the hearing. The institution will determine how the facts or evidence will be introduced. The admissibility of any facts or evidence known or knowable by the parties prior to the issuance of the final investigative report, and which were not submitted during the investigation, shall be determined by the institution in compliance with the obligation to provide both parties an equal opportunity to present and respond to witnesses and other evidence. Notice of the date, time, and location of the hearing as well as the selected hearing panel members shall be provided to the Complainant and the Respondent at least 10 calendar days prior to the hearing. Notice shall be provided via institution email to the parties' institution email. Parties may attend the hearing with their advisor.

Hearings shall be conducted in-person or via video conferencing technology. Where the institution determines that a party or witness is unable to be present in person due to extenuating circumstances, the institution may establish special procedures to permit that individual to provide testimony from a separate location. In doing so, the institution must determine whether there is a valid basis for the individual's unavailability, require that the individual properly sequester in a manner that ensures testimony has not been tainted, and make a determination that such arrangement will not unfairly disadvantage any party. Should it be reasonably believed that the individual presented tainted testimony, the hearing panel will disregard or discount the testimony. Parties may also request to provide testimony in a separate room from the opposing party, so long as no party is unfairly disadvantaged, and they have the opportunity to view the testimony remotely and submit follow-up questions.

At all times participants in the hearing process, including parties, a party's advisor, and institution officials, are expected to act in a manner that promotes dignity and decorum throughout the hearing. Participants are expected to be respectful to others and follow procedural formalities outlined by this Policy and the institution. The institution reserves the right to remove any participant from the hearing environment if the participant refuses to adhere to the institution's established rules of decorum.

Each institution shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

Additionally, the following standards will apply to Title IX and Non-Title IX Sexual Misconduct hearings respectively:

a. Title IX Hearings

1. Where a party or a witness is unavailable, unable, or otherwise unwilling to participate in the hearing, including being subject to cross-examination, the hearing panel shall not rely on statements of that party or witness in reaching its determination regarding responsibility. The hearing panel shall not draw an adverse inference against the party or witness based solely on their absence from the hearing or refusal to subject to cross-examination.
2. The parties shall have the right to present witnesses and evidence at the hearing.
3. The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.
4. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
5. The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
7. Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. The institution shall also notify the parties of their right to appeal as outlined below.

b. Non-Title IX Sexual Misconduct Hearings

1. The parties shall have the right to present witnesses and evidence at the hearing. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard.
2. The parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Hearing Officer for consideration. Advisors may actively assist in drafting questions. The Hearing Officer shall ask the questions as written and will limit questions only if they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.
3. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
4. The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in

connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.

5. Formal judicial rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
6. Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. The decision must also include a discussion of the substantial evidence relied upon in determining that a student is responsible for violating the Sexual Misconduct Policy. For purposes of this Policy, substantial evidence means evidence that a reasonable person might accept to support the conclusion. The institution shall also notify the parties of their right to appeal, as outlined below.

F. Possible Sanctions (BOR Policy Manual 4.6.5.5)

In determining the severity of sanctions or corrective actions the following should be considered: the frequency, severity, and/or nature of the offense; history of past conduct; an offender's willingness to accept responsibility; previous institutional response to similar conduct; strength of the evidence; and the wellbeing of the university community. The institution will determine sanctions and issue notice of the same, as outlined above.

The broad range of sanctions includes: expulsion; suspension for an identified time frame or until satisfaction of certain conditions or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating no-contact orders; required participation in sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

For suspension and expulsion, the institution must articulate, in its written decision, the substantial evidence relied upon in determining that suspension or expulsion were appropriate. For purposes of this Policy substantial evidence means evidence that a reasonable person might accept to support the conclusion.

G. Appeals (BOR Policy Manual 4.6.5.6)

Appeals may be made in any cases where sanctions are issued, even when such sanctions are held "in abeyance," such as probationary or expulsion. Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided.

The Respondent (and in cases involving sexual misconduct or other forms of discrimination and/or harassment, the Complainant) shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing (or appeal), because such information was not known or knowable to the person appealing during the time of the hearing (or appeal); (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing(or appeal), including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by

a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), decision makers(s); or (3) to allege that the finding was inconsistent with the weight of the information.

The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five business days of the date of the final written decision. The appeal should be made to the institution's President or their designee.

The appeal shall be a review of the record only, and no new meeting with the Respondent or any Complainant is required.

The President or their designee may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to any lower decision maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President or their designee's decision shall be simultaneously issued in writing to the parties within a reasonable time period. The President or their designee's decision shall be the final decision of the institution.

Should the Respondent or Complainant (where applicable) wish to appeal the final institutional decision, they may request review by the Board of Regents in accordance with the Board of Regents' Policy on Discretionary Review.

H. Recusal/Challenge for Bias (BOR Policy Manual 4.6.5.7)

Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The designee shall not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual knows or reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge and, if sustained, the replacement to be appointed.

I. Initiation of Proceedings

1. A charge of violation of the Code of Conduct may be filed by any academic or administrative official, any university staff member, any member of the faculty, any student, or any member of the local community.
2. The charge of violation shall be filed with the Office of the Vice President for Student Affairs and Enrollment Management. That office will direct the charge to the Office of Student Conduct to be handled administratively, or the charge will be forwarded to the Student Conduct Hearing Committee, based upon the nature of the violations alleged. The administrator's decision as to the appropriate forum shall be final.
3. The Office of Student Conduct, after a review of the allegations and evidence shall determine whether the charge will be considered for possible sanctioning. If so, the student will be required to attend a scheduled Administrative Disciplinary Meeting with the Office of Student Conduct to review the charge.
4. If the student fails to attend the Administrative Disciplinary Meeting request, the student will be given at least five (5) business days to respond in person or in writing acceptance or denial of recommended sanctions—if applicable.
5. During that meeting, the student will be informed of his/her right to a fair due process hearing and the opportunity to waive the hearing and admit responsibility for violation. If the student admits responsibility for the violation, the Office of Student Conduct will forward a copy of the notice of the admission of responsibility and imposed sanctions to the Dean of Students. If the student denies

responsibility, the Office of Student Conduct shall initiate an investigation of the charges and upon conclusion and the findings of investigative review, the case may be forwarded to the Student Conduct Hearing Committee for review and resolution.

J. Administrative Disciplinary Meetings (Hearings)

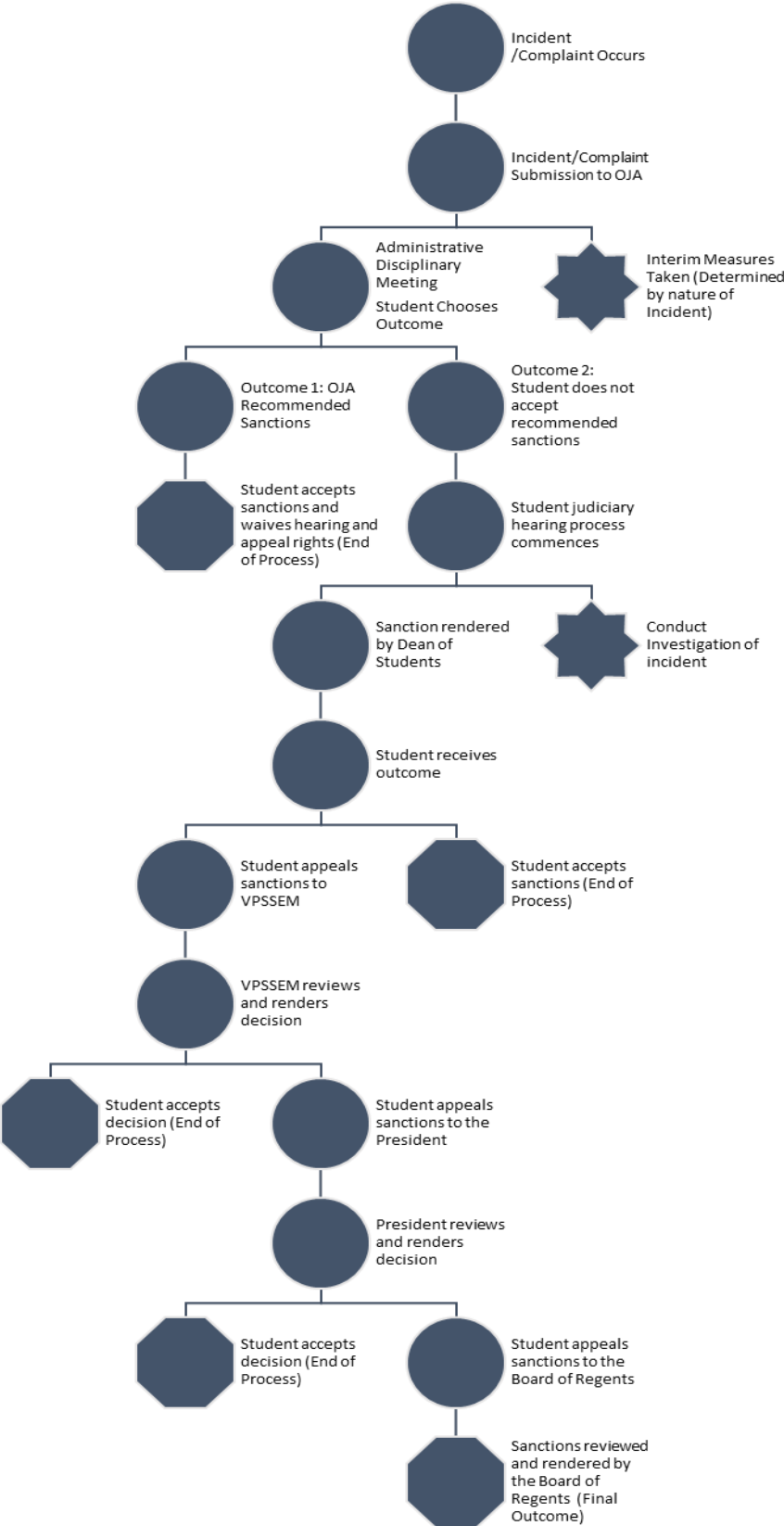
This is a required meeting that a student must attend to address the charge(s) reported. At this meeting, if a student desires to waive his/her right to further due process and resolve the matter by accepting recommended sanctions without appearing before the Fort Valley State University Student Conduct Hearing Committee, the student would respond to the Office of Student Conduct within the timeframe prescribed on the administrative disciplinary meeting notice. The student will receive the notice and all official correspondence (notices, letters, notifications, etc.) from the Office of Student Conduct via the University's designated (i.e., wildcat.fvsu.edu) email system. In accepting the recommended sanctions, a student will forfeit his/her right to an appeal and further adjudication of the case. Failure to respond by the prescribed time period will result in forwarding the case to the Student Conduct Hearing Committee for possible sanctioning.

K. Administrative Holds

During the student conduct process, administrative holds may be placed on a student's account, thus denying the student access to his/her records and accounts (i.e., financial aid, academic transcript, academic registration access, etc.). Administrative disciplinary holds may be applied in the following situations:

1. A student has been temporarily suspended from the University and is awaiting an administrative meeting or hearing date before the FVSU Student Conduct Hearing Committee;
2. A student has attended a required administrative hearing with the Office of Student Conduct and has agreed to proposed sanctions. In this instance, the hold(s) are removed and reapplied as needed to allow a student to continue matriculation while he/she completes the prescribed sanction(s).
3. A student is required to attend an administrative hearing with the Office of Student Conduct and has failed to attend or respond to the meeting request to accept or deny proposed sanctions by the prescribed deadline. When this occurs, the sanctions will immediately go into effect and holds are applied. In this instance, the hold(s) are removed and reapplied as needed to allow a student to continue matriculation while he/she completes the prescribed sanction(s).
4. A student has appeared before the Student Conduct Hearing Committee and has been subsequently sanctioned. In this instance, the hold(s) are removed and reapplied as needed to allow a student to continue matriculation while he/she completes the prescribed sanction(s).
5. A student has appeared before the Student Conduct Committee and has been subsequently suspended from the University. The hold will remain on the student's account until the suspension sanction has been completed or overturned on appeal.
6. A student has appeared before the Student Conduct Hearing Committee and has been subsequently expelled from the University. The hold will remain permanently unless removed pursuant to appeal.
7. The Office of the Vice President for Student Affairs and Enrollment Management retains the authority to make an exception to these situations in its discretion.

STUDENT ADJUDICATION PROCESS



IV. THE STUDENT CONDUCT HEARING COMMITTEE

- A. **Purpose.** The Student Conduct Hearing Committee, by the delegation of the President, has been designated as the agency within the university with primary responsibility for the Student Conduct Program. The Committee shall be responsible to the President for recommending policies related to student conduct; formulating or approving rules and enforcement procedures within the framework of existing policies; disposing of such individual cases as may properly come before it; and recommending to the President changes in the administration of any aspect of the Student Code of Conduct.
- B. **Composition.** The committee shall consist of five or more members; at least three of whom shall be members of the faculty or staff appointed by the President and two shall be regularly enrolled students recommended by the President of the Student Government Association and appointed by the President of the university. Whenever possible, at least one student member may be a Political Science or Criminal Justice major. The President may appoint additional or temporary members to the committee to serve as necessary to carry out its duties. Training will be provided to the appointed committee members on an annual basis, covering topics that include but is not necessarily limited to investigating, collection of evidence, burdens of proof, ethics, etc.

The committee shall consist of eight members as follows:

- One Faculty or staff representative: College of Agriculture
- One Faculty or staff representative: College of Education
- Two Faculty or staff representatives: College of Arts and Sciences
- One Faculty or staff representative: Graduate Studies
- One Faculty or staff representative: Office of Academic Affairs
- Two Student representatives: Student Government Association

These individuals shall be recommended by the respective college or area dean and appointed by the President.

Two regularly enrolled students—the Student Government Association (SGA) Chief Justice and a student (unrestricted major) shall be recommended by the President of the Student Government Association and appointed by the President of the university. The President may appoint additional or temporary members to the committee to serve as necessary to carry out its duties as needed.

The faculty/staff representatives shall be identified and recommended by the deans of their respective colleges. The recommendation shall be forwarded to the Vice Presidents for Academic Affairs and Student Success and Enrollment Management for approval and subsequently forwarded to the President for appointment.

A representative's term shall be one calendar year beginning the first day of fall semester of an academic year. Representatives shall be afforded the opportunity to serve an additional year—provided submission of a nomination from his/her respective college dean for annual approval by the President. A student representative's term shall be determined by the Student Government Association's Constitution.

- C. **Duties.** The chairperson of the committee shall be appointed by the Dean of Students and approved by the Vice President for Student Affairs and Enrollment Management. The chairperson shall preside over the hearings reviewed by the Student Conduct Hearing Committee.
- D. All regulations or rules relating to student conduct that are established by any university official, committee, or student group for which sanctions may be imposed in the name of the university must be submitted to the Vice President for Student Affairs and Enrollment Management for approval.

- E. The committee may delegate jurisdiction to handle infractions of university rules to a student court and such other tribunals as may be established with the advice and consent of the Vice President. The committee also may delegate such jurisdiction to appropriate university officials. In all instances, such jurisdiction shall be defined by the committee, ordinarily in terms of specified offenses, maximum sanctions, or designated living units. The committee, at its discretion, may withdraw delegation of jurisdiction in any case and dispose of such case itself except appellate cases resulting from initial action by the committee.
- F. The committee shall require from university officials and tribunals periodic written reports of the disposition of all student conduct cases handled under their jurisdiction. The gathering of such reports and their submissions to the committee shall be the responsibility of the Office of the Vice President for Student Affairs and Enrollment Management. The committee shall examine such reports for consistency with existing policies and, where necessary, review the reports with the appropriate officials or tribunals.
- G. The committee shall submit to the faculty, the Vice President for Student Affairs and Enrollment Management, and the President each spring a written report covering the entire Student Conduct Program, including an evaluation of existing rules, policies, and enforcement procedures. It shall recommend changes in policy to the faculty and President. Changes in the administration of the program shall be recommended by the committee to the Vice President.

V. STUDENT TRIBUNALS

- A. The Student Conduct Hearing Committee, with the assistance of the Office of the Vice President for Student Affairs and Enrollment Management, may establish minor tribunals composed of students (e.g. all campus student court, resident hall tribunals, etc.). When appropriate, university officials, faculty and staff members may serve as advisors. The minor tribunals shall not have the jurisdiction to impose the sanction of expulsion or suspension.
- B. These tribunals shall not have any function except the enforcement of university rules, (excluding expulsion and suspension) or the performance of other duties which may be delegated to it by the Vice President or Office of Student Conduct.

VI. RECORDS

- A. The Office of Student Conduct shall be responsible to the Student Conduct Hearing Committee for the maintenance of adequate records pertaining to the Student Conduct Program.
- B. These records shall include a report on the disposition of each disciplinary case. Such reports shall be submitted to the Office of the Vice President for Student Affairs and Enrollment Management by every official, tribunal, court, or committee authorized or established to impose sanctions under this code.
- C. In order to accomplish these record keeping responsibilities, the Office of Student Conduct and the Office of the Vice President for Student Affairs and Enrollment Management may prescribe reporting procedures to be followed by those bodies authorized or established to impose sanctions under this code.
- D. In accordance with the Board of Regents of policy, student conduct records and/disciplinary action records, and any elements thereof, shall be retained for five years after a student graduates or the date of student's last attendance (O.C.G.A. 9-3-26). (BOR Records Retention Manual)

- E. This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects a student's rights with regard to education records maintained by the institution. Under this Act, students have the right to: 1) inspect and review education records maintained by the institution that pertain to them; 2) challenge the content of records on the grounds that they are inaccurate, misleading, or a violation of their privacy or other rights; and 3) control disclosures from education records with certain exceptions. You may access additional information regarding FERPA at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

VII. AMENDMENTS

Amendments to the above Code may be recommended by the Student Government Association, and the Student Court shall be given an opportunity to review all proposed amendments and have its views made known to the Vice President for Student Affairs and Enrollment Management. The Code may be amended by affirmative action of the general faculty of the university.

VIII. THE STUDENT COURT

- A. The Office of the Vice President for Student Affairs and Enrollment Management may establish a Student Court be composed of nine (9) members, consisting of two (2) members elected from each class and one member at large appointed by the President of the Student Government Association. The members shall serve for a term of two (2) years with two (2) members retiring in alternate years. The court will elect a chairman from its membership.
- B. A quorum shall consist of five (5) members. A decision that a student has committed an offense requires an affirmative vote of a majority of the members of the court deciding the case.
- C. The court shall prepare its own rules of procedures which shall be approved by the Student Conduct Hearing Committee.
- D. The court shall maintain, with the assistance of the Office of the Vice President for Student Affairs and Enrollment Management, an adequate record of the proceedings and disposition of each case to come before it. This record shall include a summary of the evidence used by the court in rendering its decisions.
- E. The jurisdiction of the court shall extend to all violations of the code.
- F. The court may impose any authorized sanction which is warranted by circumstances of the case pursuant to the authority III E, III F. The Student Court is hereby authorized by said committee to impose sanctions involving the rendition of services. Such sanctions should be employed only in cases where principles of restitution or rehabilitation render such sanctions appropriate.
- G. Any student whose case is referred by the Office of the Vice President for Student Affairs and Enrollment Management to the court shall be notified of such referral in writing by the Office of the Vice President for Student Affairs and Enrollment Management at least 72 hours in advance of the hearing and shall be apprised in the notice of the charges.
- H. The President of the Student Government Association shall appoint, subject to the approval of the Student Conduct Hearing Committee, a special assistant to the Student Conduct Program who will serve as prosecutor for the Student Court and who shall be responsible to the Student Conduct Hearing Committee. The special assistant will be in charge of all cases which are to be heard by the Student Court. The Office of the Vice President for Student Affairs and Enrollment Management shall, following

a preliminary investigation of his or her own, turn over to the assistant all information on cases which are to be heard by the Student Court. The assistant shall then prepare the cases for hearing and may either present it to the Student Court or recommend to the Student Conduct Hearing Committee that it be dropped without a hearing.

- I. The chairman shall execute the decision of the court.
- J. Sanctions:
 - 1. The Student Court may make a recommendation for expulsion or suspension to the Student Conduct Hearing Committee.
 - 2. Sanctions that may be imposed by the Student Court shall include the following:
 - a. Disciplinary probation
 - b. Loss of privileges:
 - 1) Restriction to campus living quarters (and required activities).
 - 2) Denial and use of an automobile for a designated period of time.
 - 3) Removal from residence hall.
 - 4) Loss of such other privileges as may be consistent with the offense committed and the rehabilitation of the student.
 - c. Reprimands
 - d. Admonition and warning
 - e. Such other sanctions as may be approved by the Student Conduct Hearing Committee prior to their execution.
- K. Appeal
A student may appeal from a decision of a lower tribunal by delivering to the Office of the Vice President for Student Affairs and Enrollment Management within five (5) days of receiving written notice of his right to appeal, a signed statement containing: (1) a statement that he or she appeals a designated decision; and (2) a brief statement of the respects in which he or she considers the decision wrong.
- L. Amendment: The court may, by a vote of five (5) or more members, amend the rules by adding or deleting them. The vote to amend shall be subject to approval by the Student Conduct Hearing Committee.

IX. ALTERNATIVE DISCIPLINARY ADMINISTRATION

- A. Disciplinary Procedures. All acts of misconduct on the part of students shall be reported in writing to the Office of the Vice President for Student Affairs and Enrollment Management, who is designated the principal administrator to enforce university disciplinary measure as they pertain to student misconduct. Each complaint shall contain a statement or facts outlining each alleged act of misconduct, and shall state each regulation which the student is alleged to have violated.
- B. The Office of the Vice President for Student Affairs and Enrollment Management shall cause to be investigated alleged acts of student misconduct reported to him or her. He or she may appoint a staff member(s) to conduct an inquiry into alleged misconduct act(s), and the appointed member(s) shall recommend to the Office of the Vice President for Student Affairs and Enrollment Management what further action is indicated. The Office of the Vice President for Student Affairs and Enrollment Management shall notify the accused student(s) in writing.
- C. When written notification is made by the Office of the Vice President for Student Affairs and Enrollment Management to the student(s) for alleged violation of misconduct, it shall contain a statement of the nature of the alleged or suspected misconduct, and state the section(s) of the conduct code the

student(s) is/are alleged to have violated.

- D. The Vice President for Student Affairs and Enrollment Management will normally confer with the accused student(s), and at this conference, the student(s) may admit or deny the alleged violations. The student(s) may waive further hearing(s) and appeals in writing and request that the Office of the Vice President for Student Affairs and Enrollment Management take appropriate action, or he may request a hearing as specified in Section VIII E and VIII F.
- E. Cases of misconduct which may result in suspension or expulsion will normally be referred to the Student Conduct Hearing Committee, which shall hear and try these cases. (This does not preclude possible legal actions by appropriate civil or criminal law enforcement agencies in those cases in violation of federal, state, or local laws.)
- F. Cases of misconduct of a less serious nature that do not result in suspension or expulsion may normally be referred to the Student Court, which shall hear and try cases on the part of any students.

X. REGENT'S POLICY ON DISRUPTIVE BEHAVIOR

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System:

Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held at any USG institution is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment (BOR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98) (BOR Policy Manual 4.6.3).

XI. REGENT'S POLICY ON FREEDOM OF EXPRESSION

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System:

The rights guaranteed by the First Amendment, including the right to free speech, free expression, free exercise of religion, and the right to assemble peaceably are of the utmost importance, and the University System of Georgia (USG) is committed to protecting those rights.

As public institutions of higher education, USG institutions must promote open ideas and academic freedom on their campuses. While institutions may need to enact policies to promote campus safety, to ensure the proper functioning of the academic environment and institution activities, or to further other important institution objectives, those policies should not unduly burden the free expression rights of students, faculty, and staff. Any parameters placed on the time, place, and manner of expression must not be based on the content of the expression.

To facilitate the free exchange of ideas, institutions may designate accessible, high-traffic locations on campus as public forum areas. The designation of public forum areas may not be used to prohibit individual students, faculty, or staff from engaging in communication elsewhere on campus. Reservation and use of designated public forum areas may only be required in the following limited circumstances: (1) speakers who are not enrolled at or employed by the institution; and (2) students, faculty, or staff who engage in large group demonstrations. Institutions may not consider the content or viewpoint of expression when requiring or assigning use of public forum areas (BOR Policy Manual 6.5).

XII. FREEDOM OF EXPRESSION POLICY

Students have the right to take a stand on issues, the right to examine and discuss questions of interest to them, and the right to support causes, by orderly means, which do not disrupt the regular and essential campus operation. Students have the right of protection against prejudiced academic, athletic and/or activity assessment. At the same time, students are responsible for maintaining the standard of academic, athletic and activity performance established by the responsible faculty or staff member in which they are enrolled. Faculty and staff members are to make every effort to assure unimpeded intellectual diversity in their classes and activities, and to avoid even the appearance that students who disagree with their views on matters of opinion will in any way be penalized or put at a disadvantage. Any formal written complaint to this effect filed by a student will be referred to the appropriate college administrator, who will investigate and decide whether disciplinary action is necessary. If action is taken, it will be done according to due process in accordance with the statutes of Fort Valley State University (FVSU) and the policies set forth in the University System of Georgia (USG) Academic Affairs Handbook and the Board of Regents (BOR) Policy Manual. Policies describing disruptive, obstructive, and disorderly behavior and disorderly conduct are described in the Inappropriate Conduct section of the Student Code of Conduct (pg. 56), as well as the Disruptive Behavior section, Article II, Section I, within the Student Handbook (pgs. 61-62).

Speakers on Campus:

Fort Valley State University is firmly committed to First Amendment rights, which include freedom of speech, freedom of expression and the right to assemble peaceably. Students will be afforded the opportunity to listen to speakers representing a wide variety of opinions and beliefs. However, in order to insure equal opportunity for all persons, preserve order on campus, and provide a secure campus environment, the University reserves the right to regulate the time, manner, and place of expression.

Public Forum Area:

A Public Forum Area is defined as an area on the FVSU campus that is specifically designated for the expression of various beliefs and opinions as anticipated by and articulated in this document. The Public Forum Areas are identified as follows:

- At or near the Fountain area within the Historic Quadrangle;
- At or near the Hunt Statue within the Wildcat Commons open area;
- At or near the Wildcat statue near the Student Lyons Center;
- At or near the oval between Bond building, the Infirmary, and the Pettigrew Center.

While students, and the authorized guest speakers of recognized student organizations, are not required to utilize a Public Forum Area for their free speech expression(s), they must remain mindful of how they express themselves in the various areas of campus where certain actions might become disruptive to the orderly flow and administration of campus. These areas include but are not limited the following:

- Buildings and areas where classes or FVSU ceremonies and events are currently taking place
- Administration buildings (Troup and Huntington) during normal business hours
- Areas that might interfere with the free flow of traffic or the ingress/egress to campus buildings
- Any recognized student organization may invite speakers to campus following the procedures for the Campus Life Department. Failure to complete the necessary form(s) may result in a denial of the event in question.

Speakers and Conduct:

The following policies and regulations shall govern the campus appearances of non-FVSU speakers, students, faculty or staff who wish to utilize the Public Forum Area and other spaces on campus.

1. First priority for use of University facilities will be given to student, academic, or administrative functions at FVSU.
2. Non-FVSU speakers, students, faculty or staff who wish to utilize the Public Forum Area must inform the

Office of Events Management in advance to confirm the location's availability for a particular timeframe. At least 3-business days' advance notice is required, or the request may be denied.

3. There shall be no interference with the free flow of traffic nor the ingress and egress to buildings on campus.
4. There shall be no interference with educational activities inside or outside of buildings. Depending on the time of day and location of the event, the usage of sound and voice amplifying equipment may be restricted or prohibited.
5. There shall be no events between the hours of 8:00pm and 8:00am inside or outside of the Wildcat Commons, with the exception of authorized events inside of the Wildcat Commons Clubhouse. The Vice Provost for Student Success and the Dean of Students are empowered to make exceptions to this rule for the purpose of facilitating University sponsored events.
6. There shall be no harassment of passersby or other disruptions of normal activities.
7. There shall be no interference with scheduled University ceremonies or events.
8. Whomever makes the reservation shall be responsible for seeing that the area is left clean and in good order. Failure to do so may result in FVSU assessing the event organizer a fine equivalent to the reasonable value of the anticipated clean-up costs, as determined in the sole discretion of FVSU.
9. Malicious or unwarranted damage to, or destruction of, property owned or operated by the University is prohibited, and violators shall be held financially and legally responsible.
10. The damage or destruction of property owned or operated by faculty, staff, students or visitors to campus as a result of an event pursuant to this policy may subject the violator(s) to disciplinary measures including, but not limited to being held fiscally responsible and/or being suspended or permanently removed from the University.
11. A speaker's appearance on campus does not necessarily involve an endorsement of his/her views by the University or its students, faculty, or staff.
12. Depending on the size of the event, security may be necessary. The decision on the need for security is at the sole discretion of FVSU, and the event organizer may be held responsible for the payment of any increased cost to FVSU for the staffing of the additional security officers.
13. Any flyers related to an event must be approved by the Campus Life Department prior to posting.
14. Any individuals involved in a spontaneous or organized protest of any speaker on campus are expected to adhere to not only the mandates of this policy, but also any other policy, handbook, or code of conduct promulgated by FVSU or the BOR. While peaceful protests may be acceptable, any violent verbal or physical outbursts, or other failures to maintain proper decorum, may result in fines, discipline, civil or criminal charges, and/or any other disciplinary measures deemed prudent.

XIII. FORT VALLEY STATE UNIVERSITY DISPUTE RESOLUTION POLICY

Introduction

Fort Valley State University ("FVSU") is committed to maintaining a campus environment where its diverse population can live and work in an atmosphere of tolerance, civility, and mutual respect for the rights, duties, and sensibilities of each individual. In order to fulfill that goal, FVSU makes decisions concerning recruitment, admissions, employment, provision of services, and accessibility to facilities and programs without unlawful consideration of race, color, religion, national origin, gender, age, disability, or veteran status.

Members of the FVSU community inevitably will have disagreements. The FVSU Dispute Resolution Program ("the Program") was created to help members of the FVSU community resolve disagreements. The Program serves as a resource for FVSU employees and students seeking to settle disputes. Among other things, the program will provide members of the FVSU community with the resources necessary to resolve disputes informally, pursue mediation of disputes, and file grievances.

First, the Dispute Resolution Coordinator will serve as the initial point of contact for parties seeking to use the Program's resources and will provide guidance about what dispute resolution alternative may work best to settle

a particular dispute. Parties will be advised about the different dispute resolution techniques available through mediation (for example, one-on-one meetings between two parties to discuss personal differences affecting a work relationship, or group discussions to evaluate issues affecting an entire work unit).

The Dispute Resolution Policy ("the Policy") sets forth the procedures through which the Program can address the problems and complaints of FVSU employees or students. These procedures allow both sides to a dispute to be fairly considered, and permit disputes to be resolved in a timely and constructive manner. The mechanics of this Policy will be administered flexibly. The objective is to resolve FVSU-related disputes at the lowest possible administrative level with the cooperation of all concerned. Disputes may be addressed through this Policy's informal procedures and, if desired, through mediation. However, the Policy's formal procedures may be used only to handle claims that a person has been harassed or discriminated against in violation of the law, retaliated against for an improper reason, or harmed by any action that violates the policies of either FVSU or the Board of Regents of the University System of Georgia ("the Board of Regents").

This Policy supersedes and replaces FVSU Grievance Procedures.

Revised June, 2005

Responsible Office: Human Resources

Student Complaints

Fort Valley State University recognizes that an ethical, efficient learning environment and workplace is essential to successfully accomplish our mission.

FVSU places a high priority on making sure that our university community has the opportunity and a mechanism in place to share concerns if anyone feels that our standard code of conduct is violated.

Fort Valley State University utilizes the following steps for student complaints:

1. The Complaint must be in writing and signed.
2. Submitted to the Dean of Students.
3. Dean of Students acknowledges the complaint/grievance and provides student with a receipt within five working days.
4. Dean reviews complaints and distributes to the appropriate division head based upon the subject matter:
 - Student Affairs/Success and Enrollment Management: Financial Aid, Health issues, Admissions, Housing, Student Conduct, International Status;
 - Academic Affairs: Academic Advising, Grades, Grade Appeals, Graduation, Transcripts;
 - Business and Finance: Tuition Payments and Refunds, Mandatory Fees, Identification cards, Meal Plans, Facilities, and Physical Plant;
 - External Affairs: Research items, Foundation Scholarships, PreAlumni, Career/Internships/Co-op Opportunities, Alumni;
 - President's Office: Legal, Compliance, Personnel issues, Safety Issues and Concerns, Title IX, EEO, Athletics
5. Division heads and Deans of Students notifies student of resolution of complaint in writing within thirty (30) days.

If no resolution in thirty (30) days, written notification will be given to complainant by the Division Heads notifying of the need for additional time to investigate/resolve the issue.

University System of Georgia Compliance Hotline

Reporting misconduct to supervisors frequently produces the most thorough and timely resolution of a matter and is highly encouraged. However, other reporting avenues are also available. To expand alternatives for reporting ethical issues, we have compliance hotline reporting provided by an independent company, NAVEX Global negotiated by the University System of Georgia (USG). This service is available 24 hours a day, 7 days a week, and allows you to anonymously voice all concerns. The service allows you to ask questions, receive feedback and email supportive documentation through attachments using a report number and PIN.

The hotline workflow is as follows:

1. Complaint is made to the Compliance Hotline, which is phone and web based.
2. Complaint is funneled to the University System of Georgia Compliance/Risk Management office and assigned to Fort Valley State University designee Chief Compliance Officer (CCO) for portal management. The Chief of Staff, Chief Compliance Officer (COO) and Chief Human Resources Officer (CHRO) receive electronic written case transcripts.
3. Review of the complaint is immediate and based upon the nature of the complaint, the investigation is led by the CCO or the CHRO.
4. Resolution is provided to the appropriate individuals simultaneously as information/documentation is uploaded to the NAVEX Global portal. Case is appropriately noted in the NAVEX portal and for review by the USG Compliance/Risk Management office for discussion with the Regents Internal Audit, Risk and Compliance Committee.

Resolution of the hotline complaint is contingent upon the complexity of the complaint. However, with student complaints the goal is thirty (30) days.

Fort Valley State University utilizes both aspects when addressing student complaints.

Prohibition of Retaliation

Any attempt to intimidate or retaliate against a party for raising an issue or participating in dispute resolution under this Policy is strictly forbidden. Any party who makes such an attempt will be subject to disciplinary action which FVSU concludes is appropriate, up to and including termination.

ADMINISTRATION OF DISPUTES

Sexual Harassment and Discrimination. Disputes involving allegations of sexual harassment will be referred for investigation and resolution under the procedures outlined in FVSU's Sexual Harassment Policy. Disputes involving other allegations of harassment or discrimination will be addressed under the procedures provided in this Policy.

Final Resolutions. If parties to a dispute reach a resolution through mediation, that resolution will be memorialized at the discretion of the parties. If parties to a dispute reach a resolution by making use of an informal procedure other than mediation, that resolution should be memorialized in writing by the Dispute Resolution Coordinator, when appropriate, and signed by the parties. The Dispute Resolution Coordinator may be consulted in implementing such dispute resolutions; however, a person who has sought to resolve a dispute under this Policy may not present the same dispute again in an attempt to gain a more favorable resolution.

DISPUTE RESOLUTION RESOURCES

Dispute Resolution Coordinator. The Dispute Resolution Coordinator is located in the Office of Human Resources, and is responsible for helping to coordinate the expeditious and fair resolution of problems raised by FVSU employees. The role of the Dispute Resolution Coordinator is to assist the parties in seeking a satisfactory resolution of the issues and not to determine who is "right" or "wrong." The Dispute Resolution Coordinator will

remain neutral throughout the proceedings and will serve primarily as a facilitator. In order to facilitate satisfactory resolution of a particular dispute, and with notice to the parties, the Dispute Resolution Coordinator may modify the steps or procedures set forth in this Policy.

Dispute Resolution Committee. A Dispute Resolution Committee may be appointed to assist the Dispute Resolution Coordinator. In appropriate circumstances, the Dispute Resolution Committee also may coordinate efforts within various FVSU offices to resolve disputes in a prompt, flexible, and responsive manner.

Mediation. Mediation may be initiated at any point during the dispute resolution process. Mediation can be pursued independently of these procedures, and offers a number of ways for parties to seek to resolve a dispute. The Dispute Resolution Coordinator will apprise the parties of the available methods, and will be available to provide guidance and assistance to any party with a question or concern about these procedures or any other dispute resolution mechanism. Mediation is voluntary, and no party will be required to participate in that process.

Supervisors and Managers. Supervisors at all levels have a fundamental responsibility to resolve workplace disputes by taking whatever appropriate, prompt, and fair action is commensurate with their authority. To enable supervisors to discharge this responsibility, FVSU will offer training in the areas of personnel management and dispute resolution.

Supervisors attempting to resolve disputes should seek appropriate assistance from their department head, dean, director, the Dispute Resolution Coordinator in the Office of Human Resources, the Equal Opportunity Officer, and/or any other suitable FVSU resource or University System of Georgia resource.

Advisors or Legal Counsel. Any party participating in the dispute resolution process is free to seek the assistance of a personal advisor or legal counsel. If participation in the process involves a meeting or hearing, the legal counsel/personal advisor may be present for the limited purpose of providing confidential advice to the client. The counsel/advisor, however, may not participate in any other fashion in meetings or hearings and is specifically prohibited from questioning or addressing any party, to include witnesses, during proceedings.

Federal and State Laws. There are federal and state laws that cover school and workplace complaints and provide remedies for some school and workplace disputes. Participating in dispute resolution efforts under this Policy does not extend the deadlines to seek redress from outside agencies or initiate appropriate legal proceedings.

Time Limits for Raising an Issue. A party with a dispute or complaint ("complainant") must raise such within ten working days from the occurrence of the particular incident. The Dispute Resolution Coordinator may extend time limits for good reason. Unless a complainant has requested an extension of the time limit, failure to act within the time limit established in this Policy must terminate the dispute resolution process. In those situations, parties will remain free to seek to resolve disputes through mediation.

DISPUTE RESOLUTION PROCEDURES

Step One: Initial Informal Procedures. As a first step, complainants should try to resolve problems and complaints by contacting their immediate supervisor or the academic department head or unit director. This initial contact should be made within ten working days from the occurrence of the problem. The supervisor or department head must arrange a meeting with the complainant, and all parties should make a good faith effort to resolve the problem.

In instances where the complainant feels uncomfortable speaking to an immediate supervisor, department head, or has any reservations about initiating the initial contact within the complainant's department, school,

or work unit, the complainant should contact the Dispute Resolution Coordinator. The Dispute Resolution Coordinator will discuss the matter with the complainant, become familiar with the complaint, and then advise the complainant about options available for resolving the problem. The Dispute Resolution Coordinator may ask the complainant to meet with the complainant's immediate or second level supervisor, the director of the complainant's organization, or the dean of the complainant's school or college in order to give those parties an opportunity to resolve the matter. The Dispute Resolution Coordinator may meet with the parties together or separately to discuss the problem and may involve others in these discussions, including the Dispute Resolution Committee, or the Equal Opportunity Officer, as appropriate.

Step Two: Referral to Mediation Coordinator. If the dispute cannot be resolved through Step One, the parties will discuss whether mediation is an appropriate means for resolving the dispute. Mediation is a process that helps parties resolve disputes for themselves in a mutually acceptable way in which those involved can meet with one or more trained mediator. In a private setting, the mediator provides an orderly, simple process for the parties to discuss their dispute along with their feelings, perceptions and needs. The goal is to begin communication and move toward resolving the dispute in a manner agreeable to all.

Step Three: Referral to Grievance Coordinator. If a dispute involves allegations of discrimination, and the parties are unwilling or unable to resolve their dispute through mediation, the matter should be referred to the Grievance Coordinator. The Grievance Coordinator must interview each party to identify relevant witnesses and documents related to the dispute. The Grievance Coordinator must interview each witness so identified, as well as any party identified by a witness as having additional information. The Grievance Coordinator must prepare a report summarizing the witness interviews. The Grievance Coordinator also should obtain copies of the documents identified by the parties as relevant to the dispute. The Grievance Coordinator may meet with any party to facilitate a prompt resolution of the dispute. If such meetings fail to resolve the dispute, the complainant will be directed to prepare a Written Request for a Grievance Hearing as outlined.

If the dispute does not involve discrimination and the parties do not wish to pursue mediation or if mediation is unsuccessful in resolving the dispute, the matter will be referred to the Grievance Coordinator. No investigation will be conducted, and the complainant will be directed to prepare a Written Request for a Grievance Hearing as outlined below.

Every effort should be made to complete the foregoing steps promptly and not later than four weeks after the complainant's initial contact with their supervisor, department head, or the Dispute Resolution Coordinator. However, it is recognized that resolution of complex disputes may take longer, particularly if a formal investigation is necessary.

Step Four: Written Request for Grievance Hearing. A Written Request for Grievance Hearing must be completed within two weeks after the conclusion of Step Three or any mediation proceedings initiated as a part of Step Three. In order to accommodate FVSU holidays, or if informal attempts at resolution are ongoing, the Grievance Coordinator may extend the time for submission of the Written Request. The Grievance Coordinator will be available to assist complainants in preparing the Written Request.

Complainants are required to prepare Written Requests to ensure that the subsequent Grievance Hearing will address the specific issues that most concern the complainant. The guidelines set forth below for preparing Written Requests are designed to ensure that the Written Request identifies clearly those issues.

The Written Request, when made, must include the following:

- The complainant's name and, when applicable, job title;
- The department/unit/course in which the complainant is employed or enrolled;

- The nature of the problem or complaint;
- Any communication that has taken place between the complainant and his or her academic department head, supervisor and/or second level supervisor concerning the matter;
- The supervisor's and/or other superior's response;
- The reason the complainant disagrees with that response; and
- The complainant's suggestion for proper resolution of the matter.

Any witnesses the complainant intends to call during the Grievance Hearing should be identified to the Grievance Coordinator at the time a Written Request for Grievance Hearing is made. Any documents the complainant wish to offer as evidence during the Grievance Hearing must be submitted to the Grievance Coordinator at the time a Written Request for Grievance Hearing is made. A copy of the documents will be provided to the other party or parties to the dispute ("respondent"). The respondent will have an opportunity to identify witnesses and provide documents to the Grievance Coordinator. A copy of the documents will be provided to the complainant. Should an objection be raised to the relevancy of any documents, the Grievance Coordinator will review such documents and delete those documents which are not relevant to the matters to be addressed in the hearing. The Grievance Coordinator then will arrange for the hearing as soon as possible. The hearing will be held before a Grievance Hearing Panel and will be conducted in accordance with the procedures set forth.

Step Five: Grievance Hearing. Availability of Grievance Hearing: A grievance hearing will not be available to dispute promotion and tenure decisions, performance evaluations, hiring decisions, classification appeals, challenges to grades or assessments, challenges to salary decisions, challenges to transfers or reassignments (unless it is alleged that the act was based on impermissible bias or violated FVSU or Board of Regents policy), termination or layoff because of lack of work or elimination of a position, investigations or decisions reached under the FVSU's Sexual Harassment Policy, and normal supervisory counseling.

Appropriately grievous disputes will be processed under the procedures set forth below.

The Grievance Hearing Pool. Grievous matters will be considered by members of the Grievance Hearing Pool, which will be generated by the Director of Human Resources by random selection from FVSU records. To the extent possible, the demographical makeup of the Pool should be generally representative of females, minorities, and the seven EEO job categories (Executive/Administrative/Managerial, Faculty, Professional/Non-faculty, Clerical/Secretarial, Technical Paraprofessional, Skilled Crafts, and Service/ Maintenance). The Pool will be comprised only of fulltime employees and shall be reconstituted at least once every two years.

The Grievance Hearing Panel. For consideration of a particular grievance, the Grievance Coordinator will randomly select eleven names from the Pool and provide these names to the parties. Each party will strike three persons each from the eleven named, and the five persons remaining will constitute the Grievance Hearing Panel. The five members of the Grievance Hearing Panel will, by majority vote, select one member to act as Chair.

Students may serve on the Panel only when a student is the complainant and/or the other party is a graduate assistant, faculty member, or administrator in his/her capacity as an employee. If the complainant is an undergraduate, one undergraduate student Panel member will be selected by the Grievance Coordinator in consultation with the Office of Student Affairs. When the complainant is a graduate student, one graduate student Panel member will be selected by the Grievance Coordinator from a pool of graduate students generated annually by the Director of Human Resources by random selection from FVSU records.

Once the Panel has been finalized, the Grievance Coordinator will provide each member with a copy of those

documents submitted by the parties which are relevant to the hearing, a copy of the report summarizing any witness interviews conducted by the Grievance Coordinator, and a copy of any documents gathered by the Grievance Coordinator as identified by the parties as relating to the dispute. When the dispute involves the Grievance Coordinator, or the Grievance Coordinator cannot remain impartial, the Grievance Coordinator will request that another person who was not involved in the dispute, act as Grievance Hearing Officer and preside over the Grievance Hearing. In all other matters the Grievance Coordinator will act as Grievance Hearing Officer.

The Grievance Hearing Procedures. The Grievance Hearing Officer will begin the hearing by introducing the parties to the dispute, the members of the Grievance Hearing Panel, and any other attendees. All attendees will be advised that the proceedings, except for the deliberations of the Panel, will be recorded by audiotape. The Grievance Hearing Officer will then outline the matters to be addressed as set forth in the Written Request for Grievance Hearing and provide the Panel with a Statement of Issues for Determination. The issues set forth in the Statement will track those identified in the Written Request and will contain areas for the Panel to indicate its finding as to each issue for determination. Additionally, the Statement may incorporate parts of the written report summarizing the witness interviews. The scope of the hearing will be confined to the issues outlined in the Written Request. The Grievance Hearing Officer will swear in each party by requiring them to repeat this statement: "I do solemnly swear or affirm that the testimony that I am about to give before this panel will be the truth, the whole truth and nothing but the truth." The Grievance Hearing Officer also will swear in each witness before the witness testifies. Potential witnesses, other than the parties, must remain outside the hearing room until they have been called to testify.

After the complainant gives an opening statement not to exceed fifteen minutes, the Panel will have thirty minutes to ask questions of the complainant. The respondent will then have an opportunity to make an opening statement not to exceed fifteen minutes. If the complainant seeks relief against more than one respondent, each respondent will have an opportunity to make an opening statement. After hearing each respondent, the Panel will have thirty minutes to ask questions.

After the opening statements and questions have been completed, the complainant will call each of the complainant's witnesses. The complainant will have twenty minutes to ask questions of each witness. If the Grievance Hearing Officer determines that the testimony of a witness may require additional time because the testimony is particularly involved, the complainant may be allowed additional time for questioning. Following the complainant's questioning, each respondent will have fifteen minutes to ask questions of the witness. Following the questioning by each respondent, the Panel will have thirty minutes to ask questions of the witness.

After the complainant has called all of his or her witnesses, each respondent will then have the chance to call witnesses. Each respondent will have twenty minutes to ask questions of each of its witnesses. If the Grievance Hearing Officer determines that the testimony of a witness may require additional time because the testimony is particularly involved, the respondent may be allowed additional time for questioning. Following the questioning by each respondent of each of their witnesses, the complainant will have fifteen minutes to ask questions of the witness. Following the questioning by the complainant, the Panel will have thirty minutes to ask questions of the witness.

At least ten working days in advance of the hearing The Panel may consider the sworn statement of a witness who cannot or will not appear when the party seeking to use the statement has provided it to the Grievance Hearing Officer.

After each side has called all of their witnesses, the complainant and each respondent will have fifteen minutes to make a closing statement. After the closing statements are completed, the Grievance Hearing Officer will review briefly the Statement of Issues for Determination. The Panel will then begin deliberations. The

complainant has the burden of proving by a preponderance of the evidence that he or she has been wronged. If at the conclusion of the hearing the Panel is unable to reach a decision, the complainant fails to carry this burden and the finding should be in the respondent's favor. If the Panel concludes that it could reach a decision if it could hear the testimony of other witnesses or obtain additional information, the Grievance Hearing Officer may assist the Panel in obtaining any additional information and, when necessary, schedule a second hearing. Any additional information gained will be provided to the parties. All interviews with additional witnesses will take place in the presence of the full Panel and will be recorded by audiotape. The Grievance Hearing Officer will schedule any other hearings that are deemed appropriate to consider additional information or to hear witness testimony as soon as the information or witness can be made available to the Panel.

When any FVSU employee or official is asked to submit additional information in connection with a pending hearing, that official or employee must submit the requested information within five business days of the request. If it is impossible to comply with such a request within the five-day period, the official or employee must notify the Grievance Hearing Officer of the reason for the delay, and the estimated time for submission of the requested information. Any additional information will be made available to all parties.

Once all evidence has been submitted, the members of the Panel will meet in closed session to review the evidence and reach a decision by majority vote.

Report of the Grievance Hearing Panel. The Chair of the Grievance Hearing Panel shall prepare a written report summarizing the Panel's findings. The report should contain the Panel's conclusion as to each Issue for Determination as well as the Panel's recommendations for corrective action, if any (as approved by a majority). Members of the Panel who disagree with the majority's findings, conclusions or recommendations may prepare as an addendum to the report any contrary opinions and recommendations. The report and any addenda must be transmitted to the Grievance Hearing Officer within ten working days of the conclusion of the hearing. The Grievance Hearing Officer will then transmit the report and any other relevant information to the FVSU President.

Decision of the President. The President is the chief executive officer of FVSU and is authorized by the Board of Regents to exercise such supervision and direction as will promote the effective and efficient operation of FVSU. The President will use the report of the Grievance Hearing Panel to reach a decision that best promotes these goals.

The President will furnish a decision to the parties within thirty days after receiving the report of the Panel. If the President's review of a case requires longer than thirty days, the President will notify the parties of the delay. The President's decision shall be final at the institutional level.

Discretionary Review by the Board of Regents. The Board of Regents reserves discretionary authority to review all decisions made by the member institutions. The Board of Regents normally will review only in extraordinary cases, such as those where proper procedures may have been violated, where the decision is unsupported by the facts, or where the decision violates FVSU or Board of Regents policy. Any appeal to the Board of Regents must be made within twenty days following the decision of the President.

XIV. REGENT'S POLICY ON ALCOHOL AND DRUGS ON CAMPUS

The Board of Regents recognizes and supports Georgia laws with respect to the sale, use, distribution, and possession of alcoholic beverages and illegal drugs, as well as the Drug-free Postsecondary Education Act of 1990 with respect to the manufacture, distribution, sale, possession, or use of marijuana, controlled substances or dangerous drugs on college campuses and elsewhere. To this end, the Board has encouraged its institutions to adopt programs designed to increase awareness of the dangers involved in the use of alcoholic beverages,

marijuana or other illegal or dangerous drugs by USG students and employees. Such programs shall stress individual responsibility related to the use of alcohol and drugs on and off the campus.

To assist in the implementation of such awareness programs, and to enhance the enforcement of state laws at USG institutions, each institution shall adopt and disseminate comprehensive rules and regulations consistent with local, state and federal laws, concerning the manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on campus and at institutionally-approved events off campus.

A copy of the rules and regulations adopted by each institution shall be filed with the office of the Associate Vice Chancellor for Student Services (BOR Minutes, 1989-90, p. 383) (BOR Policy Manual 4.6.4).

Disciplinary sanctions for the violation of such rules and regulations shall be included as a part of each institution's disciplinary code of student conduct. Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. All sanctions imposed by the institution shall be subject to review procedures authorized by Board of Regents Policy 8.6 Application for Discretionary Review. (BOR Minutes, February 2015)

The rules and regulations adopted by each institution shall also provide for relief from disciplinary sanctions previously imposed against one whose convictions are subsequently overturned on appeal or otherwise.

This policy amendment is intended to implement The Drug-Free Postsecondary Education Act of 1990.

XV. UNIVERSITY POLICY ON DRUGS AND ALCOHOL

The university prohibits the unlawful possession, use, distribution, manufacture, or dispensing of illicit drugs by students and employees on university property or as part of university activities. The use or possession of alcoholic beverages is prohibited on university premises, except as expressly permitted in writing by the President or designee. Without exception, alcohol consumption is governed by *Georgia* statutory age restrictions.

It is unlawful to possess, manufacture, distribute, dispense, or use illicit drugs on the campus of Fort Valley State University. The university reserves the right to initiate judicial action if drug violations occur on or off campus. Violations of this policy by either employees or students will result in appropriate disciplinary action by the university. Appropriate disciplinary action will be consistent with institutional policy, Board of Regents policy, and local, state, and federal laws concerning the illegal use of drugs. Disciplinary penalties for a violation of the university's drug policy may include termination of employment, suspension and/or expulsion, and referral for prosecution.

A student, who is determined to have violated the University's Drug and Alcohol Policy, is subject to sanctions outlined in the *Student Code of Conduct* including, but not limited to, suspension or expulsion from the university.

XVI. FEDERAL AND STATE LAWS

Federal law declares that it is unlawful to possess a controlled dangerous substance, including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment for 5 to 20 years. For other illegal drugs, the penalty for simple possession is a fine or at least \$1000.00 and/or imprisonment up to 3 years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if done near

a public or private elementary, vocational, or secondary school or a public or private college or university. Additionally, any person who violates this law shall be liable for an amount up to \$10,000.00 in civil penalties.

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to 5 years for a first conviction, 10 years for a second conviction, and a permanent denial of federal benefits for a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

In addition to federal laws, the State of Georgia has its own laws dealing with distribution, manufacturing, and possession of controlled substances. For instance, any person who unlawfully manufactures or distributes any narcotic drug may be fined up to \$25,000.00 and may be imprisoned for up to 20 years for a first offense.

Employees and students at the university are subject to state and local laws for drinking and obtaining alcohol. It is illegal in the State of Georgia for any person under 21 years of age to drink alcohol. It is also illegal for a person under 21 years of age to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume them. It is also illegal in most situations to furnish alcohol to a person under the age of 21. The penalty is a fine of up to \$300.00 for a first offense, and up to \$1,000.00 for repeat offenses.

In addition, state law dictates that it is illegal to sell or offer to sell any distilled spirits in or within 100 yards or any church building or within 200 yards of any school building, educational building, school grounds, or college campus.

Driving under the influence of alcohol or other drugs also is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include imprisonment, payment of a fine, mandatory treatment and educational programs, community service, and mandatory loss of one's driver's license.

XVII. REGENT'S POLICY STATEMENT ON HARASSMENT

The following statement is in compliance with Federal Law and Regents Policy.

What is harassment?

Harassment includes, but is not limited to, threatening, intimidating, verbally abusing, impeding, telephoning, communicating electronically, following or persistently bothering or annoying. Harassment may represent but is not limited to acts based on sex, race, religion, national origin, handicap or sexual orientation.

Sexual harassment is unwelcome conduct of a sexual nature. Conduct is unwelcome if the person did not request or invite it and "regarded the conduct as undesirable and offensive." The Office of Civil Rights, which enforces Title IX, makes a "strong presumption that sexual conduct between a school employee and a student is not consensual.

Sexual harassment includes sexual advances, physical or implied, or direct propositions of a sexual nature inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.

Sexual harassment can also include unwelcome sexual advances, requests for sexual favors, and other behaviors of a sexual nature when:

a) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment

or academic standing; or

b) Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or

c) Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Retaliation is Prohibited.

It is unlawful to retaliate against an individual for filing a complaint of harassment or for cooperating in an investigation of a complaint of harassment. FVSU has instituted a non-retaliation non-retribution policy and will comply with it fully.

XVIII. REGENT'S SEXUAL MISCONDUCT POLICY

These policies and procedures shall become effective at all institutions Fall Semester 2017.

A. Sexual Misconduct Policy

In accordance with Title IX of the Education Amendments of 1972 ("Title IX"), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring a safe learning and working environment for all members of the USG community. To that end, this Policy prohibits sexual misconduct, as defined herein.

In order to reduce incidents of sexual misconduct, USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When sexual misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct.

B. Reporting Structure

All Equal Opportunity directors and others having responsibility for coordination of Title IX ("Coordinators") at USG institutions shall have a direct reporting relationship to both the institution's President or the President's designee and the USG System Director for Equity and Investigations ("System Director"). The President of each institution shall determine the organizational and operating reporting relationships for the Coordinators at the institution and exercise oversight of institutional issues relating to sexual misconduct. However, the System Director shall have authority to direct the Coordinators' work at each institution as needed to address system-wide issues or directives. The President of each institution shall consult with the System Director on significant personnel actions involving Coordinators, to include but not be limited to, appointment, evaluation, discipline, change in reporting structure, and termination.

C. Definitions and Prohibited Conduct

Community: Students, faculty, and staff, as well as contractors, vendors, visitors and guests. Complainant: An individual lodging a complaint. The complainant may not always be the alleged victim.

Consent: Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Minors under the age of 16 cannot legally consent under Georgia law.

Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent.

Consent can be withdrawn at any time by either party by using clear words or actions.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.

Incapacitation: The physical and/or mental inability to make informed, rational judgments. It can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

Nonconsensual Sexual Contact: Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to touching (or penetrating) of a person's intimate parts (such as genitalia, groin, breasts, or buttocks); touching (or penetrating) a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts.

Confidential Employees: Institution employees who have been designated by the Institution's Coordinator to talk with an alleged victim in confidence. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of alleged respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.

Privileged Employees: Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm.

Respondent: Individual who is alleged to have engaged in conduct that violates this Policy.

Responsible Employees: Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders).

Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;
2. Prostituting another individual;
3. Non-consensual photos, video, or audio of sexual activity;
4. Non-consensual distribution of photo, video, or audio of sexual activity, even if the sexual activity was consensual;
5. Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual through sexual activity;
7. Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
8. Sexually-based bullying.

Sexual Harassment: Unwelcome verbal, nonverbal, or physical conduct, based on sex or on gender stereotypes, that is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment or educational decisions; or is sufficiently severe, persistent, or pervasive to interfere with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or to benefit from an institutional program or activity.

Sexual Misconduct: Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, sexual exploitation, sexual harassment and stalking.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

D. Reporting Sexual Misconduct

A complainant of sexual misconduct may, but need not, file a criminal complaint with law enforcement officials; file a misconduct report with a Responsible Employee or Coordinator; or file both. A report may be filed anonymously, although anonymous reports may make it difficult for the institution to address the complaint. Any individual who believes that he or she has been a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly. All reports of sexual misconduct alleged to have been committed by a student must be handled consistently with requirements set forth in Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings. All reports of sexual misconduct alleged to have been committed by a non-student member of the institution community will be addressed and/or resolved through the institution's and the Board of Regents' applicable policies for discipline of non-students.

1. **Institutional Reports.** Complainants of sexual misconduct who wish to file a report with the institution should notify a Responsible Employee or the Coordinator. Responsible Employees informed about sexual misconduct allegations involving any student should not attempt to resolve the situation, but must notify and report all relevant information to the Coordinator as soon as practicable. Confidential Employees are

not bound by this requirement but may be required to report limited information about incidents without revealing the identities of the individuals involved to the Title IX Coordinator, consistent with their ethical and legal obligations. All members of the University System of Georgia institutions' communities are encouraged to report incidents of sexual misconduct promptly.

The Coordinator's identity and contact information shall be published by each institution prominently on the institution's website, as well as in any relevant publication. Each institution may choose to have Deputy Title IX Coordinators to whom reports may be made, as well. Institutions should encourage complainants to report their complaints in writing, though oral complaints should also be accepted, taken seriously, and investigated, to the extent possible. While complaints should be made as quickly as possible following an alleged incident of sexual misconduct, all reports should be accepted regardless of when reported.

The Coordinator shall refer to the System Director any allegation(s) of sexual misconduct that could, standing alone as reported, lead to the suspension or expulsion of the respondent(s). The System Director will work with the institution to determine whether any interim measure(s) are necessary and to assign an investigator who will work under the direction of the System Director or designee, if directed by System Director. If an allegation is not initially identified as one that would lead to the suspension or expulsion of the respondent(s), but facts arise during the course of the investigation that would require transfer to the System Director, the Title IX Coordinator shall transfer oversight to the System Director or designee. The System Director shall have the discretion to retain oversight or transfer oversight to the institution.

2. **Law Enforcement Reports.** Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with campus or local police, for his or her own protection and that of the surrounding community. The institution may assist the complainant in reporting the situation to law enforcement officials.

Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:

- Clothing worn during the incident including undergarments;
- Sheets, bedding, and condoms, if used;
- Lists of witnesses with contact information;
- Text messages, call history, social media posts;
- Pictures of injuries; and/or
- Videos.

3. **Anonymous Reports.** Each institution shall provide a mechanism by which individuals can report incidents of alleged sexual misconduct anonymously. Complainants should understand, however, that it will be more difficult for the institution to investigate and to take action upon anonymous reports.
4. **Retaliation.** Anyone who, in good faith, reports what he or she believes to be misconduct under this Policy, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes that he or she has been the target of retaliation for reporting, participating, cooperating in, or otherwise being associated with an investigation should immediately contact the Coordinator for the institution. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.
5. **False Complaints.** Individuals are prohibited from intentionally giving false statements to a system or institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary

action (up to and including suspension or expulsion) and adjudicated under the student conduct policy.

6. **Amnesty.** Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

E. Handling Reports of Sexual Misconduct

1. **Support Services.** Once a student or employee makes a complaint or receives notice that a complaint has been made against him or her, or the coordinator otherwise learns of a complaint of sexual misconduct. The complainant, respondent and alleged victim (where applicable) should receive written information about support services, such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and legal assistance, available at the student's institution.

Information on support services will be provided regardless as to whether an individual elects to go forward with filing a formal complaint of sexual misconduct or with notifying law enforcement. Information on support services will also be provided to students and employees, regardless of where the alleged misconduct occurs.

Available support services should also be listed on the institution's Title IX website.

2. **Interim Measures.** Interim measures may be undertaken at any point after the institution becomes aware of an allegation of sexual misconduct and should be designed to protect the alleged victim and the community.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard, consistent with the provisions in Policy 4.6.5.

3. **Jurisdiction.** Each USG institution shall take necessary and appropriate action to protect the safety and well-being of its community. Sexual misconduct allegedly committed by a student are addressed by this Policy when the misconduct occurs on institution property, or at institution-sponsored or affiliated events, or off-campus, as defined by the institution's student conduct policies.
4. **Advisors.** Both the alleged victim and respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense for the express purpose of providing advice and counsel, pursuant to the provisions of Policy 4.6.5.
5. Informal Resolutions Allegations of sexual misconduct may be resolved informally, without a determination of misconduct, if all of the following are met:
 - a. When complainant(s) and respondent agree to an informal resolution;
 - b. When the initial allegation could not result in expulsion;
 - c. When the complainant(s) and respondent(s) agree to the terms of the informal resolution; and
 - d. When the investigator concludes that informal resolution is in the best interest of the parties and the institution's community.

The alleged victim(s) and respondent(s) have the option to end informal resolution discussions and

request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

- F. **Timeframe.** Efforts will be made to complete the investigation within a reasonable timeframe, which will be determined based upon the allegations, availability of witnesses and/or evidence, etc. in a particular case. When the timeframe will extend past the reasonable timeframe, the parties will be informed of the delay and the reason for the delay. The investigator shall keep the parties informed of the status of the investigation.
- G. **Investigations.** All sexual misconduct investigations involving a student respondent, whether overseen by the institution’s Coordinator or the System Director, shall follow the investigation process set forth in Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings.
- H. **Hearings, Possible Sanctions and Appeals.** All sexual misconduct hearings, sanctions, and appeals involving a student respondent, whether overseen by the institution’s Coordinator or the System Director, shall follow the investigation process set forth in Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings.

All sexual misconduct adjudication involving an employee respondent, shall be addressed utilizing the institution’s employment policies and procedures.

Title IX – Student Code of Conduct

Mission Statement

The mission of the Title IX office is to protect all Fort Valley State University stakeholders from discrimination or harassment based upon their gender as outlined in Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act that states:

“No person in the United States shall, on the basis of sex:

- Be excluded from participation in,
- Be denied the benefits of, or
- Be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Fort Valley State University prohibits any type of gender equity discrimination. If any FVSU student feels that they have been subjected to discrimination on or off campus based on gender under the definition above; or have been subjected to harassment in any form, contact the representative listed below:

Contact Title IX Officers

- Dean of Students: 478-825-6292
- Student Athletes: Associate Director of Athletics: 478-825-6179
- Chief Compliance Officer (Title IX Coordinator): 478-825-6333
- Director of Human Resources: 478-825-6301

If a FVSU student has been subjected to harassment in any form, this complaint should be filed with the FVSU Campus Police and Safety at 478-825-6211.

ALL COMPLAINTS WILL BE INVESTIGATED.

WHAT CAN YOU DO...? IF YOU ARE HARASSED

1. Know your rights.

Sexual harassment is illegal, and Fort Valley State University policy prohibits any faculty member, administrator, staff member, student, contractor, or visitor from engaging in sexual harassment.

2. Object strongly.

Lack of response is often interpreted as approval. Say “no” clearly and directly. State that the behavior is unacceptable and offensive and must stop immediately. Don’t smile. Move away.

3. Keep a record.

Make detailed notes (location, Date, time, etc.) at the time of each incident. Report the first incident as soon as possible. Describe the behaviors that you find objectionable. Record your reactions honestly. Include the names of witnesses, if any.

4. You are not at fault; do not blame yourself.

You may experience a wide range of emotions from self-doubt and self-blame to depression and anger. Sexual harassment is unwanted and unsolicited. It is not your fault.

5. Report the Behavior.

The Title IX Coordinator is the contact for all Title IX resources within FVSU. Any of the Title IX deputies may also be contacted. Complaints are handled promptly, with discretion and confidentiality. Informal and formal procedures are available to help you deal with the harasser.

XIX. U.S. DEPARTMENT OF AGRICULTURE NON-DISCRIMINATION REQUIREMENTS

Non-Discrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

How to file a USDA Program Discrimination Complaint

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



**"AND
JUSTICE
FOR ALL"**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

De acuerdo a lo establecido por las leyes Federales y el Departamento de Agricultura de los EE.UU. (USDA, siglas en inglés), se prohíbe a este organismo la discriminación por raza, color, origen nacional, sexo, edad, religión, creencias políticas, o impedimentos de las personas. (No todas las bases de prohibición se aplican a todos los programas.)

Para presentar una queja sobre discriminación, escriba a USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, o llame al (202) 720-5964 (voz y TDD). USDA es un proveedor y empleador que ofrece oportunidad igual a todos.

 UNITED STATES DEPARTMENT OF AGRICULTURE

FORM AD-475B (REVISED 12-99)

XX. FORT VALLEY STATE UNIVERSITY TOBACCO/SMOKE-FREE POLICY

Effective August 18, 2014, Fort Valley State University adopted a resolution that converted the University premises over to a tobacco and smoke-free campus.

Fort Valley State University Tobacco and Smoke-Free Campus Policy

Adopted August 18, 2014

In accordance with Board of Regents Policy 9.1.7, the use of all forms of tobacco products on Fort Valley State University property is prohibited.

- A. The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Fort Valley State University is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.
- B. Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by Fort Valley State University. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on Fort Valley State University properties.
- C. This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by Fort Valley State University shall be tobacco-free. All events hosted by outside groups on behalf of Fort Valley State University shall also be tobacco-free.
- D. Violation of this policy shall be addressed in accordance with disciplinary rules, procedures and actions contained in the Student Code of Conduct for students, in the Classified Staff Handbook for all employees, or for persons who are not students or employees, by removal from campus.

Fort Valley State University Resolution Adopting a Tobacco and Smoke Free Campus Policy

Whereas, in March 2014 the Board of Regents of the University System of Georgia adopted a tobacco and smoke free campus policy to make all USG institutions 100 percent tobacco free effective October 1, 2014; and,

Whereas, the purpose of the Tobacco and Smoke Free Campus policy is to improve the health and environment of students, employees and visitors to USG campuses; and

Whereas, the Board of Regents Tobacco and Smoke Free Campus policy provides that "[t]he overall enforcement and authority of this policy lies with the President of the institution" and further that "violation of the policy may result in corrective action under the Student Code of Conduct or campus human resources policies":

Therefore, I, Ivelaw Lloyd Griffith, ninth President of Fort Valley State University, hereby resolve that Fort Valley State University shall be a tobacco and smoke free campus effective August 18, 2014; and,

Further, that the Fort Valley State University Tobacco and Smoke Free Policy attached hereto shall be the official policy of the university; and,

Finally, that the Fort Valley State University Student Handbook and Student Code of Conduct shall be amended to reflect the provisions of the Fort Valley State University Tobacco and Smoke Free Campus Policy attached hereto.

So Resolved this 18th day of August, 2014.

Ivelaw Lloyd Griffith, Ph.D., President

Jessica Bailey, Ph.D.

Vice President of Academic Affairs and Provost

XXI. ANIMALS ON CAMPUS

Because of safety and sanitary considerations, animals may **not** be brought onto campus except in the following circumstances:

- Service animals providing assistance to disabled persons
- Academic research
- Specific approval under certain conditions approved by Administration

Fort Valley State University recognizes that owners of Domestic Animals and Therapy Animals may desire to bring those animals to the campus, users of Service Animals or Service Animals in Training may find it necessary to bring those animals on campus and feral or wild animals may select the campus landscape as their habitat. However, in consideration of the personal safety and well-being of the FVSU campus community this policy establishes requirements for accessibility, behavior and treatment of animals on campus. This does not apply to animals on campus solely for the purpose of instructional use.

A. Service Animals

Animals that are individually trained to do work or perform tasks for people with disabilities, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to sounds, providing animal protection or rescue work, pulling a wheelchair, alerting and protecting a person who is having a seizure, and fetching dropped items for mobility impaired persons. If they meet this definition, animals are considered Service Animals under the ADA regardless of whether they have been licensed or certified by a state or local government. Service animals include dogs or other common Domestic Animals but do not include wild animals such as reptiles, rabbits, farm animals (including any breed of horse, miniature horse, pony, pig or goat) ferrets, amphibians or rodents.

B. Service Animal in Training

1. Animals in training to become Service Animals are accompanied by a person who is training the Service Animal and the animal wears a collar and leash, or cape that identifies the animal as a Service Animal in Training.
2. Students and employees bringing Service Animals or Service Animals in Training onto campus are required to report the presence of such animals on campus to the Office of Differently Abled Services and Campus Police.
3. Use of a Service Animal must comply with ADA regulations. Questions about the impact of the Service Animal on an educational program or activity should be addressed with the Office of Differently Abled Services in consultation with the sponsoring department.
4. Use of a Service Animal or Service Animal in Training in University facilities and on the University campus (i.e. attendance at special events) may be prohibited if the use of the animal poses a direct threat to the health or safety of other persons. Use of a Service Animal in Training may be prohibited if the presence of such an animal will result in a fundamental alteration of the educational program

or activity involved.

C. Domestic Animals and Therapy Animals

1. Animals that normally and customarily share habitat in the county and are normally dependent on humans for food and shelter including dogs, cats, and other common domestic animals but not including feral or wild animals.
2. Therapy Animal is an animal certified for Animal Assisted Therapy (AAT) by a recognized and reputable AAT certification organization, such as Delta Society or Pet Therapy International and used by a student or employee to provide comfort or companionship or for other “therapeutic” purposes. An animal meeting this definition is not a Service Animal and will not qualify as a reasonable accommodation under ADA.
3. Domestic and Therapy Animals must be under control while on campus and restrained by a leash or other appropriate device that does not exceed 6 feet in length and that is under control by a responsible person. At no time will an animal be allowed to wander off leash.
4. Domestic and Therapy Animals brought to campus must be licensed and fully inoculated in accordance with city and county regulations with the burden of proof on the owner.
5. Fecal matter deposited by any Domestic or Therapy Animal brought to campus must be removed immediately and disposed of properly by the owner. The burden is on the animal handler to arrange for removal of fecal matter if he or she is personally unable to perform the task.
6. Domestic or Therapy Animals may not enter any campus building, including all residence and non-residence buildings enclosed or delineated outdoor athletic or recreational facility or official reserved or scheduled outdoor event on campus. This paragraph does not apply to Service Animals or Service Animals in Training accompanying a person with a disability or an authorized service animal trainer.
7. Domestic or Therapy Animals found tethered, unattended, or abandoned may be humanely impounded in accordance with all applicable laws and regulations.
8. Domestic or Therapy Animals may be confined in vehicles parked on campus for a reasonable period of time as long as the animal is not endangered and does not endanger others or create a public nuisance. In the event of endangerment to the animal or others, or public nuisance, the animal’s handler or owner is subject to citation and the animal may be humanely impounded.
9. Domestic or Therapy Animals must have appropriate behavior while on campus. If there is anything about the condition, health, or behavior of any animal on campus that is deemed by the University to be a threat to the health or safety of any member of the campus community or to any other animal, then that animal may be removed from campus in any manner deemed necessary by University officials.

Feral or Wild Animals

Non-domesticated animals. Usually found in the wild or in the wild state. Feral or Wild Animals that are not a risk and do not represent a hazard, cause property damage or create a public nuisance and do not require human intervention, may inhabit the campus grounds. Human intervention includes, but not limited to, attracting animals, feeding, watering, building of shelters for animals, and injection of medication. Feral or Wild Animals that are a potential risk, represent a hazard, cause property damage or create a public nuisance or otherwise pose a potential threat to the health or safety of humans will be regulated, controlled and humanely relocated in accordance with all applicable laws and regulations. No person may do anything to attract animals to campus nor may any person feed or set out food or water for animals on campus or engage in any other human intervention.

Violations of this Policy

All members of the campus community share the responsibility of implementing all aspects of this policy. To

report the presence of an animal in violation of this policy, call Campus Safety at 478/825-6211 or 911. Any member of the campus community who fails to comply or who interferes with the implementation of this policy, including relocation of animals, will be subject to the following:

- Any person who brings an animal onto campus in violation of this policy will be required to remove the animal from campus immediately
- Any person who feeds or attracts animals on campus in violation of this policy may be subject to disciplinary action in accordance with the disciplinary policy applicable to individual's status as a student or employee. Those who are not students or employees may be charged for trespassing and escorted away from campus by Police and /or Campus Safety.
- Stray or unattended animals may be impounded by Police and Campus Safety and turned over to the local Animal Control Shelter

XXII. Children/Non-Student Minors on Campus

Board of Regents' policy (6.9 Programs Serving Minors) prohibits class attendance by anyone not registered for classes. Fort Valley State University enforces the BOR's policy in order to create and maintain an environment most conducive to teaching and learning for the university community.

(https://www.usg.edu/organizational_effectiveness/programs_serving_minors)

1. Non-Student Minors taking part in organized scheduled activities or who are enrolled in specific programs hosted or sponsored on campus officially are required to only participate in the activities outlined by the specific program in which they are registered. Such activities must be approved by the university and must the requirements and protocol outlined by the Board of Regents' Programs Serving Non-Student Minors policy.
2. Children not taking part in organized scheduled activities or who are not enrolled in classes are on campus unofficially.
3. Children on campus unofficially shall not be brought into classrooms, laboratories, dining facilities or other facilities of the University unless authorized by administration and supervised by a parent or guardian.
4. In the case of emergency where the student/parent has no alternative but to bring the child to campus, the student/parent must receive approval from the classroom faculty or unit administrative supervisory staff. Classroom faculty and unit administrative staff has full discretion to approve or deny such request giving consideration to whether the child's presence might be disruptive to the learning environment.
5. For reasons of safety, security and child welfare the University does not permit children to be left unattended without a parent or guardian anywhere on University property.
6. Students are not allowed to perform babysitting or provide childcare services on campus. The University assumes no responsibility nor makes provisions for minor children in housing facilities.
7. Children cannot be admitted to the Residence Halls as "overnight guests". Any student who babysits in the Residence Halls will be subject to disciplinary action (which may include removal from the Residence Hall). A student desiring to bring a child into the Residence Hall as a visitor for a short period of time must notify and receive permission from the Residence Hall Director, Resident Assistant or the Director of Residential Life.

XXIII. The Family Educational Rights and Privacy Act (FERPA)

Fort Valley State University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. To access the policy in its entirety, go to: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) of Fort Valley State University is the official body through which students participate in the creation and the administration of policies and regulations by which they are governed. It serves as the organ through which students make known their needs and wishes on all matters of concern to them. The SGA recommends students to serve on all student-faculty committees, the channel through which actions are formally initiated.

Elected Officials of SGA

President Vice President
Business Manager
Secretary
Assistant Secretary
Chief Justice
Miss FVSU

The Student Government Association is composed of four branches:

1. The Executive: president, vice-president, secretary, and business manager.
2. Presidential Advisory Board: the presidents of all student organizations on campus.
3. Class Representatives: four from each class, elected by the class.
4. General Student Body: all duly registered students.

Students are encouraged to become familiar with the Constitution of the Student Government Association.

FORT VALLEY STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION CONSTITUTION (Revised Spring 2012)

PREAMBLE

Section I: Name and General Functions

- A. The name of this organization shall be the Fort Valley State University Student Government Association, also referred to in this text as SGA.
- B. The Student Government Association shall be the student governing body in all matters pertaining to the common interest of all the students, with such limitations as are hereinafter stated.

Section II: Objectives of the Student Government Association shall be:

- A. To provide a central agency by which students may promote the interest and welfare of the university community.
- B. To cooperate with the university faculty in the regulation and promotion of student activities.
- C. To further the development of a wholesome relationship between the administration and the student body.
- D. To demonstrate the ability of the students to aid in the solution of their own problems.
- E. To encourage student participation in the control of those problems that relate particularly to student life.
- F. To promote university spirit.
- G. To stimulate intelligent thinking; especially when dealing with the problems facing the university, and to serve as an agency for the crystallization on and expression of student thought.

- H. To represent the student opinion through membership on university committees to promote academic freedom and academic responsibilities.
- I. To promote academic freedom and academic responsibilities.
- J. Participate and aid in the enforcement of college regulations during freshmen orientation.
- K. Represent the student body in all of its relations with the administration, faculty, alumni, and other bodies.
- L. Elect all student delegates who represent the college where no other special organization is concerned.
- M. Plan and conduct occasional assembly programs during the year.
- N. Designate student representatives as required on the various college committees.
- O. Formulate general co-coordinating regulations with reference to the operation of student-directed organizations.
- P. Enact and enforce all legislation necessary to carry out the provisions of this constitution.

ARTICLE II

General Organization

Section I: The membership of the Student Government Association shall consist of all students duly enrolled as full-time undergraduates or graduate students at Fort Valley State University and elected or appointed to either the executive, judicial, or legislative branch.

Section II: The Student Government Association shall be organized into three branches: Legislative, Executive, and Judicial, the powers of which shall be separated as enumerated in this Constitution. No member of the Student Government Association may serve in more than one of these aforementioned branches at any one time with the exception of the Vice-President and the Assistant Secretary of the Student Government Association, whose positions require them to serve on both the executive and the legislative branches of the Student Government Association. If you are not a full-time student as an undergraduate or graduate while in office, then you will be immediately released.

ARTICLE III

Legislative Branch

Section I: Legislative Authority. The Legislative Branch shall be the Student Senate. All legislative powers of the Student Government Association shall be vested in the Student Senate.

Section II: The Student Senate shall be composed of 40 voting Senators (Ten per class).

- A. President from each class.
- B. The Vice President of the Student Government Association will serve as the president of the senate. He or she shall vote only in event of a tie.
- C. The Assistant Secretary of the Student Government Association will serve as the official secretary of the senate. She/he will record all minutes and submit these copies to the Student Government Association Secretary. The Assistant Secretary has no voting privileges in the Legislative Branch.
- D. A President Pro-temp, Parliamentarian and Chaplain shall be elected from the members of the Senate. Each position shall be approved by two-thirds (2/3) vote of the Student Senate.
- E. Students will undergo an interview process as approved by Student Government Association.
- F. The Student Senate shall have powers to appoint other positions from within their own body as it deems necessary.

Section III: Appointment of the Student Senate.

- A. The President from each class shall serve as a representative.
- B. Appointed through an interview process conducted by the Student Government Association. A person

seeking a position must submit a letter of intent, two recommendation letters (one being from a faculty or administration) and a resume.

- C. Senators must not have been convicted of a felony and can serve on only one council unless otherwise stated in this document.
- D. Vacancies which occur due to resignation, dismissal, or extenuating circumstances of any senator shall be filled by recommendation of the Student Government Association President.

Section IV: The Oath.

Each Senate member shall repeat the following oath prior to assuming office:

"I (name) do solemnly affirm to defend, uphold, and abide by the Constitution and Statutes of the Student Government Association and the policies of Fort Valley State University and faithfully execute the responsibilities of the Student Senate to the best of my ability."

The oath shall be administered by the Student Government Association President.

Section V: Powers and Duties. The Student Senate shall be empowered to:

- A. Enact by majority vote, constitutional bylaws to be known as Student Body Statutes; with the exception of bylaws concerning election which shall require a two-thirds (2/3) vote of the Senate.
- B. Propose and take all necessary actions on Constitutional Amendments.
- C. Provide for the compilation and publication of legislation.
- D. Create such committees as it deems necessary for proper conduct of its business.
- E. Confirm all Presidential appointments with a two-thirds (2/3) vote.
- F. Impeach officers of Student Government Association by 3/4 vote of the total senate Judgment in cases of impeachment shall not extend further than removal from office and disqualification to hold and enjoy any other office within the Student Government Association, however, the party impeached may be liable and subject to disciplinary hearing under the university disciplinary policy.
- G. Make all laws which shall be necessary and proper for carrying out the functions and power of the Student Government Association as vested in it by this Constitution.
- H. Require at any regular meeting by majority vote, an explanation of any action taken by a Student Senate member, Student Body Officer, or any member of the Student Government Association taken in his/her official capacity.
- I. Establish its own rules of proceedings, in accordance with this constitution, its by-laws, and Robert's Rules of Order.
- J. Establish means through which the student body can actively participate in the formulation of policies affecting the students of Fort Valley State University.
- K. Override a veto by the Student Government President by a three-fourths (3/4) vote of the total Student Senate.
- L. Pass resolutions as it deems proper to express the will or opinion of the student body concerning important topics of the day.
- M. Elect its own officers, except the President of the Student Senate, who shall be the Vice President of the Student Government Association and the secretary who shall be the Assistant Secretary of the Student Government Association. In the event the Vice President assumes the office of the President of the Student Government Association, the President Pro-Temp of the Senate will serve as the presiding officer of the Senate.

Section VI: Meetings. The Student Senate shall meet at least two (2) times each month of the academic year. Meeting should occur on the first and third week of every month on a day approved by two-third week of every month on a day approved by two-third (2/3) majority of the Student Senate.

Section VII: Quorum. The presence of twenty-three (23) voting members of the student senate shall constitute quorum.

Section VIII: Limitation of Power. No law, act or charter of any type passed by the Student Senate shall be construed to limit or modify any of the powers granted by this constitution except by Constitutional amendment.

Section IX: Impeachment. All Student Government Association officers may be impeached for misfeasance, malfeasance, and/or nonfeasance of duty, or action contrary to or in violation of this Constitution, the Statutes of Fort Valley State University, and/or university policy. Impeachment shall be effected by a three-fourth (3/4) vote of the Student Senate membership and may be instigated by one-third (1/3) of the Student Senate.

ARTICLE IV

EXECUTIVE BRANCH

Section 1: Executive Authority. All executive powers granted herein shall be vested in the President of the Student Government Association and assisted by the Vice President, Business Manager, Secretary and the Assistant Secretary.

Section II: Organization. The Executive Branch of the Student Government Association shall consist of the President, Vice President Business Manager, Secretary, and Assistant Secretary.

Section III: Election and Appointment of Executive Officers.

- A. The Student Government Association President and Vice President shall be elected according to a majority vote of the student body. Other executive officers to be elected are the Business Manager, Secretary, and Assistant Secretary.
- B. The candidate for President must have successfully completed a minimum of 60 semester or 90 quarter hours prior to assuming office, must be in good social standing and never have been convicted before any disciplinary committee at any time before or during his/her reign, and have been enrolled at Fort Valley State University two semester or three quarter before candidacy achieving a minimum 2.7 cumulative grade point average. Additionally, the candidate for President must have held an elected or appointed position on the Executive, Judicial or Legislative Branch of SGA prior to candidacy. No student may serve as President of the Student Government Association for more than two-elected term. The position of President requires commitment and therefore, the President should not hold the presidency of any other organization during their reign.
- C. The Vice-President must have completed at least 90 quarter or 60 semester hours before assuming office at Fort Valley State University and a minimum of 60 semester or 90 quarter hours with a cumulative GPA of 2.7 and have served at least one term on the Legislative Branch, and must be in good social standing and never have been convicted before any student conduct hearing or during his/her candidacy and/or reign.
- D. Business must be completed at least two semesters at Fort Valley and a minimum of 60 semester or 90 quarter hours.
- E. Other executive officers elected must have completed at least two semesters at Fort Valley State University prior to the first summer session of their reign and must have a grade point average of 2.7 (All elected officials). These officers should be to perform all duties required and a pretest will be given to insure capability.
- F. Elected Executive Officers shall serve a term of one year. At the time they are elected, executive officers shall serve in a training capacity with outgoing executive officers until the last week of classes, at which point outgoing executive officers will relinquish their titles.

Section IV: Duties and Powers of the Student Government Association President. The Student Government President shall have specific powers and duties to:

- A. Submit to the Student Senate for approval his/her proposed budget for the year.
- B. Appoint executives and assistants with concurrence of a 2/3 vote of the Student Senate.
- C. Remove any executive officer he/she has appointed.
- D. Serve as ex-officio member of all executive committees.
- E. Appoint executive standing, ad-hoc committees and cabinet members.
- F. Recommend with reasonable cause the removal of elected officers.
- G. Call special meetings of the Student Senate.
- H. Bring before the Judicial Council charges against any student senate approved organization for violation of provisions governing the regulations of such organizations.
- I. Veto Bills of law passed by the Student Senate or certain portions thereof if the president does not veto such acts of the Student Senate within five class days after passage, such acts can and will become law.
- J. Require, when requested, a written interpretation by the Judicial Council on any provision of the Student Government Association Constitution or its provisions.
- K. Present to the Student Senate each university semester a report on Student Government Association activities.
- L. Call and preside over meetings of the executive branch at his/her discretion.
- M. On extraordinary occasions, call special meetings of the Student Government Association at his/her discretion.
- N. Administrate, enforce and abide by the laws of the Student Body.
- O. Reside in on-campus housing.
- P. Call for a referendum of the Student Body when appropriate. The referendum must then be approved by a two-thirds (2/3) vote of the student senate.
- Q. Appoint Justices to the Judicial Branch of the Student Government Association when vacancies exist, subject to Student Senate approval by a two-third (2/3) vote of the Student Senate.
- R. Officially represent the student body or designate a representative at any function on or off the University campus.
- S. Serves as a Voting delegate to the Regents Board of Georgia Student Advisory Council.

Section V: Duties and Powers of the Vice President. The Student Government Association Vice President shall have specific powers and duties to:

- A. Execute the powers of the President of the Student Government Association in his/her temporary absence.
- B. Serve as President of the Student Senate and to cast a vote only to break a tie.
- C. Assist the President of the Student Senate and to cast a vote only to break a tie.
- D. With the aid of the President of the Student Government Association, recommend to university-wide councils, committees and boards with student seats.
- E. Serve as a delegate to the Student Body Presidential Advisory Board in the absence of the President.
- F. Keep and make available a permanent record of the Student Government Association Constitution.

Section VI: Duties and Powers of the Business Manager. The Student Government Association Business Manager shall have specific powers and duties to:

- A. Be responsible to the entire Student Government Association for any information related to the student activity fund.
- B. Present to the Student Senate and to have published in the official college newspaper (once per semester) written financial reports of all activities supported by the Student Government Association budget.

- C. Establish with 2/3 Senate approval, financial procedures not provided elsewhere in this constitution.
- D. Review the financial condition of the Student Government Association and submit monthly financial statements to the President of the Student Government Association, the Student Senate and the Director of Student Activities.
- E. Authorized to sign all requisitions for Student Government Association fund distribution.
- F. Make known to executive officers and planning committees such information that would be deemed common knowledge.
- G. Propose to Executive Branch promotional advertisement, i.e., concerts, lectures, forums.
- H. Serve as an ex-officio member of any and all committees appointed for the purpose of considering budgetary and/or financial matters of the student Senate.
- I. Conduct an inventory of all Student Government Association property and submit a report, in writing, on the conditions and state of the same to the student Government Association Senate on or before their first regularly scheduled Senate meeting in October.

Section VII: Duties of the Secretary. The Student Government Association Secretary will have specific powers and duties to:

- A. With the aid of the Student Government Association President, prepare an agenda for each officially scheduled meeting.
- B. Take the minutes of each meeting of the Executive Branch.
- C. Perform and assist in tasks delegated him/her by Student Government Association President.
- D. Make available to the Vice President for Student Affairs and Enrollment Management and Office of Student Activities copies of minutes as well as agendas of all meetings.
- E. Keep a current and accurate file of all minutes from every branch within the Student Government Association and their supporting committees.
- F. Serve as the official historian of the Student Government Association by keeping a scrapbook containing flyers, pictures and programs of all Student Government Association sponsored events.

Section VIII: Duties of the Assistant Secretary.

- A. The Assistant Secretary shall be the official recorder of the Legislative council and as such make available to the Student Government Association Secretary copies of all minutes and agendas for distribution and files.
- B. The Assistant Secretary shall undertake statutory revisions to this document as follows:
 - i. To conduct a systematic and continuing study of the Statues for the purpose of reducing their bulk and number, removing inconsistencies and otherwise improving their clarity; and to facilitate their proper and when necessary to prepare and submit to the student Senate, recommendations for revisions of previously enacted Statutes.
 - ii. To make a complete annual compilation in April of the year of the Constitution and all valid Statutes in conformation with such numbering systems, Style contents, and characteristics as may be advisable for publication and distribution the following fall.
 - iii. In revising and compiling Statutes:
Any two (2) or more sections, chapters, or parts thereof may be consolidated. Any section, chapter thereof may be transferred from one location to another. The form or arrangement of any section, chapter, or part thereof may be changed or altered by transferring, combining, or dividing the same. Subsections, sections and chapters may be renumbered to agree with such numbering. Grammatical, typographical, and like errors may be corrected and additional alterations and omissions, not affecting the construction or meaning of the Statutes, may be freely made. All Statutes or parts thereof which have expired; become obsolete; been invalidated by the Student Judicial Council; had their effect or served their purpose; which have been repealed or superseded by later Statutes, either expressly or by implication, shall be

omitted. All things relating to form, position, order or arrangement not inconsistent with the Statutes system, which may be found desirable or necessary for the improvement, betterment, or perfection of the same may be done.

- C. The Assistant Secretary shall report to the Student Senate for approval on changes made.
- D. The Assistant Secretary shall insure proper distribution of this Constitution, its Statutes and Bylaws.
 - 1. The Assistant Secretary shall supply to each recognized student organization a copy of this constitution, its Statutes and By-Laws upon request.
 - 2. The Assistant Secretary shall maintain in the Student Government Association office a current copy of these documents.
- E. Perform and assist in tasks delegated him/her by the Student Government Association Vice President.

Section IX: Vacancies. Vacancies of the Executive Office of President, Vice President Business Manager, Secretary or Assistant Secretary of the Student Government Association shall occur if, during any semester of the elected officer's term the elected officer is not enrolled at Fort Valley State University if the officer should resign or become ineligible for office because of grade point average or impeachment.

If the office of President shall become vacant, the Vice President shall resume the Office of President.

(1) A President Pro-temp of the Student Senate by the Student Government Association President with the concurrence of two-thirds (2/3) of the Student Senate.

If the Office of Business Manager, Secretary or Assistant Secretary shall become vacant, the President of the Student Government Association shall appoint such officers as deemed necessary. The appointment is subject to the approval of two-thirds (2/3) Student Senate Vote.

ARTICLE V JUDICIAL BRANCH

Section 1. Authority. The Judicial Branch shall be the Judiciary Council. All Judicial powers of the Student Government Association shall be vested in the Judicial Council and established as needed.

Section 2. Organization. The Judicial Branch of the Student Government Association shall consist of the Judiciary Council and such other courts as the legislature may ordain and establish as needed.

Section 3. Election and Appointment of Judicial Officers. The Judiciary Council shall be composed of five (5) appointed voting members:

- A. A Chief Justice shall be elected by the Student Body from available incumbents, if any.
- B. An Associate Chief Justice and Three other Justices who should be appointed through Interview process.
- C. If the Chief Justice should vacate his/her position the Associate Chief Justice becomes the Chair of Justice and the Associate Chief Justice position is filled by appointment from the judicial body by the SGA President.

Section 4. Judicial Powers and Duties. The Judiciary Council shall have the following jurisdiction only:

- A. Over cases and controversies involving question of the constitutionality of actions by governing groups, student organization, and their representatives with references to this constitution.
- B. Over violation of the Student Body Constitution and Statutes.
- C. Over certain conflicts between students, student groups, or organization as requested by the Vice President for Student Affairs and Enrollment Management.
- D. Over determination of the quantity and quality of penalties for students or student organizations in

violation of legislation by the Student Senate under provisions of this constitution and the guidelines set forth by University Policy.

- E. The Judiciary Council shall act as a liaison within the Student Government Association and have no voting fights with regards to agenda matters of the executive and legislative branches of SGA except in discussion of legalities of actions of these branches.
- F. To require any student governmental body to cease illegal or unconstitutional activities under this Constitution and its Statutes. If this body does not cease this illegal or unconstitutional activity, the members of this body will be subject to Judicial Council disciplinary action.
- G. To require Student Government Association governmental officers to perform their duties as required under the Constitution or its Statutes.
- H. Any four (4) justices may issue a temporary judicial council order that halts any specified activity for two (2) days for any SGA governmental body, officer, or any student organization. This order shall not be re-issued. The council must meet within 24 hours of the issuance of its injunction or this order shall become null and void.

Section 5. Administration - Practice and Procedure

- A. The Chief Justice shall serve as Administrative Officer of this Judicial Council and shall be vested with rules adopted by the court and the authority to:
 - 1. Assign duties among the Justices of the Council.
 - 2. Supervise the administration of the council and certain Judicial Boards.
 - 3. Conduct and preside at over council proceedings
 - 4. Rule on procedural question that arise during the course of the Judicial Proceedings.
 - 5. Rule on the pertinence of evidence presented before the council as established by statute.
 - 6. Report orally and in writing to the accused, the recommendation of the Council
 - 7. Recommend measures to the Student Senate for improvement of the administration of justice.
 - 8. Recommend measures and submit all records of the court, in accordance with SGA and university rules and regulations, and deliver in the hands of the Vice President for Student Affairs and Enrollment Management for storage of all permanent records of the court.
 - 9. When called upon will make a report, written as well as oral as to the status of the judicial branch and its proceedings to the SGA President, Student Senate, Director of Student Activities, Vice President for Student Affairs and Enrollment Management and/or his/her designee.
 - 10. To Serve on the Judicial Committee of the University.
- C. If the Chief Justice, in his/her absence, fails to designate an acting official, the associate chief justice shall be authorize to assume the powers of the judicial chair.
- D. Students who will be tried before the Judicial Council shall be notified in writing at least a week before the date of trial. This notice shall contain a statement of the charges; the date, time, and place of the hearing; an explanation of the general procedure that will be followed; and an explanation of the student's rights.

Section 7. Student Rights. The accused shall have the right to a speedy hearing, the right to a closed hearing upon written request and the right to appeal the decision of the Judicial Council to the Vice President for Student Success.

Section 7. Meeting.

- A. The Judicial Branch of the SGA shall meet at least twice monthly on a day specified by the body at the first meeting.
- B. The Chair shall have the authority to call meetings whenever such time arises.

Section 8. Special Sessions.

- A. The council must meet within one week after a petition has been presented for considerations.

B. All council meetings are open hearings unless otherwise petitioned by accused.

Section 9. The Oath. Each Judicial member shall repeat the following oath prior to assuming office:

"I (name) do solemnly affirm to defend, uphold, and abide by the constitution and statutes of the Student Government Association and the policies of Fort Valley State University and faithfully execute the responsibilities of the Judicial Branch to the best of my ability."

The oath shall be administered by the Student Government Association President.

Section 10. Quorum. The presence of three (3) justices shall constitute a quorum.

Section 11. Limitation of Powers. No action of any type passed by the Judiciary Council shall be construed to limit or modify any of the powers granted by this constitution, except by constitutional amendment or review by University Administration.

Section 12. Impeachment. See Section III, Section 10

Section 13. Advisory Personnel. Other officials who be present at proceeding and offer suggestion and/or opinions shall be the Vice President for Student Affairs and Enrollment Management and/or Director of Student Activities or other approve by the Vice President for Student Affairs and Enrollment Management or the Judicial Chair.

ARTICLE VI RATIFICATION OF THE CONSTITUTION

Section 1: This constitution shall be adopted upon the signature of the present Student Government Association President and approval by the Vice President for Student Affairs and Enrollment Management as to compliance with University Rules and Regulations.

Method of Amendment

Section 1: All amendments to this constitution must be approved by three-fourths (3/4) majority vote of the membership of the Legislative council

Section 2: Proposed amendments to this constitution shall be adopted by a 3/4 majority vote of the Legislative Council on the particular amendment.

Section 3: All proposed amendments to this constitution are subject to Veto by the President of the Student Government Association.

Section 4: When an amendment is concerned with addition or deletion of functions the amendment must have the approval of the Vice President for Student Success.

**Fort Valley State University
Student Government Association
Code of Laws**

Title I - Definition, Interpretations, Constitution of, and Compliance with the Statutes

Chapter 1 - Systems of codifying Student Government Association Statutes

1.1 There shall be nine (9) titles, each dealing with related and similar topics, and each composed of a number of numerically designed chapters and topics, as follows.

- Title I Definitions, Interpretations, Construction of, and Compliance with the Statutes
- Title II Executive Committee
- Title III Legislative Committee
- Title IV Judicial Branch
- Title V Election Laws
- Title VI Class Elections
- Title VII Miss Fort Valley State University
- Title VIII Finance Code
- Title IX General Legislation

1.2 Each chapter may be subdivided by means of decimal arrangement.

1.3 The procedure outlined in Chapter 1 shall be observed by the Assistant Secretary in placing enacted legislation in the Statutes and in exercising statutory revision.

Chapter 2. Definition and interpretation of the Constitution and Statutes may be handed down in opinion form by the Student Government Association Chief Justice. Jurisdiction over such questions lies with the Student Government Association Judicial Council in compliance with the Student Government Association Constitution.

Chapter 3. All Student Government Association officers must comply with the Student Government Association Statutes. Willful and deliberate disregard of these Statutes or any question thereof shall be grounds for impeachment in compliance with this constitution.

Chapter 4. All students serving in any capacity whatsoever with Student Government Association must comply with the Student Government Association Statutes, or any section thereof. Non-compliance shall subject the student to removal from office by proper procedure.

Title II - The Executive Branch

Chapter 100 THE PRESIDENTS CABINET

100.1 The President's Cabinet shall consist of the following officers and directors appointed by the President of Student Government Association:

- A. President, Vice President, Secretary, Business Manager, and Assistant Secretary of the Student Government Association.
- B. The Chief of Staff to the Student Government Association President
- C. The Director of Public Relations
- D. The Director of Student Success and Activities

- E. The Director of Academic Affairs
- F. The Director of Community Services
- G. The Director of Student Housing
- H. The Director of External Affairs

100.2 The Student Government Association President shall serve as Chair of the Cabinet.

100.3 The Cabinet or any other portion thereof shall meet at the Presidents' discretion to discuss matters relative to student government.

100.4 The term of all appointed members of the executive branch shall be limited to the term of office of the President who appointed them.

Chapter 101 THE CHIEF OF STAFF TO THE PRESIDENT

101.1 The Chief of Staff shall be responsible for the coordination of direct student participation in University and Academic affairs and the representation of members of the Student Government Association dealing with the faculty and University administration in such matters as herein further designated by the Student Government Association President.

101.2 The Chief of Staff shall have the following duties:

- A. The supervision of the appointment to University Committees of members of the Student Government Association in all ways proper to the defined relationship between the University Administration and the Student Government Association.
- B. The maintenance of communication with the student members of the University Committees.
- C. The maintenance of communication with the Chair of University Committee on Committees concerning the student members of their respective committees.
- D. The supervision of the role of the Student Government Association in the recruitment of new students and in new students Orientation.

101.3 The Chief of Staff shall be responsible for all correspondence as referred to him/her by the Student Government Association President.

Chapter 102 THE DIRECTOR OF PUBLIC RELATIONS

102.1 The Director of Public Relations shall work with the Director of University Relations in promoting the University and its best interest.

102.2 The Director of Public Relations shall handle all publicity for the Student Government Association and its related activities.

102.3 The Director of Public Relations shall monthly distribute official press releases detailing Student Government Association activities to all campus media and other selected media.

102.4 The Director of Public Relation shall make the community aware of the value of University Students to social services organizations, merchants, and other community entities.

102.5 The Director of Public Relations shall maintain communication with the City of Fort Valley officials, service leaders, and the Chamber of Commerce to limit problems and pursue opportunities for University Students.

102.6 The Director of Public Relations shall appoint such committee as may be necessary to assist him/her in fulfilling his/her duties upon approval of the Student Government Association President.

102.7 The Director of Public Relations shall be the serve as the Editor of the Official Student Government Association Newsletter "The Scoop" and the newsletter shall be release at least but not limited to FOUR times a semester.

Chapter 103 THE DIRECTOR OF STUDENT SUCCESS AND ACTIVITIES

103.1 The Director of Student Success and Activities shall assist the Student Government Association President in the planning, direction, and operation of the aspect of Student Activities. The Director of Student Success and Activities shall also assist all official student organization as needed including aid in them in preparing appropriations request.

103.2 The programs which will come under the supervision of the Director of Students Affairs and Activities shall be divided into the following committees, each of which shall be headed by a Chair.

- A. Homecoming Committee
- B. Miss/Fort Valley State University Coronation

103.3 The Director of Student Success and Activities shall serve as the Chair of the Campus Activities Board and submit a copy monthly of activities to the University's Director of Student Activities and the SGA President.

103.4 The Director of Student Success and Activities shall perform other duties as delegated him/ her by the Student Government Association President.

Chapter 104 THE DIRECTOR OF ACADEMIC AFFAIRS

104.1 The Director of Academic Affairs shall be responsible for coordinating the Student Government Association's role in matters pertaining to the Academic concerns of all students.

104.2 The Director of Academic Affairs shall coordinate the Student Government Association's role in the student evaluation of faculty members.

104.3 The Director of Academic Affairs shall investigate and report to the President any student concerns regarding all University Academic Policies.

104.4 The Director of Academic Affairs shall assist students in utilizing the available campus academic resource centers.

104.5 The Director of Academic Affairs shall serve as an advisor the Student Government Association President regarding campus academics.

104.6 The Director of Academic Affairs shall serve along with the SGA President as student representatives of the Faculty Senate.

104.7 The Director of Academic Affairs shall perform other duties as delegated him/her by the Student Government Association President

Chapter 105 THE DIRECTOR OF COMMUNITY SERVICES

105.1 The Director of Community Services will serve as a liaison to various community outreach programs which will relate to the urban mission of the University (i.e. American Red Cross, Muscular Dystrophy, Walk

America, Adopt-A-School, Adopt-A-Highway, Habitat for Humanity, and Voter Registration).

105.2 The Director of Community Services will implement coordinated and focused service projects to help meet the needs of our community.

105.3 The Director of Community Services shall have at least two (2) to community service project per month to include the entire student body.

105.4 The Director of Community Services will perform other duties as delegated him by the Student Government Association President.

Chapter 106 THE DIRECTOR OF STUDENT HOUSING

106.1 The Director of Student Housing shall be responsible for informing the Student Government Association President of all on- and off- campus housing affairs. He or she shall serve as a liaison between the Student Government Association, Residence Council and the Department of Housing as well as all students living in off-campus housing.

106.2 The Director of Student Housing shall serve as a non-voting member of the Residence Council to deliver and gather information which is relative to the Student Government Association and the Residence Council.

106.3 The Director of Student Housing shall form an On-Campus Committee to assist the Director of Student Housing in fulfilling all necessary duties.

106.4 The Director of Student Housing shall also form an off campus housing committee which deals with specific issues related to such.

106.5 The Director of Student Housing shall serve as an official member of the Food Service Committee.

106.6 The Director of Student Housing shall in addition perform duties as delegated by the Student Government Association President

Chapter 107 THE DIRECTOR OF THE PEP CLUB

107.1 The Director of PEP Club shall be responsible for coordinating activities to promote the overall image of the Universities.

107.2 The Director of PEP Club shall serve as the Chair of the PEP Club and encourage student to participation.

107.3 The Director of PEP Club shall increase student moral and attendance at all sporting events

107.4 The Director of PEP Club shall to help bridge the gap between faculty, staff administration and students.

107.5 The Director of PEP shall directly responsible for the *WILDCAT MASCOT* and approving all of his/her appearances in conjunction with the SGA President and the University's Director of Student Activities.

107.6 The Director of PEP Club shall in addition perform duties as delegated by the Student Government Association President

Chapter 108 THE DIRECTOR OF EXTERNAL AFFAIRS

Chapter 109 SENATE CONFIRMATION

109.1 The Student Government Association Senate shall, by majority vote, approve or disapprove of Cabinet Appointments as outlines in these Statutes.

Chapter 110 SUCCESSION

110.1 If for any reason, an official of the Fort Valley State University Student Government Association is unable to complete his/her term in office and an order of succession is not specified in the Student Government Constitution, then the successor shall be appointed within Ten (10) school days in the following manner:

Any officer of the Fort Valley State University Student Government Association left vacant shall have a new official appointed by the President by a Two-third (2/3) approval and consent of senate.

Chapter 111 STATUS OF AGENTS

111.1 No person or agent shall be recognized as an official agent of the Student Government Association unless said relationship is expressly stated in the Student Government Association Constitution or Statues.

111.2 All agency relationships not in compliance with this Constitution shall be immediately disavowed, and said relationship shall be disavowed.

Chapter 112 NOTIFICATION OF JOB DUTIES

112.1 Upon election or appointment, all officers shall be given a copy of their duties as outlined in this Constitution and the Statutes

TITLE III - THE LEGISLATIVE BRANCH

Chapter 200 THE LEGISLATIVE BRANCH

200.1 The regular meeting of the Student Government Association Senate will be of the first and third week of each month at a time and day set by the presiding officer of senate.

200.2 The Student Government Association Vice President shall be empowered to call special meeting of the Student Government Association Senate. The Student Government Association Vice President must call a meeting of the Student Government Association Senate within twenty four (24) hours after a request is presented to him/her by one-half (1/2) of the Student Government Association Senate requesting a meeting of said body.

200.4 Voting:

- A. A majority vote of the Student Government Association Senate shall be defined as fifty percent (50%) plus one (1) of the members of the Senate PRESENT and VOTING. An abstention will not count towards the total in determining the majority.
- B. A two-thirds (66%) vote of the Student Government Association Senate shall be no less than two-thirds of the members PRESENT and VOTING. An abstention will not be counted toward two-thirds majority.
- C. A three -forth (75%) vote of the total Student Government Association Senate. An abstention will be counted toward a three-fourth vote of the total Senate.
- D. The motion to require a roll call vote shall require the consent of one-third (33%) of the members present The Secretary shall include the roll can in the minutes.
- E. The Vice Presidents shall have the power to break all ties in majority votes, but shall not be counted toward a quorum or toward votes requiring a two-thirds vote, any presiding officer shall, who shall be a member of the senate, shall retain his/her power to be counted toward a quorum or a two -thirds vote in all cases.

200.5 A quorum for the purpose of holding a meeting and transacting business shall consist twenty three (23) of those members of the Student Government Association Senate at the time of the meeting.

200.6 Robert's Rules of Order shall be the parliamentary authority for conduction of business of the Student Government Association Senate.

Chapter 201 THE SENATE OUTREACH PROGRAM

201.1 All Senators shall serve at least one (1) schedule hours per week in the Student Government Association office. Any unexcused absence from this hour shall count as one-half (1/2) of the Senate meeting absence.

Chapter 202 THE SENATE CALENDAR AND NUMBERING OF BILLS AND RESOLUTIONS

202.1 All bills and resolutions shall be assigned consecutive numbers by the Assistant Secretary of the Student Government Association immediately upon introduction into the Student Government Association Senate or upon placement on the calendar.

202.2 The office of the Secretary is in charge of preparing the Calendar.

202.3 Legislation will be placed on the Senate Calendar by depositing bills and resolutions in a collection box located in the Student Government Association office two (2) school days at noon prior to the Senate meeting at which they are to be considered; whereby, the Student Government Association Secretary shall make available the said bills and resolutions to each Senator by the next scheduled Senate meeting.

202.4 Copies of the Senate Calendar containing entire copies of bills and resolutions will be prepared by the Assistant Secretary to be distributed to each Senate member at the Senate meeting at which said bills are to be considered.

202.5 Legislation not on the Calendar will be considered after all legislation on the Calendar has been acted on.

202.6 All legislation must include the name of the Authorizing Senator(s).

202.7 All legislation not considered shall be placed on the Calendar for the next meeting in order left off, precedence over new bills placed on the Calendar.

Chapter 203 FILING OF BILLS AND RESOLUTIONS

203.1 The Student Government Association Assistant Secretary shall keep two (2) files: one (1) of resolutions and acts in numerical order and two (2) of bills and amendments in numerical order. Each piece of legislation shall have attached to it:

- A. A statement signed by the Student Government Association Secretary attesting to the accuracy of the legislation as it appears in file and the numerical designation, Student Government Association Senate sponsor, date of passage, and the vote.
- B. A statement signed by the Student Government Association President either of approval or veto, a statement by the Student Government Association Secretary to the effect that the President failed to act within five (5) school days, or a statement that the veto was overridden and the date.

203.2 The Student Government Association Assistant Secretary shall, upon passage of a resolution in which forwarding to certain individuals is requested, deliver copies of the resolution to the respective parties.

Chapter 204 APPROVAL OF BILLS BY THE PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION

204.1 The Student Government Association Assistant Secretary shall transmit to the Student Government Association President and to the Student Government Association Secretary as expediently as possible, accurate copies of all bills and resolutions passed by the Student Government Association Senate.

204.2 The Student Government Association President shall transmit as expediently as possible accurate copies of all bills passed by the Student Government Association Senate and approved by himself to the Vice President for Student Success.

204.3 If the Student Government Association President vetoes any bill by the Student Senate he/she must inform the Student Government Association Assistant Secretary of this action within one calendar day after he/she vetoes the bill. The Assistant Secretary of the Senate shall be required to inform members of the Student Senate within three (3) calendar days after he/she is notified by the President of the veto.

204.4 Student Senate may override Presidential Veto by a three-fourths (75%) vote of total senate.

Chapter 205 SENATE TERM

205.1 The members of the Student Government Association Senate shall take office immediately upon being installed.

205.2 The members of the Student Government Association Senate shall serve until installation of their successors,

205.3 Installation of the Student Government Association Senators shall take place at the Installation of Student Government Association and Class Officers or at the first meeting following their election.

Chapter 206 ABSENCES

206.1 Any senator having more than three (3) unexcused absences during his/her term of office will be removed from the Student Government Association Senate roll **immediately** after the regularly scheduled Senate meeting following his/her third un excused absence.

206.2 Any Senator absent from his/her called committee meeting will be counted one-half (1/2) absent unless previous arrangements have been made with the Committee Chair.

206.3 It is the responsibility of the Committee Chair to turn in these absences to the Student Government Association Assistant Secretary.

206.4 Any Senator arriving at the Senate meeting after the roll has been taken is counted half absent.

206.5 Any Senator leaving a Senate meeting early will be counted half absent

206.6 Absences may be excused if a letter certifying that the absence was University-approved is sent by Vice President for Student Affairs and Enrollment Management to the Student Government Association Vice President and this excuse is confirmed by a majority of the Senators present at the regularly scheduled Senate meeting following the absence in question.

206.7 The aforementioned letter shall be requested of the Vice-President for Student Success by the Senator seeking the excuse and shall be hand delivered.

Chapter 207 VACANCIES IN THE STUDENT GOVERNMENT ASSOCIATION SENATE

- 207.1 Filling vacancies in the Student Government Association Senate.
- A. Any Senatorial vacancy that occurs during the fall or spring semesters of the academic year shall be filled by appointment by the Student Government Association President.
 - B. Upon the occasion that a Senator cannot be obtained by the procedure established under 207.2, the Senate seat shall remain vacant until the vacancy can be filled by a special election to be held within three (3) school weeks.
 - C. If a vacancy occurs within five (5) school weeks of the end of the spring semester, no temporary Senator shall be selected for the vacated Senate seat.
 - D. Each Senator of the Student Government Association Senate should be contacted by the Student Government Association Assistant Secretary within seven (7) calendar days of the first class day of the spring semester and report any vacancies to the Student Government Association President, Senate and the Election Commissioner by the end of the 7th day.

Chapter 208 APPROVAL OF APPOINTMENTS OF THE STUDENT GOVERNMENT ASSOCIATION

208.1 Appointments by the Student Government Association President shall be presented to the Senate by the Student Government Association President on or before the third regular senate meeting after the vacancy or vacancies have occurred. Each appointment shall then be referred to the Senate Committee on the Executive and Judiciary which shall examine the qualifications of the appointee and shall recommend the Senate appropriate action concerning the appointment

208.2 Questioning of the appointee(s), if desired by the Senate, shall take place at the regularly scheduled Senate meeting following the member's recommendation. Further questioning may later take place if the Senate deems it necessary.

208.3 Approval or disapproval of all Cabinet, Judicial Council, and Executive Committee appointments made by the Student Government Association President shall be voted as expediently as possible; not requiring more than two (2) Senate meetings.

208.4 Decisions on appointments, Presidential or otherwise, shall be by roll call vote or by secret ballot at the request of any Senator, provided there are no objections within the Senate. If any Senator objects, a vote will be taken on whether or not to decide by secret ballot, which two-thirds (2/3) vote required for passage.

Chapter 209 LEGISLATION

209.1 Any legislation (except resolutions) concerning appropriations originating in the Senate shall be automatically postponed until the next regular Senate meeting after its introduction into the Senate to give the Senate time to consider the legislation and make recommendations. This by-law shall not be construed to prevent the Senate from consideration of any appropriations legislation.

Chapter 210 RECALL OF SENATORS

210.1 Any council is given the power, by means of a petition signed by thirty five (35) percent of the members of the council, to require that its Senator stand for a recall election.

210.2 This recall shall be presented to the Student Government Association President who shall refer such petition after the constitutionality and validity of such petition has been affirmed to the Elections Commissioner.

210.3 A majority of those qualified members of the council voting in a recall elections shall constitute the recall of that Senator concerned and his/her immediate removal from office.

210.4 In the event that a Senator is removed from office through recall procedures the Elections

Commissioner shall hold a new election to fill the vacant Senate seat within two (2) weeks of the date of the recall election.

Chapter 211 SENATE CALENDAR AND NUMBERING OF RESOLUTIONS

211.1 All resolutions shall be assigned a consecutive number by the Secretary of the Student Government Association Summer Senate upon placement on the Calendar or introduction into the Student Government Association Summer Senate.

211.2 The office of the Secretary is in charge of preparing the Senate Calendar consisting of resolutions placed in a collection box in the Student Government Association office at least twenty-four (24) hours before the Senate meeting at which they are to be considered.

Chapter 212 APPROVAL OR VETO OF RESOLUTIONS BY THE PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION

212.1 The Secretary of the Student Government Association Summer Senate shall transmit to the Student Government Association President accurate copies of the minutes and all resolutions passed by the Student Government Association Summer Senate.

212.2 The Student Government Association President shall transmit accurate copies of all resolutions passed by the Student Government Association Summer Senate and approved by themselves to the office of the Vice President for Student Success.

212.3 The Student Government Association President shall have the power to veto any resolution passed by the Student Government Association Summer Senate.

Chapter 213 STUDENT SENATE STANDING COMMITTEES

213.1 Rules Committee

- A. The Rules Committee shall be composed of four voting members: The president of the Student Senate and four other senators elected by the membership of the Student Senate. The presence of three voting members shall constitute a quorum.
- B. The rules committee shall have the following duties:
 1. The Rules Committee shall be responsible for drawing up an agenda for each regular Student Senate meeting.
 2. The Rules Committee shall after consultation with the presiding officer of the Student Senate, review the chairman and members of the other standing and temporary committees with respect to the following: No senator may be appointed to serve as chairman of two standing nor of two temporary committees. Nor may a senator chair a Senate standing or temporary committee if he/she is a member of the Executive Branch of the Student Government Association.
 3. Meetings shall be held at a time and place determined by the Chairman.
 4. The Rules Committee shall have the authority to recommend Student Senate rules of procedure in addition to or in exception of *Robert's Rules of Order*.
- C. Procedures established by the Rules Committee shall be subject to the approval by a majority vote of members present at a meeting of the Student Senate.

213.2 Budget and Finance Committee

- A. The Budget and Finance Committee shall consist of six (6) members of the Student Senate. The Chairman of the Budget and Finance committee shall be the Business Manager of the Student Government Association. The Chairman shall be a voting member. A quorum shall consist of four (4)

members of the committee.

- B. The Budget and Finance Committee shall have the following duties:
 - 1. Work with the Business Manager of the Student Government Association to maintain a surveillance of Student Activity Fees allotted to the Student Government Association and to assist the Student Government Association Business Manager in his/her duties.
 - 2. To examine requests for funds from the Student Activity Fund and to make a written report, including recommendations to the Student Senate.

213.3 Student Government Association Organizations Committee

- A. The Student Government Association Organizations. Committee shall be composed of six (6) members of the Student Senate and an ex-officio representative from the Office of the Vice President for Student Affairs and Enrollment Management and the Office of Student Activities. The chairperson shall be appointed from the members of the committee.
- B. The committee shall act in an advisory capacity but will have the right to recommend organization(s) or council(s) for probation. If it feels that the organization is not consistent with the aims set forth in its constitution and with the aims and purposes of Fort Valley State University.
- C. The Student Senate, after considerations and recommendations from the Organizations Committee, may recommend to the Office of the Vice President for Student Affairs and Enrollment Management that the organization's charter be revoked or place the organization or council on suspension.
- D. An organization may appeal the action of the Student Senate to the Judiciary Council. This appeal must be made within 30 calendar days of the Student Senate's decision by the President or Chairman of the organization or council through the Office of the Vice President for Student Affairs and Enrollment Management.

TITLE IV JUDICIAL BRANCH

Chapter 300 PUBLIC HEARINGS OF THE STUDENT GOVERNMENT ASSOCIATION JUDICIAL COUNCIL

300.1 All disciplinary cases as defined in Article IV of the Student Government Association Constitution shall be closed to the public unless the defendant requests that it be open and the Chair concurs.

300.2 All non-disciplinary cases as defined in Article IV; Student Government Association Constitution shall be open to the public at the discretion of the Chair.

300.3 Deliberation in all cases will be closed.

300.4 Upon occasion that members of the general public observing these hearing become disruptive or unruly, those individuals who are being disruptive or unruly may be ejected from the chambers upon the request of the Chair of the Judicial Council.

Chapter 301

The voting decision of each member of the Judicial Council in non-disciplinary cases shall be reported in the written ruling of each case as public record.

Chapter 302

The Judicial Council shall have the power to levy fines not to exceed \$50.00 in the case of any salaried officer of the Student Government Association found guilty of any illegal or unconstitutional activity. Failure to pay a fine levied by the Judicial Council within the time limits to be specified by the Judicial Council shall constitute grounds for removal from office.

Chapter 303

In making or approving nomination to the Student Government Association Judicial Council, the Student Government Association President and Student Government Association Senate should consider primarily qualifications and secondarily representation in the council, ensuring that it competently and fairly represents all students Fort Valley State University.

Chapter 304

In case of any vacancies on the council, the President shall appoint a new member in accordance with constitutional composition.

TITLE V ELECTION LAW

Chapter 500 THIS LEGISLATION SHALL BE ELECTION LAW Chapter 501 THE ELECTION COMMISSION

Chapter 501 THE ELECTION COMMISSION

There shall be a permanent board in the Executive Branch to be known as the Election Commission, which shall be composed of:

The Commissioner of Election

- A. Four (4) members of the Student Senate elected by the membership of the Student Senate
- B. Two (2) members of the Student Body at large elected by the Student Senate
- C. An alternate who shall be installed in the absence of a regular member. This alternate shall be elected by the membership of the Student Senate.

501.1 Duties of the Election Commission the Election Commission shall:

- A. Arrange for all necessary polling places and ballots, and other necessary for the proper efficient and legal execution of election.
- B. Determine the method of balloting and make rules and regulations regarding the method of balloting.
- C. Make rules and regulations concerning elections on Constitutional Amendments.
- D. Issue, amend, and rescind suitable rules and regulations necessary to carry out Election Law and its provisions.
- E. Schedule Special Elections for Class Elections, Miss Fort Valley State University, and any others as mandated and necessary.

Chapter 502 SCHEDULE OF ELECTIONS

502.1 Upon recommendation of the Election Commission, the Student Senate shall approve the Spring General Election Date.

502.2 All special elections shall be held on a date designated by the Election Commission. Any special Elections shall be approved by a two-thirds (2/3) majority of the Student Senate.

502.3 Any necessary run-off elections shall be held within five (5) class days of the following Spring General Election.

502.4 Officers to be elected in the Spring General Election:

- A. Executive officers shall be elected as provided for in the Constitution (Article IV, Section 3).
- B. Chief Justice shall be elected during the spring election.

504 CAMPAIGN

504.1 The Election Commission shall set the time for the beginning of formal campaigning. There shall be no formal campaigning except within the specified period.

504.2 A Formal campaigning shall be defined as:

- A. The appearance or presentation of a candidate or his/her platform for the purpose of soliciting votes.
- B. The display or distribution of campaign materials as defined in Section 504.2 for the purpose of soliciting votes.

504.3 All candidates shall conduct their campaign in accordance with the Student Government Association laws governing campaigns. If at any time there is an infraction of these laws by a candidate or his supporters, it shall immediately be brought to the attention of the Election Commission.

- A. If any violation of campaign law occurs, the Election Commission shall have the right to restrict a candidate from distributing his/her campaign materials or personal campaigning by a majority vote of its members.
 1. The building or buildings from which the candidate is to be restricted will be determined by a vote of the members of the Election Commission.
 2. The period of time from which the candidate be restricted from distributing his/her materials or personal campaigning shall be determined by a majority vote of the Election Commission.
- B. If the candidate's violation warrants such action, he/she shall be disqualified by a majority vote of the members of the commission.
- C. All candidates withdrawing from their respective races must inform the Election Commission by midnight prior to the elections.

Chapter 505 ELECTION PROCEDURE

(Note: These are the election procedures for SGA Officers. Miss Fort Valley State is not an officer of SGA.)

505.1 There shall be not voting by proxy.

505.2 There shall be no absentee voting unless approved by the Election Commission by a majority vote.

505.3 There shall be ballot or voting machines in use at all elections. Once the voting begins, the ballot boxes shall not be opened except in the presences of the Election Commissioner or the President of the Student Government Association and a representative of the Office of Student Activities.

505.4 Each voter shall present his/her ID card before receiving a ballot from the polling official. Each voter shall present his/her ID card to the polling official before entering the voting booth, the voter shall be allowed to vote in privacy.

505.5 The Election Commission shall be responsible for tabulating the results of all elections within twelve (12) hours after the closing of the polls.

505.6 When there are more than three candidates running for an office and no candidate receives 34% of the total votes cast, runoff election shall be declared for the contested office. The run-off election shall be between the two leading candidates in the general elections. In the run-off election plurality of the votes for any given office shall suffice for election. All run-off election shall be held within seven days after the general election.

505.7 There shall be no write-in candidates.

Chapter 506 CONTESTING OF ELECTIONS

506.1 The contesting of elections results shall be made to the Election Commissioner and Student Government Association President within one week, (7 days), in writing after elections are held. No elections may be contested after the above

506.2 The Election Commission shall decide whether or not the contesting of the election is valid and what action is to be taken within one week after the contesting and before the installation of Student Government Association Officers. The decisions of the Election Commission are appealable to the Student Senate who will either uphold or change the decision of the Commission within one week after the appeal and before the installation of Student Government Association Officers.

506.3 In the event of a tie for any elected officer including President, the Election Commission shall have a run-off election.

TITLE VII - CLASS ELECTIONS

Chapter 600 ORGANIZATION OF CLASSES

Each class shall have officers consisting of the president, vice-president, business manager, secretary, a king, and a queen.

601.1 Duties of Officers

- A. The President shall govern the class and plan activities and functions to promote the class as a whole.
- B. The Vice President presides in the absences of the president He/she shall also be an ex-officio member of all class committees both standing and appointed. The Vice President shall perform the necessary and proper duties designed him/her by the president
- C. The Secretary takes and keeps a record of the proceedings of each scheduled as well as call meeting the following items: the minutes of the previous meetings, the Student Government Association Constitution and a list of all standing and special committees and its members. It shall also be the duty of the secretary to carry out the official correspondence of the class.

601.2 Qualifications Candidates for Class Officers must:

- A. Be a member of their respective classes (according to hours completed).
- B. In order to qualify as a candidate, the student must have a 2.7 cumulative grade point average and maintain a minimum of a 2.7.
- C. Be of good social standing on the campus as determined by the Office of the Vice President for Student Success. Candidates for Class Queens and Kings must in addition to be single (never have been married). The must remain in this status during their reign.

601.3 Schedule of Elections

Elections for class officers are considered special elections and shall be scheduled by the Election Commission as stated in Code of Laws, Section 502.2.

TITLE VIII - MISS FORT VALLEY STATE UNIVERSITY and COURT

Chapter 700 MISS FORT VALLEY STATE UNIVERSITY

701.1 Qualifications

- A. Candidates for Miss FVSU
- B. Must be female and always have been female.
- C. Must not have a child, not be pregnant, nor become pregnant during her reign
- D. Must be between the ages of 17 and 26 years of age by the time she takes office
- E. Must be single, never have been married. She must remain in this status during her reign.

- F. Must have earned a minimum of 90 quarter hours or 60 semester hours of the fall semester of her reign.
- G. Must have been enrolled at Fort Valley State University at least one academic year prior to her candidacy.
- H. In order to qualify as a candidate, the student must have a 2.7 cumulative grade point average and maintain a minimum GPA of 2.7.
- I. Must be in good social standing and never have been convicted before any disciplinary committee at any time before or during her candidacy and/or reign.
- J. Must have been approved by the Offices of Student Activities and the Vice President for Student Affairs and Enrollment Management verifying items a through i displayed above.
- K. No student may serve as Miss Fort Valley State University for more than one elected term.
- L. Must be enrolled as a full-time student as FVSU at the time of her candidacy and during her reign.

Chapter 702 METHOD OF SELECTION

702.1 Miss FVSU shall be nominated by the Student Body during the General Elections held in the spring.

702.2 Miss FVSU shall participate in a pageant scheduled by the Election Commission

- A. There shall be a preliminary round held to determine the top five competitors. The top five shall compete in the final pageant to determine the three highest competitors.
- B. The pageant shall be judged by a panel of 5 external judges, one being a former Miss FVSU. This panel shall judge all rounds of the competition.
- C. Each candidate for Miss FVSU must participate in the pageant.
- D. This pageant shall be the method of selection of candidates for campus-wide elections. Only the names of candidates with the three (3) highest scores will appear on the ballot in the Spring General Elections. In the event of a tie among the highest scoring candidates both shall appear on the ballot.

702.3 The candidate with the highest number of votes shall be crowned Miss FVSU.

702.4 The individual receiving the 2nd highest number of votes in the elections and still maintaining eligibility requirements for Miss FVSU will succeed her if some catastrophic event shall cause her to relinquish her crown.

Chapter 703 DUTIES OF MISS FORT VALLEY STATE UNIVERSITY

703.1 Miss FVSU shall have the following duties:

- A. Represent integrity in scholarship, leadership, and character.
- B. Exemplify good conduct.
- C. Involve herself in campus activities.
- D. Work unselfishly and cooperatively with Student Government Association, her attendants and her advisors.
- E. Committed to official representation of the position she holds. She shall represent the University at official and ceremonial occasions including but not limited to:
 - 1. Football Games
 - 2. Parades
 - 3. High School Days
 - 4. Special Functions on Campus
 - 5. Approved off-campus activities
 - 6. Assemblies (campus-wide)
- F. Represent the University in pageants and programs which aid in the overall reputation of Fort Valley State University.

Chapter 705 EXPENSES FOR MISS FORT VALLEY STATE UNIVERSITY

705.1 Budget Allotment

- A. Miss FVSU shall receive an allotment from Student Government Association funds to offset costs of:
 - 1. Coronation Dress Only
- B. At the discretion of Student Government Association officers a proposed budget for Miss FVSU shall be presented by her and her advisors three weeks after her election to the Vice President for Student Affairs and Enrollment Management.

705.2 Student Government Association Membership

- A. Miss FVSU shall be an ex-officio member of the Student Government Association
- B. Miss FVSU shall be considered a member of the official traveling entourage of the Student Government Association.

TITLE IX - MR. FORT VALLEY STATE UNIVERSITY AND COURT

Chapter 706 Mr. Fort Valley State University

706.1 QUALIFICATIONS

- A. Candidates for Mr. FVSU
- B. Must be a male and always have been a male.
- C. Must be between 18 and 26 years of age.
- D. Must not have fathered a child, nor expected to father a child during his reign
- E. Must be single, never have been married. He must remain in this status during his reign.
- F. Must have earned a minimum of 70 quarter hours or 60 semester hours of the fall semester of his reign.
- G. Must have been enrolled at Fort Valley State University at least one academic year prior to his candidacy.
- H. In order to qualify as a candidate, the student must have a 2.7 cumulative grade point average and maintain a minimum GPA of 2.7.
- I. Must remain a full-time student at Fort Valley State University as an undergraduate, full time student for the following spring and fall semesters following crowning.
- J. Must be in good social standing and never have been convicted before and disciplinary committee at any time before or during his candidacy and/or reign.
- K. Must have been approved by the Offices of Student Activities and the Vice President for Student Affairs and Enrollment Management verifying items (a) through (i) displayed above.
- L. No student may serve as Mr. Fort Valley State University for more than one elected term.
- M. Must be enrolled as a full-time student at FVSU at the time of his candidacy and during his reign.

Chapter 707 METHOD OF SELECTION

707.1 Mr. FVSU shall be nominated by the Student Body during the General Elections held in the spring.

707.2 Mr. FVSU shall participate in a pageant scheduled by the Election Commission

- A. There shall be a preliminary round held to determine the top five competitors. The top five shall compete in the final pageant to determine the three highest competitors.
- B. The pageant shall be judged by a panel of 5 external judges, one being a former Mr. FVSU (When Available). This panel shall judge all rounds of the competition.
- C. Each candidate for Mr. FVSU must participate in the pageant.
- D. This pageant shall be the method of selection of candidates for campus-wide elections. Only the names of candidates with the three (3) highest scores will appear on the ballot in the Spring General Elections. In the event of a tie among the highest scoring candidates both shall appear on the ballot.

707.3 The candidate with the highest number of votes shall be crowned Mr. FVSU.

707.4 The individual receiving the 2nd highest number of votes in the elections and still maintaining eligibility requirements for Mr. FVSU will succeed her if some catastrophic event shall cause him to relinquish his crown.

Chapter 708 DUTIES OF MR. FORT VALLEY STATE UNIVERSITY

708.1 Mr. Fort Valley State University is the official king and representative of the student body. He is required to represent integrity in scholarship, leadership and character. Mr. FVSU operates with the same prestige and power as Miss FVSU. He must be committed to official representation of the office in which he hold and must:

- A. Represent integrity in scholarship, leadership, appearance and character.
- B. As a representative of the University, Mr. Fort Valley State University will be sensitive to the school colors when selecting his wardrobe. Mr. FVSU attire must exemplify his position and reflect professionalism and good judgment at all times.
- C. He represents style and academic excellence.
- D. Be committed to the empowerment and uplifting of Men.
- E. Exemplify good conduct.
- F. Involve himself in campus activities.
- G. Work unselfishly and cooperatively with Student Government Association, his attendants and his advisors.
- H. Committed to official representation of the position he holds. He shall represent the University at official and ceremonial occasions including but not limited to:
 1. Football Games (Athletic Events)
 2. Homecoming Activities
 3. Parades
 4. High School Days
 5. Special Functions on Campus
 6. Approved off-campus activities
 7. Assemblies (campus-wide)
- I. Represent the University in pageants and programs which aid in the overall reputation of Fort Valley State University.
- J. His advisor will coordinate the official itineraries for Mr. FVSU. All such request should be channeled through the advisor. His Advisor must clear all events.

Chapter 709 EXPENSES FOR MR. FORT VALLEY STATE UNIVERSITY

709.1 Student Government Association Membership

- A. Mr. FVSU shall be an ex-officio member of the Student Government Association
- B. Mr. FVSU shall be considered a member of the official traveling entourage of the Student Government Association and Miss FVSU.

TITLE X - GENERAL LEGISLATION

Chapter 800 STIPENDS

800.1 The positions listed below shall receive a monthly stipend. The amount of the stipend shall be determined by the President and Business Manager and approved by the Legislative Council.

These determined amounts shall be paid monthly to the following officials:

- A. President of Student Government Association (\$500)
- B. Vice President of Student Government Association (\$400)
- C. Secretary of Student Government Association (\$350)
- D. Business Manager of Student Government Association (\$350)
- E. Assistant Secretary of Student Government Association (\$350)
- F. Chief Justice of Student Government Association (\$350)
- G. Miss Fort Valley State University (\$350)

H. Mister Fort Valley State University (\$350)

800.2 No appointed officers shall receive salaries for serving in office.

800.3 Housing Stipend. The University shall provide an academic year housing stipend for the SGA President, Miss FVSU and Mr. FVSU.

800.4 Meal Stipends. The Food Service Center shall provide the above SGA Officers, Miss FVSU, Mr. FVSU and court with a meal stipend.