



Student Handbook

University Regulations and Policies

[Printable Version](#) (pdf format)

UNIVERSITY CONDUCT REGULATIONS

The following actions are prohibited and constitute a violation of the University of Georgia Student Code of Conduct. The Code can be found online at www.uga.edu/judicialprograms/code.htm (note: in .pdf format).

I. Academic Dishonesty

The University seeks to promote and ensure academic honesty and personal integrity among students and other members of the University community. The academic honesty policy and procedures of the University, "*A Culture of Honesty*", is supplemented by an Honor Code which was adopted by the Student Government Association, approved by the University Council May 1, 1997, and provides: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." All students agree to abide by this code by signing the UGA Admissions Application. The enrollment of a student at the University constitutes the student's agreement to be bound by this policy.

Academic honesty is defined broadly and simply—the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed.

Every student has an obligation and responsibility to be informed concerning the terms of the academic honesty policy. Specific regulations governing student academic conduct are contained in "*A Culture of Honesty*" and should be read to avoid any misunderstanding. A copy of the policy is available to any member of the University community upon request from the Office of the Vice President for Instruction, 101 Franklin House. The complete policy is available through the Internet at: www.uga.edu/honesty

II. Other Acts of Dishonesty

1. Furnishing false information to any University official or office.
2. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
3. Causing, condoning, or encouraging the completion of any University record, document, or form dishonestly.
4. Offering or causing to be offered any bribe or favor to a University official in order to influence a decision.
5. Tampering with the election of any University recognized student organization.
6. Casting or attempting to cast more than one ballot in any election or referendum on campus.

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III. Disorderly Conduct

1. Disruption or obstruction of teaching, research, administration or other University activities, including its public service functions on or off campus, or other authorized non-University activities taking place on University property.
2. Engaging in conduct that causes or provokes a disturbance that disrupts the academic pursuits, or infringes upon the rights, privacy, or privileges of another person.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of another person. In recognition and support of the First Amendment of the United States Constitution, freedom of expression and academic freedom shall be considered in investigating and reviewing these types of alleged conduct violations.
4. Violation of the University of Georgia Sexual Harassment Policy www.uga.edu/legal/sexharass.htm.
5. Violation of published University policies, rules, or regulations.
6. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Participation in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other members of the University community.
8. Intentional obstruction, which unreasonably interferes with freedom of movement (pedestrian or vehicular) on campus.
9. Entering an athletic contest, dance, social or other event without the proper credentials for admission (ticket, identification, invitation).
10. Circulating any advertising media without approval from proper University officials or in a manner that violates or is contrary to policies of the Department of Campus Life, the University, and state or local law.

IV. Alcohol and Other Drug Related Misconduct

Georgia law prohibits possession or consumption of alcoholic beverages by those under the legal drinking age and prohibits making alcoholic beverages available to persons under the legal drinking age. The University of Georgia supports a program of alcohol education and expects those who choose to use alcohol to do so responsibly.

1. Use, possession, distribution, or sale of alcoholic beverages except as permitted by law and University policy.
2. Providing or facilitating the use, possession or distribution of alcoholic beverages except as permitted by law and University policy.
3. Disruptive or disorderly conduct caused by the influence of alcohol and/or other drugs.
4. Use, possession, or distribution of narcotic or other controlled substances except as permitted by law.
5. Providing or facilitating the use, possession, or distribution of narcotic or other controlled substances except as permitted by law.

V. Theft, Damage and Disregard for Property

1. No student shall take, attempt to take, or keep in his/her possession items of University property; items or services rented, leased or placed on the campus at the request of the institution; or items belonging to students, faculty, staff, guests of the University or student groups without proper authorization.
2. Malicious or unwarranted damage or destruction of items of University property; items rented, leased, or placed on the campus at the request of the institution; or items belonging to students, faculty, staff, guests of the University or student groups is prohibited.
3. Selling or attempting to sell a textbook unless the seller is the owner of the textbook or has the permission of the owner to do so.
4. Taking, attempting to take, or keeping items belonging to the library or items placed in the library for display.

VI. Fire Safety and Sanitation

1. Misusing, damaging or tampering with fire safety equipment.
2. Setting or causing to be set any unauthorized fire on or in University property.
3. Possessing or using fireworks, explosives or other incendiary devices on University property without authorization.
4. Making or causing to be made a false fire alarm.

5. Intentionally or recklessly obstructing a fire exit in any University building.
6. Failure to exit a University building when the fire alarm sounds.
7. Failure to maintain an organization's facilities and/or surrounding property creating a potential danger to the health or safety of the occupants or other individuals.

VII. Weapons

Possessing firearms, explosives, other weapons, or dangerous chemicals on University property. Weapons may be stored with the University Police Department.

VIII. Unauthorized Entry/Use of University Property/Facilities/Keys

1. Unauthorized entry or attempted entry into any building, office, or other University facility.
2. Making or attempting to make unauthorized use of University facilities.
3. Unauthorized possession, use, or duplication of University keys or other methods of controlled access (i.e. cards, codes).

IX. Student Housing

1. Unauthorized entry, attempted entry, or remaining in restricted areas, including roofs, of any University-owned student residence.
2. Failure to comply with policies established in various residence halls for the protection of the privacy, rights, privileges, health or safety of the community. (See The Community Guide, published by the Department of University Housing)

X. Misuse/Abuse/Theft of Computer Time/Services

Failure to comply with University computer use policies. Computer use policies can be found online at www.uga.edu/compsec/use.html

XI. Gambling

Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law and University policy.

XII. Hazing

The University of Georgia does not condone hazing in any form. Hazing is defined as any intentional, negligent or reckless action, activity or situation that causes another pain, embarrassment, ridicule or harassment, regardless of the individual's willingness to participate. Such actions and situations include, but are not limited to, the following:

- Forcing or requiring the drinking of alcohol or any other substance;
- Forcing or requiring the consumption of food or any other substance;
- Calisthenics (push-ups, sit-ups, jogging, runs, etc);
- "Treeings";
- Paddle swats;
- Line-ups;
- Theft of any property;
- Road trips;
- Scavenger hunts;
- Causing fewer than six (6) continuous hours of sleep per night;
- Conducting activities that do not allow adequate time for study;
- Forcing or requiring nudity at any time;
- Performing acts of personal servitude for members (driving them to class, cleaning their individual rooms, serving meals, washing cars, shopping, laundry, etc);
- Forcing or requiring the violation of University policies, federal, state or local law.

XIII. Interference with the Orderly Operation of the Judicial Process

1. Unreasonably delaying the judicial process by failing to schedule or appear for a meeting as requested by a judicial officer.
2. Intentionally providing false, distorted, or misrepresented information to a judicial officer or judicial body or knowingly initiating a false complaint.
3. Disrupting the orderly operation of a judicial proceeding.
4. Attempting to discourage an individual's proper participation in, or use of, the judicial process.

5. Harassing and/or intimidating a member of a judicial body or any participant in a judicial proceeding prior to, during, or after that proceeding.
6. Failure to comply with the sanctions imposed under the Code of Conduct.

XIV. Shared Responsibility for Violations

1. Acting in concert to violate University conduct regulations.
2. Knowingly condoning, encouraging, or requiring behavior that violates University conduct regulations.
3. Allowing, condoning, permitting or providing opportunity for a guest to violate University conduct regulations.

ACADEMIC POLICIES

Academic Dishonesty

The University seeks to promote and ensure academic honesty and personal integrity among students and other members of the University community. Toward this end, the University has an Honor Code to which all students subscribe as a condition of admission to the University. It provides as follows: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." In addition, the University has developed a policy and procedures on academic honesty to serve the aforementioned goals. Academic honesty means performing all academic work without cheating, lying, tampering, stealing, giving or receiving assistance from any other person or using any source of information that is not common knowledge (unless that assistance or use is authorized by the person responsible for supervising that academic work or fairly attributed to the source of assistance or information).

Specific regulations governing student academic conduct are contained in the policy, "*A Culture of Honesty*," and these should be read to avoid any misunderstanding. All members of the academic community are responsible for knowing the policy and procedures on academic honesty. "*A Culture of Honesty*" is available by request from the Office of the Vice President for Instruction, 101 Franklin House, and it is also on the website: www.uga.edu/honesty.

No student shall knowingly perform, attempt to perform, or assist another in performing any act of academic dishonesty. The following acts by a student are examples of behavior constituting academic dishonesty:

1. Plagiarism—This means submitting for academic advancement the words, ideas, opinions, or theories of another that are not common knowledge, without fair attribution to that other person. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without identifying that fact by appropriate marks, or merely stating the source generally in a bibliography without having noted the specified sources within the body of the work. Plagiarism includes, but is not limited to, the following acts when performed without fair attribution:

- a.) Directly quoting all or part of another person's written or spoken words without quotation marks, as appropriate to the discipline
- b.) Paraphrasing all or part of another person's written or spoken words without notes or documentation within the body of the work
- c.) Stating an idea, theory, or formula originated by another person
- d.) Repeating information, such as statistics, that is not common knowledge and that was originally compiled by another person and
- e.) Purchasing (or receiving in any other manner) a term paper or other assignment that is the work of another person and submitting that term paper or other assignment as the student's own work.

2. Unauthorized assistance—Giving or receiving assistance in connection with any examination or other academic work that has not been authorized by an instructor. During examinations, quizzes, lab work, and similar activity, students are to assume that any assistance (such as books, notes, calculators, and conversations with others) is unauthorized unless it has been specifically authorized by an instructor. Examples of prohibited behavior include, but are not limited to, the following when not authorized:

- a.) Copying, or allowing another to copy, answers to an examination
- b.) Transmitting or receiving, during an examination, information that is within the scope of

- the material to be covered by that examination (including transmission orally, in writing, by sign, electronic signal, or other manner)
- c.) Giving or receiving answers to an examination scheduled for a later time
- d.) Completing for another, or allowing another to complete for you, all or part of an assignment (such as a paper, exercise, homework assignment, presentation, report, computer application, laboratory experiment, or computation)
- e.) Submitting a group assignment, or allowing that assignment to be submitted, as the work of all of the members of the group when less than all of the group members assisted substantially in its preparation and
- f.) Unauthorized use of a programmable calculator or other electronic device.

3. Lying/Tampering—Giving any false information in connection with the performance of any academic work or in connection with any proceeding under this policy. This includes, but is not limited to:

- a.) Giving false reasons (in advance or after the fact) for failure to complete academic work
- b.) Falsifying the results of any laboratory or experimental work or fabricating any data or information
- c.) Altering any academic work after it has been submitted for academic credit and requesting academic credit for the altered work
- d.) Altering grade, lab, or attendance records
- e.) Damaging computer equipment (including removable media such as disks, CDs, flash drives, etc.) or laboratory equipment in order to alter or prevent the evaluation of academic work, unauthorized use of another's computer password, disrupting the content or accessibility of an Internet site, or impersonating another to obtain computer resources
- f.) Giving or encouraging false information or testimony in connection with academic work or any proceeding under this policy and
- g.) Submitting for academic advancement an item of academic work that has been submitted (even when previously submitted by that student) for credit in another course for academic advancement, unless done pursuant to authorization from the instructor supervising the work or containing fair attribution to the original work.

4. Theft—Stealing, taking, or procuring in any other unauthorized manner (such as by physical removal from a professor's office or unauthorized inspection of computerized material) information related to any academic work (such as exams, grade records, forms used in grading, books, papers, computer equipment and data, and laboratory materials and data.

5. Failure by a student to comply with a duty imposed under the academic honesty policy. Students and faculty who suspect that an act of academic dishonesty has taken place should contact the Office of Vice President for Instruction, 101 Franklin House, (706) 542-4336.

Other

Regents' Policies Governing the Classification of Students For Tuition Purposes

The following policies have been adopted by the Board of Regents for the purpose of determining the tuition status of students:

A. (1) If a person is 18 years of age or older, he or she may register as an in-state student only upon a showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.

Exceptions:

- i. A student whose parent, spouse, or court-appointed guardian is a legal resident of the State of Georgia may register as a resident providing the parent, spouse, or guardian can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration.
- ii. A student who previously held residency status in the State of Georgia but moved from the state and then returned to the state in twelve (12) or fewer months.
- iii. Students who are transferred to Georgia by an employer are not subject to the durational residency requirement.

(2) No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.

B. If a parent or legal guardian of a student changes his or her legal residence to another state following a period legal residence in Georgia, the student may retain his or her classification as an in-state student as long as he or she remains continuously enrolled in the University System of Georgia, regardless of the status of his or her parent or legal guardian.

C. In the event that a legal resident of Georgia is appointed by a court as guardian of a nonresident minor, such minor will be permitted to register as an in-state student providing the guardian can provide proof that he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.

D. Aliens shall be classified as nonresident students, provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

Students are responsible for registering under the proper residency classification. Those who believe they are entitled to be classified as a legal resident may petition for a change in status. The petition must be filed no later than sixty (60) days after the term begins in order to be considered for that term. Reclassifications will not be considered for prior terms. Currently enrolled students may petition for reclassification by completing the petition form available from the Residency link on the Registrar's website at www.reg.uga.edu. New or readmitted students will be classified by the respective admissions office as residents or non-residents based upon information the students provide as part of their standard admissions application. Questions concerning classification for tuition purposes should be directed to one of the following persons:

Currently enrolled students:

Assistant Registrar
114 Holmes/Hunter Academic Bldg., (706) 542-8796

Undergraduate applicants for admission or readmission:

Director of Admissions, 212 Terrell Hall, (706) 542-2112

Graduate applicants for admission or readmission:

Director of Graduate Admissions
534 Boyd Graduate Studies Research Center, (706) 542-1739

Questions concerning waivers of out-of-state tuition fees should be directed to:
Assistant Registrar, 114 Homes/Hunter Academic Bldg., (706) 542-8796

Out-of-State Tuition Differential Waivers

An institution may waive out-of-state tuition and assess in-state tuition for:

A. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.

B. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed two (2) percent of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived;

C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children;

D. Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia;

E. Full-time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver;

F. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation which their consular office represents and who are stationed and living in Georgia under orders of their respective governments;

G. Military Personnel. Military personnel, their spouses, and their dependent children stationed in Georgia and on active duty, unless such military personnel are assigned as students to System institutions for educational purposes;

H. Research University Graduate Students. The University of Georgia, the Georgia Institute of Technology, Georgia State University, and the Medical College of Georgia shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year;

I. Border County Residents. Residents of an out-of-state county bordering a Georgia county in which the reporting institution or a Board-approved external center of the University System is located;

J. National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children;

K. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Georgia Department of Industry, Trade, and Tourism as being part of a competitive economic development project;

L. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers;

M. Students in Pilot Programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interest of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration;

N. Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program;

O. Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students;

P. Families Moving to Georgia. A dependent student who, as of the first day of term of enrollment, can provide documentation supporting that his or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state tuition differential waiver which will expire 12 months from the date the waiver was granted. An affected student may petition for residency status according to established procedures at the institution;

Q. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in a program for teacher certification and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.

Questions concerning waivers of out-of-state tuition fees should be directed to:
Assistant Registrar
114 Holmes/Hunter Academic Building
(706) 542-8796

College Preparatory Core Curriculum

As of fall 1997, the following course of study is required of all students who have graduated from high school since the spring of 1988 and who plan to enroll in university programs leading to the baccalaureate degree. This requirement will become more rigorous for first-year students who enroll in the year 2001 and later.

Course (units) and Instructional Emphasis

English (4)

- Grammar and Usage
- Literature (American & World)
- Advanced Composition

Mathematics (4)

- Algebra I, II and Geometry, 4th course above Algebra II

Science (3)

- Physical Science
- At least two laboratory sciences from Biology, Chemistry, Physics, or related areas of science

Social Science (3)

- American Studies
- World Studies
- A third social science, preferably Economics & Government

Foreign Language (2)

- Two courses in one language emphasizing speaking, listening, reading, and writing

Students admitted who have CPC core deficiencies shall be required to satisfy those deficiencies by subject area as indicated in the following list and must complete each course with a grade of C or better:

English—Students with fewer than the four required units of English will be required to take the CPE in English and reading. Based upon the student's score, the student will (1) exempt LS English and/or reading or (2) be placed in LS English and/or reading.

Mathematics—Students with fewer than the four required units of mathematics will be required to take the CPE in mathematics. Based upon the student's score, the student will (1) exempt LS mathematics or (2) be placed in LS mathematics at the appropriate level.

Science—Students with fewer than the three required units of science will be required to take an additional (for credit) course in a laboratory science chosen from the approved laboratory sciences in Area D of the System Core Curriculum.

Social Science—Students with fewer than the three required units of social science will be required to complete one additional three or four semester hour (for credit) course chosen from the approved social science courses in Area E of the System Core Curriculum.

Foreign Language—Students with fewer than two units of the same foreign language will be required to complete an additional (for credit) introductory foreign language course.

Students may fulfill CPC core deficiencies in science, social science, and foreign language through credit by examination (CEEB Achievement Tests or departmental tests) or course exemption by examination.

While deficiencies in science, social science, and foreign language should be satisfied during the student's first term of enrollment, CPC core deficiencies for beginning first-year students must be completed before the student has earned 20 hours of college-level credit. Non-transfer students who have earned 20 hours of college-level credit and who have not satisfied CPC deficiencies may not register for other courses unless they also register for the appropriate deficiency course(s).

CLASS ATTENDANCE, ABSENCES

Students are expected to attend classes regularly. A student who incurs an excessive number of absences may be dismissed from a class at the discretion of the professor. Individual professors or academic departments regularly set their own absence policy. Normally, this information is provided by the professor at the beginning of each term. As a student, you should ensure that you know the absence policy for each class as it may vary from professor to professor.

REGISTRATION

Complete information regarding registration, including pre-registration and fee payment, may be found in the Schedule of Classes and the University of Georgia Bulletin. Questions not answered in the schedule or the bulletin may be directed to the Office of the Registrar or to an academic advisor.

WITHDRAWAL FROM A CLASS

A student who withdraws from a course prior to the midpoint withdrawal deadline of a term is assigned a grade of W or WF by the instructor. A student who withdraws after the midpoint withdrawal deadline of a term (date specified in the Schedule of Classes) is assigned a grade of WF, except when the student is doing satisfactory work and the withdrawal is recommended by the Vice President of Student Affairs because of health or emergency reasons.

FEE REFUNDS

Information regarding fee refunds may be found at the following web site: www.bursar.uga.edu/refunds.html

UNITS OF CREDIT

The unit of credit is the semester hour, representing one hour of class work per week for one semester or its equivalent in other forms of instruction. Two or sometimes three hours of laboratory work are considered equivalent to one hour of class work. Most University courses meet three times a week for one semester and carry a credit of three semester hours.

TRANSFER OF CREDIT

The University of Georgia will accept credits from other accredited colleges and universities if the courses taken are college parallel and not remedial or terminal in nature. Course work taken at a two-year school that would be equivalent to upper division work at the University will not transfer.

In order to be awarded a baccalaureate degree from the University, students matriculating Fall 2003 or later must earn at least 45 of the last 60 semester credit hours in residence. In addition, no more than 6 of the semester credit hours required for a student's major may be non-resident credit.

University of Georgia students participating in a University-approved academic program (such as the National Student Exchange, UGA international programs, and approved study abroad programs) are exempt from that part of the residency requirement that states 45 of the last 60 semester credit hours be completed at the University; in such cases students need only complete 45 hours at the University in order to satisfy the residency requirement.

Students whose first matriculation at UGA is prior to Fall 2003 and who are candidates for first baccalaureate degrees after Fall 1995 must earn 40 of the last 60 semester credit hours in residence. In addition, such students must earn 12 of the semester credit hours for the major in residence.

English 1101 and 1102 (English Composition) are required for all undergraduate degrees. A grade of 2.0 (C) or better is required for English 1101 and an average of 2.0 or better is required for both courses.

Quarter hours are converted into semester hours using the formula "one semester hour equals 1 1/2 quarter hours." A five quarter hour course transfers to the University as a three semester hour course. If course deletions are necessary, the student will be informed.

Students admitted to the University of Georgia will be sent an official evaluation of their college work. The remaining courses needed for a degree will be determined by the student's academic dean's office.

Students who plan to take work at another institution should check with their academic dean to make sure their courses will be transferable and that they will meet degree requirements.

GRADES AND GRADE REPORTS

The grading system for the University of Georgia is as follows:

A A-	Excellent
B+ B B-	Good
C+ C C-	Satisfactory
D	Passing
F	Failure
WF	Withdrew, failing. This grade indicates that the student was permitted to withdraw from the course while doing unsatisfactory work. Withdrawal from a course under these circumstances is equivalent to a failure. This grade is included in the academic average.
I	Incomplete. This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course. The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three semesters (counting summer school as one semester) may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an I is not satisfactorily removed after three semesters (counting summer school as one semester), the symbol I will be changed to the grade F (or U for a course graded S/U) by the Registrar.
W	This symbol indicates that a student was permitted to withdraw without penalty. Withdrawals without penalty will not be permitted after the midpoint withdrawal deadline of the semester (date to be specified in the <i>Schedule of Classes</i>) except in cases of hardship as determined by the appropriate official.
S	This symbol indicates satisfactory participation in certain required courses. Normally S grades are given in a limited number of professional, seminar, or graduate-level courses. Credit is included in hours earned. The grade is not included in the academic average.
U	This symbol indicates unsatisfactory performance in certain required courses in which S grades may normally be given. No credit is given. The grade is not included in the academic average.
V	This symbol indicates an audit. No credit is given. The grade is not included in the academic average.
K	This symbol indicates that a student was given credit for the course via a credit by examination program approved by the faculty; e.g., CLEP, AP, Proficiency, etc.
ER	This symbol indicates an error in reporting. ER's not removed by the end of the semester subsequent to their assignment will be converted to grades of WF.
NR	This symbol indicates that a grade was not received by the Registrar's Office in time for processing. The NR symbol will be replaced by a grade upon receipt of an official grade change form from the instructor.
WM	This symbol indicates a military withdrawal due to involuntary activation.

The cumulative grade point average is based on all residence hours attempted at the University exclusive of S and U grades.

Conversion of Letter Grades to Grade Points

For purposes of computing the grade-point average, letter grades are converted into numerical equivalents:

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D	=	1.0
F	=	0
WF	=	0

All other grades or symbols are excluded from computation of one's grade-point average.

Grade Reports

Students may access their grades through OASIS. Grade reports are no longer mailed except for students who request them through OASIS prior to the end of the examination period. Requested grade reports will be mailed only once per term at the end of the full semester after the grade reporting deadline.

Minimum Grade Point Average

A minimum cumulative grade point average of 2.00 is required to meet all undergraduate graduation requirements. A student will not be approved for graduation if he or she has a grade of I which, when changed to a recorded grade, could cause the student's grade point average to fall below the minimum required for graduation. This policy applies to students for all degrees conferred by the University.

Change in Grades

A grade in a course recorded by the Registrar cannot be changed except in the following circumstances:

- A symbol of I not removed after three semesters (counting summer school as one semester) becomes an F (or U for a course graded S/U).
- A symbol of ER not removed after one semester becomes a grade of WF.
- Any grade will be changed upon a written statement by the instructor that the grade was a factual error. All grade changes are subject to approval by the instructor's department head and the Dean's Office.

PROBATION/DISMISSAL REGULATIONS

Academic Probation

University-wide regulations provide that students are placed on academic probation at the end of any semester in which their UGA cumulative grade point average is below 2.0. Students may remove themselves from academic probation by achieving a 2.0 UGA cumulative average. Transfer credits are not included in the computation of the UGA cumulative grade average.

Some schools and colleges within the University maintain academic standards specific to their degree requirements which may exceed University regulations. Students who fall below such standards should immediately contact the appropriate administrator in their respective dean's office for academic counseling and program evaluation

Academic Dismissal

Undergraduate students are subject to the retention standards listed below. Students will be dismissed after two successive terms of probation if their UGA cumulative average is below that required for a designated number of total hours attempted as follows:

Total Semester Hours Attempted	Required Minimum UGA Cumulative Average
00-20.9	1.60
21.0-39.9	1.70
40.0-59.9	1.80
60.0-79.9	1.90
80.0 and above	2.00

Students who are required by the institution to enroll in Academic Assistance courses are allowed three attempts to complete a program area (English, math, reading, and counseling). According to Board of Regents policy, students who have not met the criteria for completion after three attempts will be placed on academic dismissal from the University for a period of three years regardless of their total hours attempted and UGA cumulative average.

The following policies are used to determine a term of probation, a term of enrollment, total hours attempted, and minimum enrollment requirements:

A probationary term is the term of enrollment subsequent to the one in which the student's UGA cumulative average fell below 2.00. Grades earned in courses for which the student received transfer credit are not included in the computation of the UGA cumulative average. Students will be considered enrolled for any term during which they receive a grade or grades other than W or V.

Total Hours Attempted include all hours attempted at the University plus all hours transferred to the University with the following exceptions:
Hours in courses with grades of I, W, V, NR, and ER are not counted.
Hours in courses numbered less than 1000 are not counted, e.g., Academic Assistance courses, Regents' Remediation courses.

Note: Total hours attempted as defined above reflect hours used for probation/dismissal calculations and are not necessarily synonymous with HOPE Scholarship hours attempted.

Students will not be subject to dismissal if they meet the applicable retention standards listed above at the end of their most recent term of enrollment.

If students do not meet the applicable retention standards listed above at the end of their most recent term of attendance, they may be continued on probation provided they were enrolled for a minimum of 6 semester hours (3 semester hours during the summer semester) and earned a term average of 2.30 or higher.

The following policies apply in the computation of the minimum enrollment requirement: These hours must be in courses numbered 1000 or above that are graded A-F exclusively. Courses in which grades of W, V, I, S, U, NR, or ER are received do not count toward these hours.

First Dismissal

Upon a first academic dismissal, a student may not re-enroll in the University until a full Fall or Spring semester has elapsed. Each student upon first dismissal will be informed by his or her school or college of procedures and standards that will be applied for readmittance.

Second Dismissal

After a second academic dismissal, students will be suspended from the University for a minimum of one calendar year. At the end of the suspension, permission to return to the University can be granted only by appealing to the University Educational Affairs Committee. For more information, see www.uga.edu/ovpi/eac/eac.htm.

CHALLENGING A COURSE

Within limits, the University allows students the opportunity to receive resident credit for courses by examination without attending the class. Specific standards of eligibility for challenging a course may vary among the schools and colleges, but in general a student must (1) demonstrate mastery of the course material as a result of independent study; (2) not be currently enrolled in the challenged course nor have completed the course previously; and (3) be currently enrolled in the University. Upon completion of the course challenge, the instructor will file an official course challenge form with the Registrar of the University. Based on the exam results, the student receives a regular grade of A,B,C,D, or F for the course.

CLASSIFICATION OF STUDENTS

In the undergraduate schools and colleges, students are classified according to the number of academic hours they have earned.

Classification	Hours Earned
First-year	Less than 30 hours
Second-year	At least 30 hours
Third-year	At least 60 hours
Fourth-year	At least 90 hours

GRADUATION

Candidates for degrees must show that they have met all general University requirements for such matters as registration and payment of fees and all special requirements of the college or school in which they have been registered.

Currently enrolled students pursuing undergraduate and professional degrees will have graduation applications generated automatically based upon the attainment of a specified number of credit and residence hours.

Students for whom applications have been created will receive a notification from their dean's offices requesting that they schedule an appointment for degree program review. Students who fail to perform this obligation will forfeit any equity in the adjustment of errors or omissions made in their programs or graduating on schedule.

Students who register for their final term's work at another institution may have to delay their graduation date by one term to allow sufficient time for the Admissions Office to receive, evaluate, and record the transfer credits.

CONSTITUTION EXAMS

Examinations on the U.S. and Georgia State Constitutions are required of all students receiving a degree at the University, unless exempted by courses dealing with these constitutions. Approved courses for exemption are listed in the University of Georgia *Bulletin*. The exams are given once each semester. Contact the Testing Services for the date of the test. Students who fail the examination twice must satisfy the requirement with course work.

HISTORY EXAM

An exam on U.S. and Georgia history is required of all students receiving a degree from the University, unless exempted by certain courses listed in the University of Georgia *Bulletin*. The exam is offered to first-year students during orientation and twice each semester. Contact the Testing Services for the date of the test. Reexamination is permitted.

REGENTS' TESTING PROGRAM

By a policy statement issued in 1972, the Board of Regents of the University System of Georgia instituted the requirement that each institution of the University System of Georgia ensure that every student obtaining a degree possess certain minimum skills of reading and

writing. These skills are referred to as the Regents' Writing and Reading Skills.

Two System-mandated courses, in writing and reading, are designed to meet the Regents' Writing and Reading Skills requirement. Students enrolled in undergraduate degree programs leading to the baccalaureate degree must pass or exempt the Regents' Reading Skills and Regents' Writing Skills courses as a requirement for graduation.

For additional information about the requirement, see www.reg.uga.edu/or.nsf/html/regents_test

TRANSCRIPT REQUESTS

Students may request copies of their transcripts online through OASIS or in the Registrar's Office, 105 Holmes/Hunter Academic Building. Transcripts must be requested via OASIS or in writing and signed by the student; no telephone or e-mail requests are accepted. If your request is by a letter, please include your full name as it appears on University records, your Social Security number, the term in which you were last enrolled, the campus on which you took courses, and the complete address to which the transcript is to be sent.

The charge for transcripts is \$2.00 per copy. Faxed transcripts are \$3.00 each (\$6.00 overseas) in addition to the \$2.00 basic fee. Transcript requests are generally processed within 24 hours, and transcripts reflecting the current term's grades are usually available one week after the end of the term. If a student's records are flagged, indicating an unfulfilled obligation to the University, a transcript will not be issued.

UNDERGRADUATE READMISSION

Undergraduate students who are out of the University for more than two semesters or students who have been dismissed from the University must apply through the Admissions Office for readmission not less than 20 calendar days prior to the published date of registration. Students on academic dismissal should also contact their University of Georgia academic college of last enrollment.

Former students must be readmitted to the University school or college in which they were last enrolled. Official school and major change forms are available in the offices of the deans for students who wish to change to another school or college after readmission.

Former students who have attended other colleges must have official transcripts sent to the Office of Admissions showing a 2.0 cumulative grade point average on all academic courses attempted and must not be on probation or exclusion from another school.

Undergraduate students who have not been enrolled at the University for a period of five years or more may be subject to different University, college or school, or department requirements than those which existed at the time of matriculation at the University or entry into a given college/school, major, minor, or certificate program.

Undergraduate readmission applications are available electronically from the Admissions web site: www.admissions.uga.edu or from the Office of Undergraduate Admissions.

CHANGE OF NAME AND ADDRESS

Students should report changes of name and address to the Registrar as soon as possible. Students may also change their addresses in OASIS, the registration system. The name carried on the permanent academic record is the one given on the application for admission or readmission; inactive records carry the name under which a student was last enrolled.

ADMINISTRATIVE POLICIES

UGA POLICY ON FREEDOM OF EXPRESSION

No rights are more highly regarded at the University of Georgia than the First amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. The University of Georgia remains firmly committed to affording every member of the University community the opportunity to engage in peaceful and orderly protests and demonstrations which do not disrupt the operation of the University. However, such

opportunities must be provided on an equal basis and adhere to the basic principle of the University's being neutral to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the University fulfills its educational mission, the University has the responsibility to regulate the time, place, and manner of expression. Through such regulation, the University can assure equal opportunity for all persons, preserve order within the University community property, and provide a secure environment to individuals exercising freedom of expression.

The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors:

A.) Speeches and Demonstrations. The areas designated as "Free Expression Areas" for speeches and demonstrations are the Tate Student Center Plaza and the Memorial Hall Plaza. These areas are available for speaking, demonstrating, or other forms of expression between 8am and 9pm, Monday through Friday except when the areas have been reserved by a university department or registered student organization. For information concerning the schedule for either plaza contact the Campus Reservations Office, 202 Tate Student Center. Phone: (706) 583-8020.

Other areas of the campus and other times are occasionally used for speeches and demonstrations. Plans for speeches and demonstrations in other areas and times must be approved by the Director of Campus Life at least 48 hours in advance of the event. Such plans will be considered in accordance with the principle of content neutrality.

B.) Distribution of Written Material. Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in open areas outside of buildings and other closed structures on the campus. No stand, table or booth shall be used in distribution except in the Tate Student Center Plaza and the Memorial Hall Plaza and only with the permission of the Department of Campus Life. The University maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

The distribution of commercial materials and publications is covered by the Campus Solicitation Policy.

C.) Marches. Marches may take place on streets and sidewalks of the campus. Plans for an event of this nature must be approved by the Director of Campus Life at least 48 hours in advance.

D.) Provisions. In order that persons exercising freedom of expression not interfere with the operation of the University or the rights of others, the following shall apply without exception to any form of expression and will be used to evaluate any plans requiring approval. Reasonable limitations may be placed on the time, place and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others.

- 1.) Events which may obstruct vehicular, pedestrian or other traffic must be approved at least 48 hours in advance by the Department of Student Affairs.
- 2.) Use of sound amplification on campus is regulated and must be approved at least 48 hours in advance by the Department of Campus Life.
- 3.) There must be no obstruction of entrances or exits to buildings.
- 4.) There must be no interference with educational activities inside or outside of buildings.
- 5.) There must be no impediment of passersby or other disruptions of normal activities.
- 6.) There must be no interference with scheduled University ceremonies, events or activities.
- 7.) Malicious or unwarranted damage or destruction of property owned or operated by the University or property belonging to students, faculty, staff or guests of the University is prohibited. Persons or organizations causing such damage may be held financially responsible.
- 8.) Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs and litter from the area at the end of the event. If this is not accomplished, persons or

organizations responsible for the event may be held financially responsible.
9.) There must be compliance with all applicable state and federal laws and University policies, rules and regulations.

UGA POLICY ON ALCOHOL AND OTHER DRUGS

The abuse of alcohol and the use of illegal drugs by members of the University of Georgia community are incompatible with the goals of the institution. In order to further the University's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the University has established the following policy on alcohol and other drugs.

Student Misconduct

The University of Georgia's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. The regulations also prohibit other alcohol-related misconduct. In addition, student organizations sponsoring events where alcohol is present are subject to the requirements or guidelines of the University's Social Events policy and registration form. Sanctions for violations of these student conduct regulations may include alcohol and/or other drug education, mandated evaluation and treatment, community service, suspension, and/or expulsion. Student organizations which knowingly permit illegal drug activity will be excluded from campus for a minimum of one year, and leases or agreements for use of University property will automatically terminate pursuant to Board of Regents Policy and Georgia law.

Criminal Sanctions

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. As required by federal regulations, charts accompanying this policy in the current Safe & Secure brochure detail federal penalties for drug trafficking and state sanctions for the unlawful possession or distribution of illicit drugs.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. 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 education programs, community service, and mandatory loss of one's driver's license.

Counseling and Treatment Resources

A variety of counseling services and treatment centers is available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Students should avail themselves of the following referral sources to identify the services or programs which most closely meet their specific needs.

For students, The Alcohol, Tobacco and Other Drug (ATOD) Education Program offers a variety of programs and presentations designed to meet specific needs. A resource library of information concerning alcohol and other drugs is located on the second floor in the Health Promotion Department of the University Health Center and has films, videos, books, tapes, and pamphlets available for students' use. Campus student groups which stress alcohol and other drug education and awareness include ASAP (Advocating Safe Alternatives for Peers), Peer Education Team, the Greer Commission on Risk Management, and BACCHUS (Boost Alcohol Consciousness Concerning Health of University Students). Support/therapy groups include: AOD (Alcohol and Other Drugs Support/Therapy Group), AA, and ACOA (Adult Children of Alcoholics). The coordinator of the ATOD program is a certified addiction counselor and offers confidential assessments and short-term counseling.

Health Risks

The following information on health risks is from What Works: Schools Without Drugs, U. S. Department of Education (1992):

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing

the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

A chart accompanying this policy in the current Safe & Secure brochure lists the possible effects and health risks associated with the use of illicit drugs and controlled substances.

Contact Persons

For additional information regarding health risks or counseling and treatment resources for students, contact Carole Middlebrooks, Coordinator for Alcohol and Other Drug Education, 542-8690 or 542-7774; for information about the University's policies on alcohol and other drugs as they pertain to students, contact the Associate Dean of Students for Judicial Programs, 542-1131.

The complete Policy on Alcohol and Other Drugs is published in the current Safe and Secure brochure, distributed to every student each fall semester, and is also available online at <http://www.uga.edu/drugpol/>

CONDUCT AT ATHLETIC EVENTS

The following requirements will be enforced at the admission gates of Sanford Stadium, the Coliseum, and all athletic grounds where athletic contests are held on campus. Note: These same rules apply to all spectators at athletic contests on the campus.

1. No food or drink containers of any type, including ice chests, ice bags, thermos bottles, or other containers or objects considered dangerous, will be brought through any gates.
2. No alcoholic beverages will be permitted.
3. Radios must be kept at a low volume and should not disturb other spectators.
4. No horns of any type or artificial noise-makers will be allowed.
5. Signs, banners, pictures, etc., that are offensive to individuals and teams, that are not in good taste, block the view of spectators, or create a safety hazard will NOT be allowed.

The hanging or displaying of signs on stadium walls, bleacher areas, ramps, or any area of immediate stadium, coliseum, and athletic grounds is prohibited as a safety precaution, to eliminate excessive cleanup, and to avoid defacing of property with tape, glue, nails, or other materials.

In the event of a special banner day or night being conducted, all signs and banners will be admitted through a special gate and must be approved by Game Administration personnel. These signs and banners will be displayed in a designated area.

6. During inclement weather, rain gear is recommended in Sanford Stadium. Use of umbrellas will not be permitted.
7. Pass out checks are not permitted at any gate for any reason for all ticketed athletic events. Persons leaving these athletic contests on the Georgia campus will not be readmitted without purchasing an additional ticket, provided tickets are available.

8. If, during the event or game, a student's behavior or language is disruptive, abusive, or interferes with the rights of other spectators, the student may be asked to leave or be escorted from the premises if necessary; and if such conduct is deemed to be in violation of the University Conduct Regulations, he or she may be referred to the University Judiciary.

9. A student who enters a Georgia athletic contest is subject to all athletic and stadium policies.

10. The Athletic Association reserves the right to refuse admission for failure to comply with rules and has the right to remove any student who violates rules governing athletic events.

11. Student seating for Georgia home football games is reserved. The reserved seat, which costs \$8.00 per game, is sold on a seasonal basis and is available at a designated time and place. A student is entitled to sit in the reserved seat only for football games. Basketball, baseball and gymnastic events use open seating.

12. The UGACard is required for all athletic events. Driver's licenses cannot be accepted. Tickets are required for some events; please check with the Student Ticket Office regarding each event. (542-7969).

COMPUTER ETHICS AND SECURITY: GEORGIA LAW AND UGA POLICIES

The University of Georgia is committed to free and open inquiry and discussion, fair allocation of University resources, and the provision of a working environment free of needless disruption. To advance these goals, the University has adopted policies on computer usage, which are summarized here in the Student Handbook.

Most of these follow from pre-existing regulations, agreements, and/or laws. They fulfill a Board of Regents directive requiring adoption of explicit computer security and ethics policies.

- Like all University facilities, University computers and computer networks are to be used only by persons authorized by the University, and only for University purposes. University purposes include the educational programs of the University, as well as its research, administrative, and outreach activities. Use of University facilities for other purposes requires prior authorization.

- No one shall give a computer password to an unauthorized person, nor obtain another person's computer password by any unauthorized means whatsoever. Disclosing a password to an unauthorized person can be a crime under Georgia law.

- No one shall engage in, encourage, or conceal from authorities any "cracking," unauthorized tampering, or other unauthorized use or deliberate disruption of computers.

- No one without specific authorization shall read, alter, or delete any other person's computer files or electronic mail, even if the operating system of the computer permits them to do so.

- Users shall not place confidential data into computers without protecting it appropriately. The University cannot guarantee the privacy or authenticity of computer files or electronic communications unless special arrangements are made.

- No one shall copy or use software or data in violation of copyright laws, license agreements, or the basic requirements of academic honesty.

- Users shall take full responsibility for messages that they transmit through the University's computers and network facilities and shall obey the policies of discussion forums in which they participate. Laws and rules against fraud, harassment, obscenity, and the like apply to electronic communications no less than other media.

- Those who publish World Wide Web pages or similar information resources on University computers shall take full responsibility for what they publish; shall respect the acceptable-use conditions for the computer on which the material resides; shall obey all applicable laws; and shall not publish commercial advertisements without prior authorization. References and links to commercial sites are permitted, but advertisements, and especially paid advertisements, are not. Users shall not accept payments, discounts, free merchandise or services, or any other remuneration in return for placing anything on their web pages or similar facilities.

- Those who administer computers and network facilities shall perform their duties fairly, in accordance with University policies, and shall refer all disciplinary matters to appropriate authorities.

- No one shall use any University computer or network facility without proper authorization. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt at unauthorized use, of any of the University's computers or network facilities.

- No one shall knowingly endanger the security of any University computer or network facility, nor willfully interfere with others' authorized computer usage.

- No one shall use the University's communication facilities to attempt unauthorized use, nor to interfere with others' legitimate use, of any computer or network facility anywhere.

- No one shall connect any computer to any of the University's networks unless it meets technical and security standards set by the University administration.

- All users shall share computing resources in accordance with policies set for the computers involved, giving priority to more important work and cooperating fully with the other users of the same equipment.

- No one without specific authorization shall use any University computer or network facility for non-University business.

- No one shall misrepresent his or her identity or relationship to the University when obtaining or using University computer or network privileges.

- No one shall create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on any University computer or network facility, regardless of whether any demonstrable harm results.

- No one without proper authorization shall modify or reconfigure the software or hardware of any University computer or network facility.

- Users shall comply with the regulations and policies of newsgroups, mailing lists, and other public forums through which they disseminate messages.

- Electronic mail (e-mail) is intended for communication between individuals and clearly identified groups of interested individuals, not for mass broadcasting. No one without prior authorization shall use the University's facilities to distribute the same or substantially the same e-mail message to more than one person without prior evidence that they wish to receive it, nor to distribute chain letters (messages asking the recipient to distribute copies further).

The University reserves the right to discard incoming mass mailings ("spam") without notifying the sender or intended recipient.

For its own protection, the University reserves the right to block all Internet communications from sites that are involved in extensive spamming or other disruptive practices, even though this may leave University computer users unable to communicate with those sites.

Violations of these policies incur the same types of disciplinary measures as violations of other University policies or state or federal laws, including criminal prosecution in serious cases.

REPORTING SECURITY BREACHES AND COMPUTER MISUSE

The University of Georgia has established an Incident Handling Team to deal with security breaches and incidents of computer misuse. If you know of, or suspect the possibility of, an action that is in violation of the University's computer usage policy, you are encouraged to contact the Incident Handling Team: email to abuse@uga.edu or call the EITS Help Desk, 542-3106. A copy of the complete policy on computer usage is available at www.uga.edu/compsec or a copy may be requested from the EITS Help Desk, helpdesk@uga.edu or 542-3106.

IMMUNIZATIONS: REGENTS' POLICY

All beginning students (first-year, transfers, etc.) attending regularly scheduled classes or receiving resident credit will be required to submit a Certificate of Immunization (measles, mumps, rubella) prior to registering for classes. The certificate will be kept on file and will be valid throughout the tenure of the student.

Except for students who have religious objections and students whose physicians have certified that they cannot be immunized because of medical reasons, students who have not presented evidence of immunization as set forth above will be denied admission to an institution or other facility of the University System until such time as they present the required immunization certification.

STUDENT EDUCATION RECORDS

The University of Georgia guarantees any student, regardless of age, who is or has been in attendance at the University the right of access to inspect and review all official records, files, documents, and other materials created during the period of enrollment that relate directly to him or her, subject only to certain specific exceptions. Each student is guaranteed an opportunity to challenge the accuracy of information contained in any file or record to which he or she may have access, including the right to a hearing if so requested.

With limited exceptions, including "directory information," no personally identifiable information from the education records of a student will be disclosed to any third party by an official or employee of the University without the written consent of the student or as otherwise required by law. "Directory Information" includes the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. Students have the right to prohibit the release of "directory information" pertaining to themselves by advising the Registrar in writing.

Each student also has the right to file a complaint directly with the United States Department of Education whenever the student believes that the rights afforded him or her by the university policy or the Family Educational Rights and Privacy Act have been violated.

Copies of the complete University Policy Statement on Student Education Records may be obtained at the Registrar's Office, the Office of Judicial Programs, and the Office of the Vice President for Academic Affairs.

Degree Withheld

The University reserves the right to withhold the degree of a student who has completed all academic requirements but who has a case of a major violation pending in the Office of Judicial Programs or an academic honesty issue pending in the Office of the Vice President for Instruction.

Records Withheld

In holding up a student's record the University may deny him or her the privilege of registering for a subsequent semester, of securing a transcript, or of graduating.

A student's records may be withheld for non-payment of University bills. Records can be released only by written request from the office that has check-listed them. Records are check-listed only after a student has failed to respond to repeated written notices that he or she has an unpaid obligation that must be settled by a specified date.

Students are expected to answer promptly all communications received from University offices. Failure to respond to repeated written notices will result in the withholding of the student's records.

Under certain circumstances a student may not register for a subsequent semester until he or she presents to the Registrar evidence of having satisfied specific admissions or readmissions requirements. In these instances students are advised of the specific requirements to be met and from which office the necessary clearance may be obtained.

Withdrawal from The University

A student against whom disciplinary charges are pending will not be permitted to withdraw from the University with a clear record until such charges shall have been resolved.

SEXUAL AND DISCRIMINATORY HARASSMENT (updated 7/1/06)

The University of Georgia (“the University”) is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents’ policy, and University policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person’s race, sex (including sexual harassment), sexual orientation, ethnic or national origin, religion, age, disabled status, or status as a disabled veteran or veteran of the Vietnam era. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal from the University.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY (updated 7/1/06)

Consistent with federal and state law and University policy, the University of Georgia restates its commitment to the concepts of affirmative action and equal opportunity.

Neither employment nor study, nor institutional services, programs, and activities should be hindered by such prohibited bias factors as race, color, religion, national origin, sex, sexual orientation, age, veteran status, or disability. Prohibited bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, or participants in and/or users of institutional programs, services, and activities. The University of Georgia will continue in its efforts to maintain an institutional environment free of such bias and restates its policy prohibiting the interference of such bias factors in institutional processes.

Every member of this university community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct himself/herself in accordance with this policy as a condition of enrollment. Further, every University employee has an obligation to observe UGA policies in implementation of federal and state law as a term of employment. In addition, one aspect of performance appraisal for University personnel at all levels of supervision and administration will include the qualitative evaluation of their leadership in implementing this non-discrimination policy and in seeking resolution of problems in this area at the point nearest their origin.

Merit and productivity, free from prohibited bias, will continue to guide decisions relating to employment and enrollment.

No person will be penalized for good faith utilization of channels available for resolving concerns dealing with prohibited bias. Within any limits imposed by concurrent jurisdiction of the University System of Georgia Board of Regents and other agencies of the state of Georgia, no internal procedure or process for resolution of such concerns will be used for the purpose of abridging the access of any member of this institutional community to the courts or to compliance agencies.

For more information about these policies, go to www.uga.edu/legal/.

UGA POLICY ON SEXUAL HARASSMENT

The University is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law and Board of Regents’ policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they are guests, patrons, independent contractors, or clients, regardless of the sex of the other party, from sexually harassing any other member of the University community. Incidents of sexual harassment may be met with appropriate disciplinary action, up to and including dismissal from the University.

All students should report any sexual harassment that they experience, observe, or believe may be occurring, to the Sexual Harassment Prevention and Compliance Officer in the Office

of Legal Affairs, 542-0006. Sexual harassment between students should be treated as a disciplinary matter and should be reported to the Office of Student Affairs, 542-3564.

This information on sexual harassment is a summary. The complete University policy is available from the Office of Legal Affairs and on its web site: www.uga.edu/legal/sexharass.htm

STUDENT MOTOR VEHICLE PARKING REGULATIONS

A comprehensive review of services, maps and regulations is available at www.parking.uga.edu. All persons, including visitors, parking motor vehicles on The University of Georgia campus Monday through Friday must register said vehicle with the Parking Services Department. Daily passes for visitors may be obtained at Parking Services. Failure to register a vehicle can result in a \$30.00 fine for each violation or possible impoundment.

Annual vehicle registration fees range from \$120 to \$360 per year. Academic year permits are prorated. Vehicle registration is on-line at www.parking.uga.edu. A UGA MyID, which is the same name and password as the ARCHES e-mail account, is required for registration.

Evidence of registration is a transferable window decal or hangtag that must be displayed while parking on campus. Permits allow parking within the designated permit area only. Only permits purchased directly from Parking Services are valid. Vehicles displaying inactive or falsified permits will be immobilized or towed and the student may be referred to the Office of Judicial Programs for disciplinary action.

LOCAL ZONING POLICIES AND OFF-CAMPUS HOUSING

University of Georgia students who live off campus in the Athens-Clarke County area are subject to the zoning policies of the city-county government. Section 9.1.27 of the Athens-Clarke County Code states in part that "no single dwelling unit in any RS (Single-Family Residential) zoning district shall have more than two unrelated individuals residing therein...." In other than a "RS" district, no more than four unrelated individuals may reside in any single family dwelling. For further details on the zoning ordinance (see page 48 for list of Athens-Clarke County Ordinances) and zoning maps of Athens and Clarke County, students should contact the Athens-Clarke County Planning Department, 613-3515.

SOLICITATION POLICY

Privately operated business enterprises may not be operated on the campus except as permitted by the Vice President for Business and Finance or his designee. Solicitation requests should be directed to the Director of Auxiliary Services Office, 1088 South Lumpkin Street. For further information contact this office at 706-542-2768.

STUDENT ORGANIZATIONS: PROCEDURES AND GUIDELINES

I. General Statement

The University of Georgia has long recognized the value of student organizations. Therefore, The University of Georgia and the Department of Campus Life have adopted a service orientation for the approximately 500 student clubs and organizations currently registered on campus. A listing of existing organizations and other information helpful to student organizations is available in the Department of Campus Life, Tate Student Center.

The formation and dissolution of any student organization will be determined by the membership. While the organization does exist, however, the services and facilities of the institution will be made available to the organization under the following Procedures and Guidelines. It is the University's intention that membership in these groups be comprised of students, faculty, and staff of the University of Georgia. The intent is to guarantee the protection of the essential functions of the University, to allow an equitable sharing of time and space, and to ensure the reasonable health and safety of the community.

These procedures and guidelines are directly related to the University Regulations governing conduct and are subject to the jurisdiction of the University Judiciary. Individuals and organizations disregarding the following may be in violation of one or more of the University Conduct Regulations.

II. Registration Procedure

Annual Registration

A Directory of Student Organizations as well as other helpful information may be found in the Department of Campus Life. In order to be included in the Directory of Student Organizations, all organizations that expect to be active during the year are asked to register this intent in the Tate Student Center by the end of the third full week in the fall semester. Organizations will be classified according to the chief purpose as stated on their registration form. Over twenty different classifications exist to describe their function, making it possible for one to determine which groups have similar purposes. Registered organizations will be granted requested services according to the physical and personnel capabilities of the services area.

Information Required

All information given during registration must be accurate and remain accurate throughout the year or the organization's registration is invalid. It is the organization's responsibility to maintain up-to-date information in the Department of Campus Life.

The following information, included in the Directory of Campus Life, is required at the time of registration

1. The name of the organization. No two organizations may register under exactly the same name.
2. Name, address, email address, and phone number of the chief officer (president, chairman, etc.).
3. Name, address, and phone number of the advisor. In the absence of an advisor, the Campus Life official in charge of Campus Life monies or a member of the staff of the Department of Campus Life may authorize expenditures.
4. Statement of purpose. What does the group plan to do or hope to accomplish?
5. A schedule of meetings and programs. When and where do you meet? Are interested parties welcomed to attend your meetings?
6. Requirements of memberships. Do you charge dues or any other assessments? Is there any training, a license, or certificate required for membership?
7. Membership list of at least 10 student members and birth dates.
8. A copy of the organization's Constitution and/or Bylaws.

Student organizations must be in compliance with University policy and local, state, or federal laws and may not exclude members on the basis of race, nationality, ethnic origin, color, religion, sex, age, and/or disability. However Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. Failure to comply with these regulations will make the organization ineligible to obtain assistance from the University.

III. Denial of the Privileges of Registration

Organizations may be denied, by the University's student judicial system, the use of facilities, services, and funds as a disciplinary measure resulting from the violation of University Conduct Regulations. University Conduct Regulations will be interpreted in reference to these Procedures and Guidelines.

University denial of a request for use of facilities, services, or funds may result from one of the following five conditions

1. The organization refuses to abide by University Regulations and the Procedures and Guidelines as set forth herein.
2. A danger of violence or disruption is demonstrated in the use of the facility, services, or funds. There must be substantial evidence to warrant the conclusion that violence or disruption will occur.
3. The use to be made of the facilities, services, or funds is illegal.
4. Inaccurate information is given on the registration form or incomplete information is provided by the person requesting the service.
5. The organization's chief officer refuses to sign the Registration Certificate.

The University may ask for whatever information is deemed necessary to make the above determinations. In all cases where prior denial occurs, adequate notice and opportunity to be heard will be afforded the student organization by the Department of Campus Life.

If after approval, but during or immediately prior to the activity, it becomes apparent that one

of the above conditions will transpire, the University will take immediate action to curtail the disruption, criminal activity, or violation of University Regulations.

IV. Guidelines Regarding Authorized Use of University Facilities

The Campus Reservations Office in the Department of Campus Life shall be solely responsible for scheduling extracurricular student use of University facilities and grounds, with the following exceptions: Intercollegiate Athletic events and programs sponsored by Academic Departments and Housing Community offices. These units shall authorize and bear responsibility for student use of their facilities in those situations where the activities involved are directly related to the programs of the department or office.

Individual students and off-campus groups or persons requesting the use of University facilities should contact the Campus Reservations Office in the Tate Student Center, 583-8021.

Procedure for Scheduling the Use of University Facilities

1. Prior to granting a request for use of a facility, the Department of Campus Life must secure approval for use of that facility.
2. For the protection of registered student organizations, only those persons authorized by their organization may reserve facilities.
3. University facilities shall be allotted on a first-come basis as long as facilities are available. Program format, date, number expected to attend, and facility requested will be considered in assigning space. On occasions, rearrangement of programs may be necessary to accommodate additional requests.
4. Before signing a contract with any individual or group for entertainment purposes or before issuing an invitation to any prospective speaker, the sponsoring student organization shall reserve the University facility to be used.
5. The following information is required for completion of the Reservation Form. Any other information deemed necessary by the Department of Campus Life may also be required.

- a.) The purpose or general nature of the event.
- b.) The sponsoring organization.
- c.) The date and time of the event.
- d.) The name of speaker(s) and/or entertainer(s).
- e.) The number of persons expected in attendance and whether the event is free or paid admission.
- f.) The facility requested and any special arrangements or equipment needed.
- g.) Acknowledgment that their authorized use of the University facility is subject to University regulations and state and federal laws and agreement to adhere to the same.
- h.) Certification that there will be no discrimination in the use of the facility regarding race, religion, sex, sexual preference, disability, or national origin.
- i.) Acknowledgment that the student(s) requesting the reservation and the organization represented bear responsibility for the accuracy of the information herein given, under Conduct Regulation VI, Falsification of University Records.
- j.) Acknowledgment that in the fulfillment of this contract, the student(s) and the organization represented may both be held responsible for repair or damage to University property under conduct Regulation V, and may be held responsible for non-compliance with these Guidelines and Procedures under Unauthorized Use of University Facilities, Conduct Regulation VIII

6. Payment for any services and labor associated with the event must be made in accordance with relevant Department of Campus Life policies and procedures.
7. Special care shall always be exercised to identify the sponsoring student group. University of Georgia gives neither its approval nor disapproval to the content of the program. Advertising for events or programs must follow guidelines for campus displays in the Department of Campus Life.

8. The Department of Campus Life, the officers and organization scheduling facilities, and the Public Safety Division bear joint responsibility for taking precautions to ensure the safety of the facility being used and the safety of those in attendance. The officers and the organization scheduling facilities must give accurate information to the Department of Campus Life. The Department, in turn, must notify the Public Safety Division. Attention should be given to: number expected in attendance; nature of program; whether the event is open to the public; and whether the program is open air. Upon notification, Public Safety will advise and take action concerning traffic control, special parking problems, and noise factors and will determine if additional police personnel are needed to cover the event, check to be sure the event is only on University property, provide emergency medical services if necessary, and provide special safety precautions.

V. Student Organization Solicitation

Use of University facilities or grounds for fund raising must be approved by the Department of Campus Life. Requests for approval must be submitted to the office of the Director of the Department of Campus Life. Fund raising as it pertains to student organizations is defined as the on-campus seeking of funds or support by a student group from sources other than its members, including the procurement of supplies and other forms of support; the selling or distribution of items, materials, products, or services; and the sponsorship of events where admission is charged. The distribution by student organizations of materials or commercial publications not protected by the First Amendment must also be approved.

I. To be approved, proposed student organization fund raising projects must comply with the following guidelines

1. Projects may not in any way interfere with normal academic programs or functions.
2. Requests should be submitted to the Department of Campus Life at least one week prior to the proposed event. The appropriate form for making a request can be obtained at the Campus Reservations Office in the Department of Campus Life.
3. The proposed fund raising project must not interfere with existing University-operated services or contracts. Projects involving the sale or distribution of a commercially prepared product or service, or a product or service that may be available through an existing University-operated service or through a University contract with a commercial vendor, may be subject to the policy "Operation of Business Enterprises on Campus," Attachment A to The University of Georgia Solicitation Policy, and must not violate related state laws and local ordinances.
4. Priority for requests will be given to fund raising activities that are (a) educational in nature or directly related to the curriculum, (b) for philanthropic purposes, or (c) for the benefit of a large segment of the University population. Fund raising requests will not be granted for the personal benefit of an individual.
5. Accounting Procedures: A contract, if applicable, may not be signed by an organization for a fund raising activity conducted on campus until it has been approved.
6. A separate request must be submitted for every fund raising activity.
7. Activities involving student organization fund raising or other projects covered by these guidelines are subject to the following:

- a.) Door-to-door residence hall contact is prohibited.
- b.) Use of the campus mail service is prohibited.
- c.) Fund raising is not permitted in buildings and other closed areas. Fund raising may be conducted only in such open areas as designated by the committee.
- d.) An organization may not use coercive acts that might intimidate those persons from whom support is sought.
- e.) Posters may be placed on approved outside billboards. These areas do not include waste receptacles, entrances to buildings, telephone poles, etc. Posters may be placed on bulletin boards within a building only after permission has been received from the office responsible for the bulletin board.

II. Fund raising activities by a registered University of Georgia student organization for political, religious, or public issue purposes that do not involve the sale of a product shall be regulated only as to time, place, and manner in the following ways

1. Such fund raising activities may be conducted at a stand, table, or booth at the Tate Student Center as designated by the Director of Campus Life.

2. Fund raising activities shall not be conducted in offices, classrooms, corridors, food facilities, and other buildings or open areas of the campus.
 3. An organization shall not use coercive acts that might intimidate those persons from whom support is sought.
 4. Willful failure to comply with these rules will be grounds for denial of future requests to use the Tate Student Center.
- NOTE: The Athens/Clarke Commission must approve all street closings for fund raising events such as street dances, road races, or any other activity taking place on city streets. The request should be forwarded to the Council 45 days before the event. Persons making the request should consult the Athens Police Department prior to submitting.

VI. Services Provided to STUDENT organizations

Only those students authorized by their organization may request services in the name of the organization as described below.

1. All requirements under Guidelines Regarding Authorized Use of University Facilities are applicable to requests for and use of University services.
2. Registered organizations may utilize the services of campus mail.
3. Campus Life equipment may be checked out by registered student organizations and their officers on a first-come basis for use in programming and meetings in Memorial Hall and the Tate Student Center.
4. The Campus Life Business Office will, at the request of registered organizations, handle all accounts for the organization.
5. In addition to the Department of Campus Life's Print & Copy Services, Central Office Supply and Central Duplicating services are available to registered student organizations that maintain all of their funds with the Campus Life Business Office.
6. Charter bus service is available for special on-campus and off-campus trips within a 100 mile radius subject to the availability of equipment and limitations stated in the University Policy Number 42.3.2-3, a copy of which is available in the Department of Campus Life. In addition to other limitations, such trips must be sponsored by a department or a fund listed in the Campus Life Business Office Chart of Accounts and approved by an appropriate Dean or Director. trips must be made for educational purposes only.
7. The staff of the Department of Campus Life shall be available to registered student organizations or to those groups seeking to organize for general advisement and particularly for program planning.
8. Only registered student organizations may request advertising through the various means available in the Department of Campus Life. A booklet of guidelines can be obtained from the Tate Student Center Information Desk. Phone: (706) 542-3816. E-mail: infodesk@uga.edu

VII. STUDENT MEDIA ETHICS

The student newspaper, The Red and Black, is the primary student publication on campus but is operated independently from the University. The student-run radio station, WUOG 90.5 FM, operates under FCC guidelines, as well as under University guidelines outlined in the station policy manual. The Pandora yearbook is produced by students, who handle all editorial responsibilities. Institutional oversight is limited to fiscal matters. Students working with student media are expected to conduct themselves as prescribed by professional codes of ethics.



The Student Handbook is published by the Division of Student Affairs. Since the programs and services described herein are subject to continuous review and evaluation, this document is intended for informational use only. Any portion of this handbook in conflict with the policies of the Board of Regents shall be null and void and of no effect whatsoever.

