

STUDENT HANDBOOK

- AND -

THE WOLF CODE



UNIVERSITY OF
WEST GEORGIA

Updated August 1, 2022

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STUDENT HANDBOOK

Overview of Student Handbook

The Student Handbook is a resource guide including important information that you will need while navigating the University of West Georgia (UWG) as a student. This document includes information about campus expectations, resources, safety procedures, students' rights and responsibilities, **Code of Conduct**, and much more. Familiarize yourself with the contents to have a better understanding of the campus community and to be successful while enrolled at UWG.

About UWG

Since 1906, the University of West Georgia has been home to those who are eager to embrace opportunities and define their own paths. With nearly 100 programs and locations in Carrollton, Douglasville and Newnan, we've come a long way since then. Today, we're a regional powerhouse with diverse culture and a commitment to excellence, making a difference in the lives of our students, our neighbors and the world. The one thing that's never changed: amazing things happen when you Go West.

Undergraduate Admissions

Application Process and Procedures

The admissions policy of the University of West Georgia is designed to admit those students who will have a reasonable chance of success and who seemingly will profit from the educational program of the University. A student is considered for admission without regard to race, creed, gender, sexual orientation or national origin. Admission requirements are those stated in the most current issue of the University of [West Georgia Undergraduate Catalog](#).

Judicial Review

Students who answer "yes" to disciplinary history questions on the Admission Application are reviewed by the Office of Community Standards. If more information is needed, a judicial questionnaire form will be sent to you for completion. A committee including the University Chief of Police, Associate Vice President of Student Affairs/Dean of Students and the Assistant Dean of Students will review the questionnaire and all supporting documents to provide a judicial clearance.

Financial Aid

The University of West Georgia administers [financial aid](#) in alignment with policies and procedures established by the federal and state government. The primary purpose of the University of West Georgia's financial aid program is to provide assistance to students who, without such aid, would be unable to attend the University. The student's financial aid package can provide a variety of resources such as scholarships, grants, loans, and/or federal work study program options. These types of assistance are based on the difference between the family's resources and the cost of attending college.

Classification of Students for Tuition Purposes

A student is responsible for registering under the proper classification as an in-state or out-of-state student. A student classified as out-of-state who believes that they are entitled to be reclassified as in-state may petition for a change in status. The petition must be filed no later than September 1 for fall; February 1 for spring, and June 1 for summer in order for the petition to be considered for that semester. If the petition is granted, reclassification will not be retroactive to prior semesters. A student whose reclassification petition is denied by the Registrar may, within five (5) business days, appeal that decision. Complete appeal procedures are available from the Office of Registrar. The necessary forms for this purpose are available from the [Registrar's website](#).

Satisfactory Academic Progress Policy (SAP)

[Satisfactory Academic Progress](#) (SAP) requirements are meant to ensure that students receiving financial aid are able to complete their academic program in a timely manner through achieving minimum academic standards. In an age of increasing accountability for the use of federal, state, and institutional student aid funds, institutions of higher education and their students must demonstrate that financial aid funds are being used to assist students in efficiently completing their academic goals.

Student Resources

Important UWG Phone Numbers

Refer to this page to quickly access the contact information of campus departments and resources that you may frequently interact with while enrolled as a student.

Accessibility Services Office	678-839-6428
Assistant Vice President for Student Life/Dean of Students	678-839-6423
Bookstore	678-839-6523
Campus Life	678-839-6423
Campus Recreation (UREC)	678-839-5500
Career Services	678-839-6431
Center for Academic Success (CAS)	678-839-6280
Center for Student Involvement and Inclusion (CSII)	678-839-6526
Counseling Services	678-839-6428
<i>*After hours emergency counselors are available by pressing "2" when prompted</i>	
Commuter Services	678-839-5307
Dining Services/Dine West	678-839-6496
Financial Aid	678-839-6421
Health Services	678-839-6452
Housing and Residence Life (HRL)	678-839-6426
Honors College	678-839-6636
Information Technology Services (ITS)	678-839-6587
Ingram Library	678-839-6495
Mail Services	678-839-6522
Momentum Center	678-839-6140
Office of Community Standards (OCS)	678-839-2466
Office of Student Accounts and Billing	678-838-4737
Parking & Transportation Services	678-839-6629
Print Services	678-839-6483
Provost	678-839-6445
Registrar	678-839-6438

[Reserve West](#)

**This web page contains information on how to reserve space on campus.*

[Student Affairs](#)

678-839-6423

[The Scoop](#)

**This web page contains information about important academic and financial deadlines.*

[Title IX Coordinator and Equal Opportunity Officer](#)

678-839-4977

[University Police](#)

678-839-6000

[Vice President for Student Affairs](#)

678-839-6423

[Wolves Card Office](#)

678-839-6525

Safety and Emergency Communication

LiveSafe

LiveSafe is a free mobile app for students, faculty, staff, parents, alumni and visitors. The app allows you to keep staff safe by providing a streamlined way to communicate directly with the University Police Department and it allows safety officials to better protect you. This program will also notify you of urgent matters such as weather or campus emergencies. For additional information about the [LiveSafe](#) app., check out the campus web page or go to the app section on your phone and install the program.

Electronic Communication Policy

Students should be aware that information and communications they post on the Internet, including but not limited to social networks such as Facebook, Twitter, and Internet message boards, forums, web pages and blogs are public in nature. When such information and communications posted in these manners violate the UWG Student Code of Conduct, or if such information indicates a violation of the Student Code of Conduct, this information or communications may be used in judiciary proceedings. In particular, communications that violate the Student Code of Conduct, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the internet, via e-mail or by any other means.

Students with Disabilities

(University of System of Georgia BOR policy 4.1.5) The Americans with Disabilities Act (ADA) requires colleges or universities to make necessary modifications to ensure that the institution does not discriminate or have the effect of discrimination

against a qualified student with a disability. The USG is committed to providing equal educational opportunities to all students, and offers students with disabilities a variety of services and accommodations to ensure that both facilities and programs are accessible.

The USG has established sets of common standards and procedures for evaluating and administering accommodations for students with disabilities, which can be found in the Academic Affairs Handbook. The policy is pursuant to the provisions of the Americans with Disabilities Act. The USG is a “public entity” within the meaning of the ADA, 42 U.S.C. § 12131, and 28 C.F.R. § 35.104, and, therefore, subject to Title II of the ADA, and its implementing regulations, 28 C.F.R. Part 35. It is also a “recipient” of “federal financial assistance” within the meaning of Section 504, 29 U.S.C. § 794, and 34 C.F.R. § 104 and is therefore subject to Section 504 and the relevant implementing regulations, 34 C.F.R. Part 104 (BoR Minutes, November 2008).

For those with a documented disability, the University will provide reasonable accommodations. Students with disabilities who have needs should contact the Counseling Center, Row Hall (678) 839-6428 (campus extension 9-6428), to discuss their concerns and needs. Accessibility Services, housed in the Counseling Center, coordinates accessibility services for students with disabilities, including counseling, classroom accommodations and other campus accommodations including housing, meals, and parking. For more information, please visit [Accessibility Services](#).

Immunizations

UWG requires certain immunizations of all students. All new students (i.e., freshman, transfers, and others) attending regularly scheduled classes or receiving resident credit will be required to submit a Certificate of Immunization prior to attending classes. The certificate will be kept on file and will be valid throughout the tenure of the student's enrollment. A medical doctor needs to fill out the immunization form and the student should return this form to the University of West Georgia. Once the doctor has filled out the form, send the completed form to immunize@westga.edu. Include the student's name and Student ID number to ensure the documents are uploaded to the correct file. An international student who has received any of the required immunizations from their home country should print out the immunization form and have a doctor give the student a copy of their records before they arrive in the United States. A current list of required immunizations along with the Immunization Policy are available through the [Immunization page](#).

Student Support

At UWG, we have several ways to support our students and to assist you with navigating challenging situations in and out of the classroom when they arise. Review the following sections to learn more about these procedures and resources.

Student Withdrawals

- **Administrative Withdrawal**

A student may be administratively withdrawn from the university when the Vice President for Student Affairs or their designee, in consultation, when appropriate, with the student's parent(s), spouse or designee, the Director of the Counseling and Career Development Center, and the University physician deem it best due to a student suffering from a physical, mental, emotional, or psychological health condition. Administrative withdrawal conditions would be determined if a student:

- Posts a significant danger or threat of physical harm to the student or to the person or property of others
- Causes the student to interfere with the rights of other members of the university community, or with the exercise of any proper activities or functions of the university or its personnel
- Causes the student to be unable to meet institutional requirements for admission and continued enrollment as defined in the Student Code of Conduct and other university publications

To initiate an administrative withdrawal, email Dr. Lakiesa Rawlinson, Dean of Students, at ovpsa@westga.edu.

- **Hardship Withdrawal**

A hardship withdrawal is an exception based on unusual or emergency circumstances beyond the student's control. There may have been a traumatic event or circumstances that prevented the student from successfully completing their academic work. Students may request a hardship withdrawal after the official Drop/Add deadline published in the UWG semester term calendar until the Friday immediately prior to the final week of the term. A hardship withdrawal may be granted based on special circumstances. The following conditions apply:

- The student must initiate a hardship withdrawal using the request for a [Hardship Withdrawal](#). The student should be prepared to present documented evidence to substantiate the hardship being claimed.

- Hardship withdrawals requested after the Friday immediately prior to the final week of the term will be treated as a retroactive hardship withdrawal. Retroactive hardship withdrawals will not be allowed if the student has completed all course requirements such as a final exam and/or a final project. Students seeking a retroactive hardship withdrawal must initiate the withdrawal through their assistant or associate dean. If a student is recommended for a hardship withdrawal, the grade(s) will be changed to W (Withdrawal/s).
- Approved hardship withdrawals do not result in a tuition refund. Approved hardship withdrawals may affect a student's financial aid eligibility. The student should consult with the Enrollment Services for confirmation of the impact of the withdrawal.

Student Emergency Fund

During your time as a student, you may face unexpected challenges or emergencies. The Supporting our Students (SOS) Fund provides financial support when a verified emergency has impacted a student's health, safety, or wellbeing. Undergraduate and graduate students may apply for funds when they experience a financial barrier based on an emergency situation and/or when they have exhausted all other available resources.

The Supporting our Students Fund is a one-time offer. Funds disbursed through the Supporting our Students Fund does not affect the student's financial aid package and funding provided through the Supporting our Students Fund is not a substitute for financial aid.

To apply, individuals must complete the [Student Emergency Fund Form](#) in its entirety. Please note that completing this form does not grant automatic approval. Each application will be reviewed individually and funding is granted based on availability. To learn more about Student Emergency Fund, visit [UWG Cares](#).

Food and Hygiene Center

UWG has a comprehensive initiative, *Howl Against Hunger*, to combat food insecurity at the university. Current students and/or employees who need access to food and hygiene can email wolfwellness@westga.edu to fill out a form and identify your needs. When items are ready for pick up in the Campus Center, the student/employee will receive an additional email notification.

Safe Ride

The Safe Ride shuttle typically runs on Thursday- Saturday, 9:00 pm-2:00 am providing all students a safe ride to and from Adamson Square. The Safe Ride stops at all Red Route bus stops, apart from Front Campus Drive, and drops off near the AMP at Adamson Square. The route is a continuous loop and leaves the square for the last time at 2:00am. For an up to date route schedule, visit [Shuttle Services](#) webpage.

Report a Concern and/or Student Complaint

UWG has two mechanisms for faculty, staff, and students to report bias, behavioral, or wellness concerns to maintain a safe and welcoming environment:

- A. **UWG CARES:** [Report an issue to the Campus Awareness Response and Evaluation \(CARE\) team](#) if you are concerned about the well-being of a student at UWG and/or have a complaint against a department or individual. Referring students to the CARE team is a secondary response for urgent-related matters as individuals with emergencies should notify the University Police department at 678-839-6000 and/or call 911.
- B. **Office of Community Standards:** Complete this [incident report form](#) to report a violation of the University of West Georgia's Student Code of Conduct.

Well-Being Resources

There are several resources that you can choose from to maintain your well-being at UWG:

- [UWG Counseling Center](#): Offers mental health support and access to free, individualized counseling on campus.
- [Integrative Wellness](#): An initiative that offers UWG student's choices and flexibility in managing their mental wellness ranging from minor to severe. Students have access to telehealth sessions, virtual clinics, an online wellness magazine, and a variety of well-being resources.
- [Georgia Crisis Hotline](#): For immediate access to routine or crisis services in the community, contact the Georgia Crisis Hotline at 1-800-715-4225.
- [Sharpen Health App](#): A desktop and mobile app that you can download to connect with licensed mental health professionals. Access your mental health toolkit [here](#).

Student Rights and Responsibilities

Freedom of Expression

The University of West Georgia is committed to free and open inquiry and expression in all matters. Members of the university community are guaranteed the broadest possible latitude to speak, write, listen, challenge and learn. With the exception of certain limitations (i.e., time, place, manner) on that freedom which are necessary to the functioning of the university, UWG respects and supports the freedom of all members of the university community to discuss, debate, write, assemble and/or demonstrate regarding any issue or problem. When planning an event, please use the campus reservation system through [Reserve West](#).

In order to assure equal opportunity for all, preserve order on campus, and provide a secure, safe environment, the University has established a set of regulations governing the time, place, and manner of expression. The University of West Georgia follows the guidelines of Freedom of Expression outlined in the [BOR policy 6.5](#).

Civil Rights of Students

It continues to be the policy of the University of West Georgia to provide equal opportunity to all students and applicants for admission without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, veteran status, or disability status, including pregnancy. The University does not discriminate against any student or applicant in regard to any position for which the student is qualified.

Civil Rights Grievance Procedures for Students

The University of West Georgia forbids discrimination or harassment in its programs and activities on the basis of race, creed, color, national origin, sex, gender, identity, sexual orientation, disability (including pregnancy), age, religion, veteran status, or any other characteristic protected by Institutional policy, or state, local, or federal law.

Any student who believes that they have been discriminated against because of race, creed, color, gender, sexual orientation, national origin, religion, age, veteran, or disability status, including pregnancy, is encouraged to let appropriate authorities at the university know of this treatment. If the student chooses, they may file a grievance via the [Incident Report Form](#) here. For grievances of discrimination of a sexual nature, please also see the section titled “Sexual Misconduct” in this handbook.

A student who wishes to know more about these procedures, or desires to speak with someone for advice about how to proceed with a complaint may contact [Title IX & Equal Opportunity](#) at 678-839-4977.

Student Voting

Students are encouraged to vote in all federal, state, and local elections. Board of Regents' policy states: “A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval reasonably required for voting.”

Students should plan to submit absentee ballots when they will be away from home on election days, and they should apply for the absentee ballot well in advance of the election date. Students may [register](#) to vote and request forms for absentee ballots through this [State of Georgia Website](#). Registering for an absentee ballot for elections outside of the State of Georgia should be obtained by the individual state’s government website.

Getting Involved on Campus

UWG offers every student an immersive and enriching college experience and you can learn more about these experiences on the [Campus Life](#) page. Activities, organizations and student leadership opportunities contribute to the vibrancy of your campus life and success after graduation. From [Fraternity and Sorority Life](#) and leadership opportunities to club sports and STEM activities, you can find your place

among more than 150 diverse and inclusive student organizations on the [Wolf Connect Portal](#). Whatever you are passionate about or want to explore, you are sure to find an organization right for you at the University of West Georgia!

Student Organizations

Students involved in Student Organization can see all UWG guidelines and expectations reviewing the [Registered Student Organization Handbook](#).

All recognized student groups and student organization's are expected to adhere to the University System of Georgia policies, the University of West Georgia Student Code of Conduct, federal, state, and local laws, and the [Registered Student Organization Handbook](#). The officers, members, and advisors to student groups and organizations are individually and collectively responsible for ensuring that all members understand and comply with the contents of the UWG Code of Conduct. Any person, including students, faculty and staff, who has information regarding what may be considered a policy violation may file a complaint with the Office of Community Standards.

Student groups and student organizations, along with the officers, may be held collectively or individually responsible when violations of the code, by those associated with the organization or group have received the tacit or overt consent or encouragement of the organization or of its leaders, officers, or spokespersons. Individuals charged with conduct code violations arising out of their affiliation with student organizations or student groups shall have their cases settled according to the procedures outlined in the Student Code of Conduct.

The officers, leaders, or any identifiable spokespersons for a student organization or student group may be directed by the Office of Community Standards to take appropriate action designed to prevent or end violations of this code. Failure to make reasonable efforts to comply shall be considered a violation of this code, both by the officers, leaders, or spokespersons for the organization and by the organization itself. Additional policies concerning the conduct of student organizations shall be addressed according to procedures published by the Center for Student Involvement and Inclusion (CSII) and are distributed annually to all registered student organizations.

Fraternities and Sororities

Students involved in Fraternity and Sorority Life can see all UWG guidelines and expectations by reviewing the [FSL Handbook](#).

Student Advisory Council

The [Student Advisory Council \(SAC\)](#) is composed of Student Government representatives from the 26 colleges and universities of the University System of Georgia and its purpose is to advise the Board of Regents, through the Chancellor, on issues that

are important to students. We hope that you will use this site as a gateway to information on what is happening on our campuses around the state.

Student Government Association

The mission and duties of the [Student Government Association](#) are:

- To provide an official voice through which student opinion may be expressed.
- To enact programs necessary for the general welfare of the student body.
- To promote unity among the students, faculty, and staff of the University of West Georgia
- To encourage a higher quality of education and educational opportunities for all students attending the University of West Georgia.
- To participate actively in Faculty Senate Committees and governance structure of the University.
- To give students a chance to defend themselves through the Judiciary Commission.

Student Activities Council

The Student Activities Council (SAC) is a student organization whose purpose is to provide social, educational, and cultural activities for students at the University of West Georgia. If you are currently enrolled as a UWG student, you can join this organization and plan events for your peers. Learn more about this organization on the [SAC page](#) and check out upcoming events through [Wolf Connect](#).

General Guidelines for Tailgating

Tailgating is a part of the gameday tradition at the University of West Georgia. Tailgating is permitted in designated areas and may include setting up non-permanent facilities (i.e., tents and tables) to consume food and beverages prior to an officially sanctioned University event to which the public is invited. We want you to have an exciting experience and simply ask that you be respectful of other guests. The following guidelines aim to ensure the safety and enjoyment of all fans.

- **Football Tailgating Locations**

- **“The Hill”** is coordinated by the UWG Center for Student Involvement and Inclusion. This space overlooks the southeast corner of University Stadium and allows students to come together to enjoy live entertainment, complimentary food and drink, giveaways, and activities designed to enhance the game day experience. Glass bottles are prohibited in “The Hill.” All UWG students and organizations in good standing with the UWG Center for Student Involvement and Inclusion may set up individual tents 12’ X 12’ or smaller on the Hill beginning no more than eight hours prior to “kick-off.” Spaces for “The Hill” can be made by student organizations through [Reserve West](#).

- **“The Wolf Walk”** tailgate area is located between “the Hill” and Wolves Plaza. The Wolves Zone is designated for student groups, student services departments, and Alumni Relations; additionally, there are spaces available in the “Lower Wolves Zone” that are reservable by anyone. The Reservations for “The Wolves Zone” can be made through [Reserve West](#).
- **“The Tailgate Lot”** is located below the Hill and Wolf Walk. This area is designated for students, student groups, campus departments, Alumni, community, etc. The Reservations for **“The Tailgate Lot”** can be made through [Reserve West](#).
- General tailgating is permitted in green spaces adjacent to designated parking lots B, C, D & E at the UWG Athletic Complex. Tailgating in traffic lanes or pedestrian pathways is not permitted. Fires are not permitted on asphalt parking spaces. Note: **“TAILGATE PARK”** is available for very large groups, has 12 grill pits sites and is located on the northwest corner of the Athletic Complex.

All tailgating must be concluded no later than two hours after the completion of the game.

- **Food and Grilling**

Groups may bring their own picnic items and food to their tailgate area. Grilling is permitted in accordance with the following rules:

- Propane and charcoal grills only
- Grill must be elevated and may not contact paved parking lots
- Fires must be extinguished and coals must be removed from campus for disposal; they cannot be disposed of in campus dumpsters or trash cans
- Grilling may be prohibited during dry conditions upon prior announcement.

- **Alcohol Consumption**

In accordance with the University of West Georgia’s Alcohol Policy (See westga.edu/alcohol), alcohol is allowed at any major event which is designated by the President as a tailgate event. Participants in tailgating parties are expected to follow all relevant laws and UWG’s Alcohol Use Policy, including not serving alcohol to anyone under 21 years of age, not giving alcoholic beverages to any obviously intoxicated person, and not driving while intoxicated. Consumption of alcohol outside designated areas and/or time periods constitutes a violation of The University of West Georgia tailgating policy.

- Kegs and other common containers are not allowed at any time.
- Glass containers are not allowed except to hold alcohol in its original bottled package in your cooler or closed container.

- Drinking games (including but not limited to beer pong) and the use of devices intended to accelerate the consumption of alcohol (including but not limited to funnels or beer bong) are prohibited.
- **Tobacco and Smoke-Free Campus Policy**
In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, the use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the [USG](#) or its affiliates is expressly prohibited. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates.
- **Outdoor Amplified Sound**
Outdoor amplified sound, including speakers, radios, DJ, etc, may only occur during the operational hours in connection with activities or events on the UWG Athletic Complex property.
- **Sales and Solicitation**
No sales activities or solicitation are allowed on the University campus, including any/all tailgating areas, without permission from [Auxiliary Services](#).
- **Coliseum and Cole Field**
Tailgating for basketball and baseball is permitted in parking lots and green space in and around these facilities. All general policies, procedures and guidelines outlined herein are to be followed.

Academic Integrity

At the University of West Georgia, we believe that academic and personal integrity is based upon values such as honesty, trust, fairness, respect and responsibility. In an environment that recognizes and honors these values, standards of academic excellence must be maintained. An atmosphere of academic integrity enhances ethical and moral development among college students.

The Honor Code

The UWG Community is responsible to uphold the inherent values of the Honor Code. Each student is given a copy of the Honor Code upon enrollment in the University. By signing the pledge, a student is making a commitment to honor the principles of academic and personal integrity, refusing to condone a violation of the Honor Code by other students and supporting imposition of penalties against those who commit violations.

When a student chooses to enroll at the University of West Georgia they pledge the

following:

Having read the honor code of UWG, I understand and accept my responsibility to uphold the values and beliefs described, and to conduct myself in a manner that will reflect the values of the institution in such a way as to respect the rights of all UWG community members. As a UWG student, I will represent myself truthfully and complete all academic assignments honestly.

I understand that if I violate this code, I will accept the penalties imposed, should I be found responsible for violations through the processes due to me as a University community member. These penalties may include expulsion from the University. I also recognize that my responsibility includes willingness to confront members of the University community, if I feel there has been a violation of the Honor Code.

Types of Academic Integrity Violations

Below are some common types of violations related to academic integrity:

- **Cheating:** Cheating means using, attempting to use or aiding others in using unauthorized materials, information, or study aids. This behavior also means excessive collaboration or gaining unauthorized access to unauthorized materials.
- **Fabrication:** Fabrication means falsification or unauthorized invention of any information or citation.
- **Plagiarism:** Plagiarism means representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged. Plagiarism also includes "self-plagiarism" which includes the reuse of one's own work without acknowledging that one is doing so or citing the original work.
- **Excessive Collaboration:** Excessive collaboration means the end result of all idea swapping, sharing, brainstorming, and conferring has obliterated one student's voice and replaced it with that of another. Student writers collaborate excessively when they abandon, wittingly or unwittingly, their own words and adopt, claiming them as their own, the ideas or exact phrasing of their collaborator.

While the aforementioned list provides a summary of types of academic integrity violations, here are some examples to further clarify Academic Dishonesty:

- Submitting the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in his or her academic career.

- Requesting an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade, or a recommendation from an instructor.
- Making any changes (including adding material or erasing material) without the express permission of the instructor, on any test paper, problem set, or class assignment being submitted for re-grade.
- Willfully damaging the efforts or work of other students.
- Stealing, defacing, or damaging academic facilities or materials.
- Collaborating with other students planning or engaging in any form of academic misconduct.
- Submitting any academic work under someone else's name other than your own.

Procedures for Resolving Violations of the Academic Integrity Policy

- **Academic Affairs Imposed Penalties**

Each incidence of academic dishonesty is subject to review and consideration by the instructor and is subject to a range of academic penalties including, but not limited to failing the assignment and/or failing the course. The instructor will notify the Assistant or Associate Dean of the College/School or Library in which the alleged incident took place. Academic penalties imposed by instructors may be appealed through a [grade appeal](#).

The instructor or advisor should communicate with the student whom they suspect of violating the Honor Code. The instructor/advisor should inform the student of the academic penalty they intend to institute per the syllabus. After communicating with the student, the instructor should send a brief report of the case, including the breach of academic integrity and supporting documentation to the Office of Community Standards. The case then becomes a part of the student's conduct record at UWG. The University of West Georgia creates a record of students' infringement of academic integrity to create a mechanism for identifying patterns of dishonesty. This response will enable the University to take appropriate actions including suspension/expulsion of students with repeated incidents.

- **Office of Community Standards Imposed Penalties**

The instructor is strongly encouraged to refer the alleged student to the Office of Community Standards for review and possible student conduct sanctions per the process of adjudicating student conduct cases. The Office of Community Standards adjudication process is to determine if an alleged student has violated the Code of Conduct utilizing a preponderance of evidence standard - "more likely than not". The Office of Community Standards' decision is not a

reevaluation of the reporting instructor's decision. Student Conduct sanctions range from written warning to suspension or expulsion depending on the magnitude and/or number of the offense(s). The incident will become part of the student's conduct record at UWG. Sanction(s) imposed by the Office of Community Standards may be appealed through the Student Conduct Appeals' process.

Student Responsibility for Reporting Violations of Academic Integrity

Students who are concerned that they may have violated the Honor Code are expected to report their behavior to the instructor or academic advisor. Self-reporting does not signify admission of guilt, but does provide the opportunity for dialogue to resolve misunderstandings and miscommunication.

If a student perceives that another student violated the Honor Code, then they should report the incident to their instructor or academic advisor. The instructor or academic advisor will review the situation. If the instructor or advisor determines that a violation has taken place, an appropriate referral will be made.

Appeals of Grade Determination and Academic Dishonesty

Students have the right to appeal a course grade. Grade appeals must be submitted in writing, using the [UWG Student Grade Appeal Form](#). The student shall initiate the grade appeal no later than the end of the semester following the assignment of the grade. Information related to Grade Appeals is available in the [Academic Policies website](#).

Distance Education Grade Appeal Procedures

Distance Education students in non-eCore/eMajor courses will follow the same procedures outlined for students who attend courses on campus. However, for any process that requires a student to appear in person, the University may make other arrangements. For processes that cannot be completed via telephone, e-mail, or written correspondence, the University may set up a two-way video-conference site in place of a meeting on the UWG campus.

Distance Education students in eCore or eMajor courses must initiate the grade appeal procedure by completing the eCore or eMajor Student Grade Appeal Form. The appeal must be made within thirty (30) days after the grade is posted. The student must first complete Student Grade Appeal Form to initiate the process and acknowledge their understanding of the grade appeal process. The Student Grade Appeal Form can be submitted online at [eCore](#) or [eMajor](#).

THE WOLF CODE

WOLF CODE: STUDENT CODE OF CONDUCT

Overview

- **Student Code of Conduct and Administrative Policies and Procedures**
The University of West Georgia (UWG) strives to create a safe and inclusive campus environment where students are welcome to explore, thrive and succeed. The Wolf Code is a holistic overview of community expectations including the values that reinforce how students are expected to behave. The following regulations serve as a preventative measure to ensure that the campus community is knowledgeable on local, state, and federal laws along with UWG policies and procedures. Unfamiliarity is not an excuse for infractions of the regulations and the university will not tolerate academic misconduct or non-academic misconduct. Students, registered student organizations, and groups are expected to adhere to conduct regulations and University has the authority to enforce them, terms students agree to abide by through their enrollment.
- **Interaction between Student Code of Conduct and Law**
Student conduct is governed by the Code, university policy and applicable law. Students involved in criminal matters may be sanctioned by the University in addition to any sanctions that may be imposed by a court of law. However, the relationship a Student has with the state or federal court system does not alter the Student's relationship with the university unless the Student is also found responsible for violating university Policy.

Students Rights and Obligations

- **Compliance with University Policy**
The [Office of Community Standards \(OCS\)](#) in conjunction with other university departments works to educate students on their rights and responsibilities at the University of West Georgia, Through its processes and procedures, OCS ensures accountability for improper behavior, upholds the requirements of due process, and applies fair, appropriate, and educational disciplinary sanctions for conduct violations.

Conduct regulations at the University are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

- **Duty to Disclose Criminal/Disciplinary Matters**

University of West Georgia's students have a continuing duty to report criminal/disciplinary events that occur after application to the university. The criminal/disciplinary events that must be reported are described below and reports must be made to the Dean of Students, within 72 hours of the student's notice of an event. Failure to comply with this requirement, may result in sanctions up to and including immediate withdrawal from the university.

- Conviction of a crime other than a minor traffic violation;
- Criminal charges filed against the student;
- Entering a plea of guilty, a plea of no contest, a plea of nolo contendere, an Alford plea, or a plea under any first offender act in response to charges filed against the Student; and
- Disciplinary or academic misconduct charges initiated or sanctions imposed against the Student from a high school or former college or university.

The university will review all reported incidents to determine if the Student's conduct poses a significant threat to the safety and well-being of the University Community.

- **To Seek Resolution**

Any student may consult with the Office of the University Ombuds (OO). The OO is a resource for assisting with mediation and resolution of conflicts at the lowest level. Working with the OO is encouraged to assist students with conflicts or disputes in an effort to prevent escalation of the conflict. The services from the Ombuds Office work best when both parties willingly engage in resolution. The Ombuds work in a neutral, independent, informal and confidential manner, to the extent allowable by law.

Jurisdiction and Authority

The Student Code of Conduct shall apply to individual students and student organizations. Also, the Code applies to all student conduct on University premises, at University sponsored activities and programs, including those in remote and international locations, and off campus locations where conduct violates a community, state, local or federal law. These processes are separate from the University student conduct process.

Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of the degree, even though the conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct

shall apply to a student's conduct even if the student withdraws from school while a conduct case is pending.

Definitions

- **Administrator:** An upper level, University official.
- **Advisor:** An individual that assists a student or an organization with conduct hearing proceedings. An Advisor is any individual the student or organization chooses.
- **Allegation:** The possible violations of the Student Code of Conduct. Allegations are investigated and may result in a charge if the preponderance meets the threshold.
- **Appeals:** An option to ask for someone else to review the case and hearing documents and determine if there is grounds for a change to the outcome or sanctions.
- **Business Day:** Standard university operational day (Monday through Friday, 8:00 a.m. – 5:00 p.m.)
- **Charge:** a violation outlined in the Student Code of Conduct.
- **Chief Conduct Officer:** Refers to the Assistant Dean of Students, or designee, responsible for the oversight and administration of the student conduct process.
- **Clery:** The Clery Act requires all colleges and universities receiving federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the university's annual security report. Under the Act, institutions must provide survivors of sexual assault, domestic violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights. Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.
- **Code:** The term refers to the Student Code of Conduct.
- **Complainant:** Person reporting possible student misconduct or academic dishonesty. The University may also act as a Complainant.
- **Confidential Employee:** University employees who have been designated by the institution to talk with a Complainant or Respondent in confidence. Confidential Employees must only report that the incident occurred and provide

date, time, location, and name of alleged Respondent (if known) without revealing any information that would personally identify the alleged Victim. This minimal reporting must be submitted in compliance with Title IX and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.

- **Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the Respondent knows or reasonably should have known of such incapacitation. Minors under the age of 16 cannot legally consent under Georgia law. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time by either party by using clear words or actions.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship shall be determined based on the totality of the circumstances including, without limitation to: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Deferred Suspension:** A suspension held in abeyance or set aside provided the student completes other sanctions and remains free of additional conduct violations.
- **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.
- **Due Process:** A legal concept ensuring that a student’s life, liberty, and property interests are not violated through institutional decision making. The safeguards put in place before and during disciplinary action include notice and the opportunity for a hearing. The amount of process given is dependent on the severity of the potential deprivation or loss (i.e. suspension or expulsion level cases will be afforded a greater amount of process than will other cases.)
- **Enrolled Student:** A student with a UWG course schedule.

- **Formal Resolution:** The process by which a hearing officer or student conduct board hears a case, determines facts, information, and evidence relevant to the case. During the hearing, witnesses may be called and the hearing will be recorded. Following the hearing process, the hearing officer(s) renders a decision on whether or not a violation of the Student Code of Conduct has occurred. If a determination of responsibility is made, then appropriate action plans or sanctions may be required. As part of this resolution, the student maintains their right to appeal.
- **Guest:** Any non-student, non-faculty, or non-staff member of the University of West Georgia. In the case of Housing and Residence Life a person who does not have an active housing contract for a specific university residence hall, suite, apartment and village.
- **Hearing Officer:** Any person authorized by the University to process conduct cases and administer a conduct resolution.
- **Imminent Threat Assessment:** Is a required assessment meeting with the Dean of Students, Assistant Dean of Students or their designee to determine if the student alleged conduct and surrounding circumstances reasonably indicate that their continued presence or involvement at the university poses a serious and immediate threat or danger to others or may prohibit equal access to the university's education programs and activities.
- **Incapacitation:** The physical and/or mental inability to make informed, rational judgments. Incapacitation can result from mental disability, sleep or any state of unconsciousness, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.
- **Informal Conduct Hearing:** When students are charged with a violation of the Code of Student Conduct and the case is resolved by accepting the report as written along with the outcome offered by the Hearing Officer. These hearings are not recorded and students are not permitted to bring or question witnesses. By accepting the outcome, students waive their right to a formal hearing and waive their right to an appeal.
- **Interim Measures:** The temporary suspension of a student's access to any one or all of the following; campus, specific facilities, specific class or classes or the implementation of a no contact directive with others during the investigation and hearing process for an alleged violation.
- **Investigation:** A discussion with or review of all associated parties, documents, statements, and reports completed by an investigator. A final investigative report will be provided at the conclusion of the investigation. All cases where

the outcome could result in a suspension or an expulsion must have a formal investigation completed prior to the hearing process.

- **Investigator:** An individual assigned by the Student Conduct Coordinator, Title IX Coordinator, Dean of Students or Assistant Dean of Students to review all materials related to a specific case and meet with all appropriate parties related to a specific incident.
- **Matriculation:** Begins the first day of classes on the student's first semester of enrollment and continues until a student graduates or withdraws permanently.
- **Nonconsensual Sexual Contact:** Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to the touching of a person's intimate parts (i.e., genitalia, groin, breasts, or buttocks); touching a person with one's own intimate parts; or forcing a person to touch the person's own or another person's intimate parts. This provision also includes "fondling" as defined by the Clery Act.
- **Non Consensual Sexual Penetration:** Any penetration of the vagina, anus, or mouth by a penis, object, tongue, finger, or other body part; or contact between the mouth of one person and the genitals or anus of another person. This provision also includes "rape, incest, and statutory Rape" as defined by the Clery Act.
- **Preponderance of Evidence:** The standard of proof used in the University of West Georgia's student conduct process. In order for a student to be found responsible for a violation, the evidence must indicate that it is more likely than not that the violation occurred.
- **Possession:** Includes, but is not limited to, holding, no matter the duration, any prohibited item in hand or having such items in one's property, room, vehicle, or other area and where the person owning or controlling the property, room, vehicle, or other area knew or should have reasonably known the item was present. Possession may also include drinking, ingesting, or introducing any amount of prohibited substance into one's body.
- **Policy:** The written regulations of the University as found in, but not limited to, the Code of Student Conduct, University Housing Regulations, and Graduate/Undergraduate Catalogs, and all official publications of the University, whether in print or published online.
- **Privileged Employee:** Individuals employed by the University to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus

health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the Conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm.

- **Reasonable Person:** An individual who is objectively reasonable under similar circumstances and with similar identities to the person being evaluated by the institution.
- **Receipt:** The date correspondence is sent to a Student's University of West Georgia's email.
- **Reporter:** An individual who reports an allegation of conduct that may violate a university policy but who is not a party to the complaint.
- **Residence Hall:** Any residential space or ground managed by University Housing.
- **Respondent:** A student who has been referred to the Office of Community Standards for a possible and/or alleged violation of the Student Code of Conduct.
- **Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders).
- **Sanction:** Required educational and/or punitive actions imposed by the hearing officer when a student is found responsible for a violation of the Student Code of Conduct. Sanctions/action plans must be completed by a stipulated deadline.
- **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation may include, but are not limited to, the following:
 - Invasion of sexual privacy;
 - Prostituting another individual;
 - Non-consensual photos, video, or audio of sexual activity;
 - Non-consensual distribution of photo, video, or audio of sexual activity, even if the sexual activity or capturing of the activity was consensual;
 - Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts;

- Knowingly transmitting an STD or HIV to another individual through sexual activity;
- Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or 8. Sexually-based bullying.
- **Sexual Harassment** (i.e., student on student): Refers to unwelcome verbal, nonverbal, or physical conduct based on sex (including gender stereotypes), determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to participate in or to benefit from an institutional education program or activity in violation of Title IX.
- **Sexual Harassment** (other than student on student): unwelcome verbal, nonverbal, or physical conduct, based on sex (including gender stereotypes), that may be any of the following:
 - Implicitly or explicitly a term or condition of employment or status in a course, program, or activity;
 - A basis for employment or educational decisions; or Is sufficiently severe, persistent, or pervasive to interfere with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or to benefit from an institutional program or activity.
 - The University System of Georgia (USG) and the University of West Georgia also prohibit unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a USG education program or activity in violation of Title IX.
- **Sexual Misconduct:** Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, sexual harassment and stalking.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. *Course of Conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property.
- **Student:** an individual who has been accepted for admission to the University and maintains a continuing relationship with the University by being enrolled in classes or being eligible to 10 enroll in classes. Students also include but are not limited to Dual enrolled, Ignite, and persons taking classes at any University of West Georgia off campus site.

- **Student Conduct Board:** A peer-level hearing body which is comprised of and chaired by students. The Student Conduct Board meets during the academic year as needed and is responsible for hearing student conduct cases involving alleged violations of the Student Code of Conduct. Cases involving sexual misconduct are heard by a panel of faculty and staff.
- **Student Conduct Board Administrator:** Office of Community Standards staff member responsible for guiding the Student Conduct Board through the hearing process and following outlined Student Code of Conduct protocol to ensure a consistent process.
- **Student Conference:** The procedure usually held prior to a formal administrative or Student Conduct Board hearing where a student will be informed of his or her rights and responsibilities moving forward.
- **Student Conduct Record:** The student's disciplinary record kept on file within the Office of Community Standards.
- **Student Organization:** Any number of persons who have complied with the formal registration requirements for University recognition. This definition includes but is not limited to any academic student groups and Greek lettered student groups registered as an organization at the University of West Georgia.
- **Title IX:** Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.
- **University:** An officially registered University affiliated group.
- **University Event:** Any event (i.e., on-campus or off-campus) sponsored or facilitated by the University, a student group, or an organization.
- **University Official:** Any person assigned administrative, professional, or staff responsibilities for the University and any or all affiliated campuses.
- **University Premises:** All land, buildings, facilities and other property in the possession of, owned, used or controlled by the university (including adjacent streets and sidewalks). This includes off campus venues rented by the university department or organizations.
- **Written Notice:** An official university notice informing the student of any time of conduct issue.
- **Victim:** Any person who has been directly impacted by behavior of a Respondent, which violates or allegedly violates the Wolf Code.

Code of Conduct (Wolf Code)

Prohibited General Conduct

1.00 LOCAL, STATE, AND FEDERAL LAWS

Failure to abide by local, state, and federal laws.

2.00 ACADEMIC DISHONESTY

All forms of academic dishonesty, including, but not limited to cheating, excessive collaboration, fabrication, plagiarism, and facilitating or allowing academic dishonesty in any academic exercise. *Refer to Academic Integrity violations on page 21 for additional information.*

3.00 DISRUPTIVE BEHAVIOR

- **3.01** Interfering with normal University sponsored activities, including, but not limited to, studying, teaching, research, campus events, University administration, student conduct proceeding, or public service activity, police, or emergency services.
- **3.02** Classroom disruptions: Any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn. Examples of disruption include, but are not limited to, the following: allowing personal electronic communication devices to ring, beep, or vibrate, making or receiving phone calls or pages, or engaging in conduct that causes or provokes a disturbance that disrupts academic pursuits, or infringes upon the rights of others. Instructors may also include in their syllabus specific behaviors they consider to be inappropriate for a particular course.)
- **3.03** Other prohibited behaviors include, but are not limited to, obstructing the free movement of others, interfering with the use of University facilities, the abuse or unauthorized use of sound amplification equipment, and interfering with the freedom of expression or educational pursuits of others.

4.00 DISORDERLY CONDUCT

- **4.01** Physical violence/endangerment of any person or persons.
- **4.02** Harassment or threat of harm, whether physical, verbal, oral, or written that is beyond the bounds of protected speech, directed at a specific individual(s), and is so severe, pervasive, and objectively offensive that it denies or limits an individual's ability to work, or to participate in or benefit from an educational program or activity. See the University policy governing Electronic Communication and Sexual Misconduct in [Rights and Regulations](#).
- **4.03** Interfering with or failing to cooperate with any properly identified University official(s).

- **4.04** Failure to comply with the request of a University officer acting within the scope of their responsibility.
- **4.05** Retaliation in any form against someone who exercises their right to make a complaint, or against any individual who provides information related to any such complaint.
- **4.06** Engaging in obscene or indecent conduct that is beyond the bounds of freedom of expression and damages, befouls, or disturbs public property or the property of another so as to create a hazardous, unhealthy, or physically offensive condition.
- **4.07** Entering or attempting to enter any event, sponsored or supervised by the University, without credentials for admission; for example, a ticket, identification card, invitation, or any reasonable qualifications established for attendance.ny reasonable qualifications established.

5.0 WEAPONS

- **5.01** Violation of the University System of Georgia's BOR policy 6.11 for [weapons](#).

6.00 HAZING

Hazing is an act of explicit or implicit conditions for initiation, admission, affiliation, or continued membership into a sport, organization, or group regardless of the person's consent to participate in the activity. Hazing could be seen by a reasonable person as endangering the physical health and/or causing mental distress of an individual. Examples include but are not limited to humiliation, intimidation, or demeaning treatment. Other aspects of hazing include (1) destroying or removing public or private property, (2) consumption of alcohol, drugs, or other substances to excess, or (3) violates any State Law and/or University policy. This includes, but is not limited to any situation which:

- **6.01** Creates a risk of injury to any individual or group
- **6.02** Causes discomfort to any individual or group
- **6.03** Causes embarrassment to any individual or group
- **6.04** Involves harassment of any individual or group
- **6.05** Involves degradation of any individual or group
- **6.06** Involves humiliation of an individual or group
- **6.07** Involves ridicule of an individual or group
- **6.08** Involves or includes the willful destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in an organization

7.00 ALCOHOL MISUSE

- **7.01** Consumption, possession, being in the presence of, or transportation of alcoholic beverages by any student under legal age.
- **7.02** Consumption or possession of alcoholic beverages on University premises or at University sponsored activities, except in rooms occupied by students of legal age in residence halls, not designated as substance-free, or when authorized at social functions in designated areas.
- **7.03** Furnishing alcoholic beverages to any person under legal age.
- **7.04** Open display of alcoholic beverages on campus other than in approved areas during authorized functions.
- **7.05** Being in an intoxicated condition as manifested by disorderly, obscene, or indecent conduct or appearance.
- **7.06** Driving under the influence of alcohol.
- **7.07** Concealment of alcoholic beverages for the purpose of bringing them into a University sponsored activity or facility where alcohol is not permitted.
- **7.08** Violation of the University's Alcohol Use Policy or Tailgating Policy (located in the Student Handbook).

8.00 DRUG MISUSE

- **8.01** Activity or conduct involving drugs that is in violation of local, state, or federal law. This behavior includes, but is not limited to, manufacture, cultivation, distribution, sale, and/or other misuse of any controlled or illegal substance. Controlled substances include prescription medications.
- **8.02** Activity or conduct involving drugs that is in violation of local, state, or federal law. This behavior includes, but is not limited to purchase, possession, and/or other misuse of any controlled or illegal substance. Controlled substances include prescription medications.
- **8.03** Possession of drug paraphernalia. Drug paraphernalia includes, but is not limited to, any legitimate object constructed or modified for the purpose of making, using, or concealing any illegal drug or controlled substance illicitly. Controlled substances include prescription medications.
- **8.04** Being in the presence of any activity involving drugs that is in violation of local, state, or federal law. This includes, but is not limited to, manufacture, cultivation, distribution, sale, purchase, possession and/or other misuse of any controlled or illegal substance. Controlled substances include prescription medications.

9.00 FIRE AND OTHER EMERGENCIES

- **9.01** Intentionally setting, or causing to be set, any unauthorized fire on University premises or at University sponsored activities.
- **9.02** Intentionally initiating, or causing to be initiated, any false report or warning of fire, explosion, or other emergency on University premises or at University sponsored activities.
- **9.03** Tampering with, misusing, or damaging fire safety equipment.
- **9.04** The unauthorized possession, sale, furnishing or use of any incendiary device on University premises or at University sponsored activities.

10.00 EXPLOSIVES/FIREWORKS

Possession, use, furnishing, or sale of explosives on University premises or at University sponsored activities, including the unauthorized use or possession of fireworks.

11.00 THEFT

Theft, or attempted theft, of property, or of services, including keeping in one's possession items of stolen, lost, or mislaid property, or the selling of such property.

12.00 MISUSE OF PROPERTY

Damaging, destroying, removing, or otherwise misusing property belonging to the University or another person.

13.00 DECEPTION

- **13.01** Any misuse of any University records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means.
- **13.02** Any giving or receiving false information to the University or to any University official, administrator, or administrative unit.
- **13.03** Providing false information to law enforcement officials.
- **13.04** Possession of any fake or altered identification, or any other identification that belongs to another person.
- **13.05** Any attempt to perpetrate a fraud against the University or a member of the University community.

14.00 IDENTIFICATION CARDS MISUSE

- **14.01** Altering, or transferring to another, a UWG student identification card, meal card, or any other form of identification.

- **14.02** Failure to present and surrender a student identification card when requested by University officials, including University Police personnel and residence hall staff, acting in the performance of their duties.

15.00 SMOKING/TOBACCO

In March 2014, the Board of Regents of the University System of Georgia adopted a tobacco and smoke-free campus policy to make USG 100% tobacco-free effective October 1, 2014, therefore the use of any tobacco product is prohibited at the University of West Georgia. “Tobacco Products” are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco, such as electronic cigarettes and vapes. *USG policy* <https://www.usg.edu/policymanual/section6/C2663>

16.00 LITTERING

Disposing of any form of litter on University premises or at University sponsored activities other than in designated receptacles.

17.00 ANIMALS

- **17.01** Bringing into University buildings any animal, except those approved as service animals or those required for research or class experiments or presentations is prohibited. Animals in the pet friendly residence hall must meet all Housing and Residence Life guidelines.

Students seeking an exemption to this policy for medical or emotional needs should work with [Accessibility Services](#) and complete all necessary paperwork prior to bringing an animal into any University buildings.

- **17.02** Intentional abuse, inappropriate handling, or causing death to wildlife and/or other animals.

18.00 MISUSE OF UNIVERSITY FACILITIES AND/OR SERVICES

- **18.01** Unauthorized presence in or use of University premises, facilities or property; remaining without authorization in any University facility after normal closing hours.
- **18.02** Unauthorized use, duplication, or possession of University keys.
- **18.03** Making reservations to use University space in the student's name with the intention of use by outside groups or organizations.
- **18.04** Abuse or misuse of University resources.
- **18.05** Abuse or misuse of University services.

19.00 MISUSE OF THE UNIVERSITY NAME

Unauthorized use of the University's name, seal, logo, mascot, or any other words or symbols implying affiliation with the University.

20.00 SOLICITATION (UNAUTHORIZED SALES)

Unauthorized solicitation or selling on University premises or at University sponsored activities.

See the University policy governing advertising, solicitation, and selling in [University Communications and Marketing](#).

21.00 INSTITUTIONAL PROCEDURE MISCONDUCT

- **21.01** Failure to pay fees, charges, and fines within the specified time.
- **21.02** Failure to maintain one's current local address with the Registrar.
- **21.03** Failure to respond to, and cooperate with, University officials in the carrying out of the conduct process.
- **21.04** Violating the terms of any sanction imposed in accordance with this code.
- **21.05** Failure to report for any conference, meeting, or appointment when required to do so by any University official acting in the performance of their duties.
- **21.06** Failure to comply with interim suspension measures.

22.00 MOTOR VEHICLE MISUSE

Violation of campus motor vehicle regulations and the traffic code published by Parking and Transportation Services (<https://www.westga.edu/campus-life/parking/index.php>).

23.00 OTHER PUBLISHED UNIVERSITY REGULATIONS

Policies and regulations of various divisions of the university are provided to foster a safe campus community. These include, but are not limited to, the University policy prohibiting sexual misconduct and discrimination, as well as policies administered by the Center for Student Involvement and Inclusion, Information Technology Services, or other University entities regarding the use of University facilities, vehicles and amplification equipment, as well as campus demonstrations.

- **23.01** Violation of Student Affairs policies (<http://www.westga.edu/vpsa/index.php>)
- **23.02** Violation of Information Technology Services (ITS) policies. (<http://www.westga.edu/its/>)

- **23.03** Violation of Center for Student Involvement and Inclusion [policies](#).
- **23.04** Violation of Campus Center policies (<http://www.westga.edu/urec/index.php>)
- **23.05** Violation of Housing and Residence Life policies (including Housing and Greek Village regulations). (www.westga.edu/housing).
- **23.06** Violation of University of West Georgia [Sexual Misconduct Policies](#).
- **23.07** Violation of other published University policies not specifically named above.

24.00 JOINT RESPONSIBILITY FOR MISCONDUCT

- **24.01** Encouraging others, conspiring with, or cooperating with others, in the violation of University rules or regulations.
- **24.02** Acting in concert or passive participation to violate University conduct regulations.
- **24.03** Allowing, condoning, permitting, or providing opportunity for a guest to violate University conduct regulations.

25.00 BULLYING AND CYBERBULLYING

Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

26.00 PARKING LOT GATE ARM

The automatic parking lot gate arms are to enact safety and security of the individuals utilizing these locations. The removal, damage, or temporary/permanent alteration to the parking lot gate arm(s) are prohibited. Payment for restoration or replacement of the parking lot gate arm(s) is the responsibility of the individual(s) who misuse the gate arm. There is a \$250 fine for misuse of the parking lot gate arm(s).

Procedures for Resolving General Conduct

Overview

In the following section, the Office of Community Standards has outlined the workflow for responding and resolving Code of Conduct complaints.

1. Reporting Student Conduct

- a. **Where to Report.** Student or student organization violations of the Code of Conduct can be reported online through the [Student Conduct Incident Report Form](#). Where appropriate, complainants may file a law enforcement report along with an institutional report, however they are not required to file both.
- b. **What to include in the Report.** Complaints or reports should include as much information as possible, including, but not limited to: 1) the type of misconduct alleged; (2) the name and contact information of the persons involved; (3) the date(s), time(s), and place(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.
- c. **Confidentiality.** The institution will consider requests by Complainants that their identity be withheld or the allegation(s) not be investigated. Confidentiality cannot be guaranteed and the university must remain compliant with federal law, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) by reporting information and/or statistical data. Further, not pursuing a reported violation, may limit the University’s ability to respond fully to the incident and may limit the ability to discipline the respondent.
- d. **Retaliation.** Anyone who, in good faith, reports what they believe to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes that they have been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Office of Community Standards or University Police. Any person found to have engaged in retaliation in violation of the student code of conduct shall be subject to disciplinary action.
- e. **False Complaints/Statements.** Individuals are prohibited from intentionally giving false statements to an institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the student conduct policy.
- f. **Amnesty.** Students are encouraged to come forward and report violations of the law and/or student code of conduct notwithstanding their own improper use of alcohol or drugs. Any student(s) who voluntarily and in good faith reports information to college or university faculty or staff prior to any investigation concerning use of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the

individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members in regard to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction. Nothing in this amnesty procedure shall prevent a university staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

- g. **Communication.** Students are expected to check their University email regularly. Email is the primary means of any written communication from University officials. Therefore, the Office of Community Standards will convey notice of charges and student conduct appointments through email.

2. Initial Evaluation of Student Conduct Reports

The university will ensure a prompt, fair, and impartial review and resolution of reported student misconduct. Reports of student misconduct will be reviewed by the university to determine whether the allegations describe conduct in violation of the Code or other policies and, if so, whether charges against the Respondent should be brought. If the University makes a determination that the reported behavior is a violation of the code or other policies, then a case is created for the student(s) and/or student organization(s) listed in said report. Once a case is created, a letter including the potential charges will be sent to the student's institution email. Reports of conduct that would not be in violation of the Code or other policies, even if true, will be dismissed.

Any report that involves allegations of conduct that could lead to the suspension or expulsion of the respondent(s) will be reported by the university to the System Director of Equity & Investigations ("System Director"). If an allegation is not initially identified as one that could lead to suspension or expulsion of the Respondent(s), but facts arise during the course of the investigation that would require notice to the "System Director," then the university shall report that case to the System Director of their designee prior to proceeding.

3. Interim Measures

Interim measures may be imposed when a student and/or student organization is accused of a serious violation of a University of West Georgia regulation or of a local, state, or federal law or regulation, to maintain safety of the individual and UWG campus. To the extent interim measures are imposed, they should minimize the burden on both the complainant and the respondent, where feasible. Interim measures may include, but are not limited to:

- a. Change of housing assignment
- b. Issuance of a “no contact” directive
- c. Restrictions or bars to entering certain institution property
- d. Changes to academic or employment arrangements, schedules, or supervision
- e. Interim suspension
- f. Other measures designed to promote the safety and well-being of the parties and the institution’s community

Interim suspension is the most significant interim measure that may be imposed and only implemented when necessary to maintain safety and when the Respondent poses a serious and immediate danger or threat to persons or property. When the institution has determined that the interim assessment is warranted, they will consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk. The terms of an interim suspension take effect immediately.

The interim measure procedures are as follows:

1. **Notice of Interim Measures.** The Student will be sent written notice of the interim measures and the reasons for the interim measures. Before an interim suspension is issued, all reasonable efforts will be made to provide the accused student with an opportunity to be heard on whether their presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension shall take effect immediately and will remain in effect until the General Conduct process has been concluded (by dismissal of the report or final decision on Code charges) or until the Dean of Students determines that the interim measures are no longer warranted, whichever comes first.
2. **Student Response.** Upon receipt of the written interim measure notification, the student, (the respondent) shall have five(5) business days to respond to the reasons given by the university for having imposed the interim measures, and to show that interim measures are not necessary to protect a student or other member of the USG community. In the case of interim suspension, the student must show that they do not pose an immediate danger or threat to the safety and well-being of the University community.
3. **Determination.** The university will determine whether the interim measures should continue within five (5) business days of receiving a response from the Respondent.

4. Due Process

Students or student organizations referred for misconduct are provided with due process (i.e., notice and right to be heard) through procedures designed to result in fair, meaningful and just decisions.

- a. **Standard of Proof.** The preponderance of evidence standard will be used for decisions in each conduct case. The focus of inquiry in student conduct proceedings shall be whether or not the charged student is responsible for violating the Student Code of Conduct. Preponderance of evidence includes a review of all facts, evidence, information, and statements relevant to the case. These are evaluated with consideration of what more likely happened than not. In summary, preponderance of evidence occurs when the evidence or information presented would lead a reasonable person to conclude that it is more likely than not that the act in question did occur. In cases where expulsion or suspension are proposed sanctions, the decision must be supported by substantial evidence and have a formal investigation with a written report submitted prior to resolution. Student conduct hearings are not legal proceedings, and formal rules of evidence do not apply.
- b. **Access to Advisors.** All parties participating in conduct proceedings, including witnesses, may be accompanied by an advisor at the party's own expense, pursuant to the provisions of this policy. The role of an advisor is three-fold:
 - i. Provide moral support to the student;
 - ii. Suggest points for the student to address throughout the conduct process; and
 - iii. Assist the student in formulating questions for all of the parties in a hearing, including witnesses.

A student may choose anyone to be their advisor, including family, staff, faculty, or an attorney, so long as the advisor is not a current University of West Georgia student who is a complainant or respondent in a pending conduct proceeding.

Students are allowed advisors at all steps of the process, not just in a conduct hearing. The student is responsible for contacting their advisor and informing the advisor of all meeting dates, times and locations.

The advisor may not address the conduct officer or panel or otherwise speak on behalf of the student (i.e. the advisor does not represent the student in their case). The advisor is to speak directly to the student in a quiet manner to suggest questions or points to vocalize. If after repeated attempts to have an advisor follow these standards, the hearing officer has the right to ask the advisor to leave the meeting or hearing.

5. Investigations

Misconduct violations that could result in the suspension or expulsion of a student will have a formal investigation including a written report of information and documents collected, the narratives of all parties interviewed, the recommended case outcome based on the preponderance of evidence and recommended sanctions. If an investigation does not find preponderance of evidence for a violation the case shall be dismissed.

Parties to an investigation and resolution proceeding shall receive written notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent or otherwise not participate in or during the investigation and resolution process without it resulting in an adverse inference. If a party chooses not to remain silent or otherwise not participate in an investigation, the investigation may still proceed and policy charges may still result and be resolved. Timely and equal access to information that will be used during the investigation will be provided to the respondent (and complainant if one is involved).

6. Process for Review of Non-Suspension/Non-Expulsion Cases

When the University receives a report that does not rise to suspension and/or expulsion level, whether that be a UWG Cares Incident Report, University Police Report, or a report from any law enforcement agency, the conduct procedures is as follows:

1. **Case Created.** A case may be created for the student(s) and/or student organization(s) listed in said report.
2. **Student Notification.** Once a case is created, a letter will be sent to the student's institution email. This letter will include a notification of potential charges, and will schedule a student conference between the student and their case manager.
3. **Case Review.** At the student conference, a member of the Office of Community Standards will review the alleged behavior, the details of the incident, and the University's procedures for reviewing and settling conduct cases. During this meeting a student will be offered the opportunity to resolve the matter in one of the following ways:
 - a. *Student Chooses Option 1. Informal Resolution.* The student has the right to accept the report as written and proceed to an Informal Resolution; or
 - b. *Student Chooses Option 2. Formal Hearing.* The student has the right to find fault with the report or any part of the report and

request a Formal Hearing conducted by a Single Administrator or Student Conduct Board.

4. Conduct Decision and Sanctions.

- a. Informal Resolution: if a student chooses an informal resolution they accept responsibility based on the report as written. Sanctions will be determined by the hearing officer.
 - b. Formal Hearing by Single Administrator: responsibility is determined by the preponderance of evidence standard, sanctions are determined by the administrator. Administrator will share the outcome and potential sanctions in writing with the student(s).
 - c. Formal Hearing by Student Conduct Board: responsibility is determined by a majority vote of the student conduct board, and is based on the preponderance of evidence standard. Findings and recommended sanctions are shared by the Board Chair with the Hearing Officer. The Hearing Officer will notify the student in writing of the case outcome and any potential sanctions.
5. **Student Appeal.** If a student wishes to appeal the decision which results from a Formal Hearing, the student should submit an appeal form to the Assistant Dean of Students. The [form](#) must be completed within five (5) business days from the date the outcome letter was sent. The Assistant Dean of Students or their designee will then have five (5) business days to respond to the student regarding the appeal.

7. Process for Review of Suspension and Expulsion Cases

When OCS receives a report where the alleged behavior is egregious enough that the outcome of the case could result in a suspension or an expulsion if the student is found to be responsible, the process is as follows:

1. **Formal Investigation.** A formal investigation requires meeting with all involved parties and a written report to include all interviewee statements, a conclusion based on the preponderance of evidence standard and recommended sanctions. An investigation must be completed by a 3rd party and not by the officer hearing the case. The respondent and complainant (where applicable) may be accompanied by an Advisor throughout the student conduct process. If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint should be dismissed and the case will be closed.

The alleged respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, potential sanctions, and available support services. The notice will also include the

identity of any investigator(s) involved. Notice will be provided via UWG email to the address on file. Where applicable, a copy shall also be provided to the alleged complaint via the same means.

Upon receipt of the written notice, the respondent and complainant (where applicable) shall have at least five (5) business days to respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct.

An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witness(es) not interviewed, along with a brief, written explanation of why the witness(es) were not interviewed.

The initial investigation report shall be provided to the respondent and the alleged complainant (where applicable). This report should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. For purposes of this Policy, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.

Based upon responses of the Respondent and Complainant (where applicable), the investigator may conduct a further investigation and update the investigative report.

The final investigation report should be provided to the manager of the case. A copy shall also be provided to the respondent and complainant (where applicable).

2. **Pre-Hearing Conference.** After the written report has been shared with the respondent(s), then a pre-hearing conference should be scheduled. The respondent(s) shall have five(5) business days to review the investigative report prior to a pre-hearing conference.
3. **Student Selects Informal Resolution and/or Formal Hearing.** A student has the right to choose an informal resolution if they are in agreement with the investigative report and accept responsibility of the charges. If a student cannot agree with any part of the investigative report then the matter shall be moved to a Formal Hearing Process. For the formal hearing process, the student may choose a single administrator or student conduct board to hear their case.

4. **Student Appeal.** If a student wishes to appeal the formal hearing decision, they should submit an appeal form to the Vice President for Student Affairs (VPSA). The [form](#) must be completed within five (5) business days from the date the outcome letter was sent. The VPSA or their designee will then have five (5) business days to respond to the student regarding the appeal.

Please see Board of Regents Policy 4.6.5.

8. Formal Hearing Process

Student(s) or student organization(s) who select to not have their pending conduct matter resolved through an informal process (where applicable) will be afforded a formal hearing with an administrative hearing officer or the Student Conduct Board. *All cases involving charges of sexual misconduct that go to a hearing shall heard by Sexual Misconduct Hearing Panel of staff and/or faculty.*

Disciplinary hearings at the University of West Georgia are hearings to arrive at corrective recommendations regarding alleged student misconduct. These recommendations affect the student or student organization's relationship with the University. The administration of student conduct is viewed as an educational process NOT a criminal or civil trial proceeding.

In cases that require a written investigative report to be completed, no hearing to resolve charge(s) of student misconduct will take place before the investigative report has been finalized or before the respondent has had an opportunity to respond in writing. Further, unrelated charges and/or cases shall be heard separately unless the respondent voluntarily consents to the charges/cases being heard jointly.

Where the respondent indicates that they contest the charges, and once the investigative report has been finalized and copies provided to the respondent (and complainant where applicable), the case shall be set for hearing.

The following standards will apply to Formal Hearings.

- a. Notice of the date, time, and location of the hearing shall be provided to the respondent, complainant, and alleged victim (where applicable) at least five (5) business days prior to the hearing. Notice shall be provided via institution email where applicable. After proper notification is given, if the respondent, complainant, or alleged victim do not appear at the hearing, the hearing can proceed in their absence.
- b. All hearings regarding charges against individual students and/or student organizations will be closed in accordance with FERPA to maintain the confidentiality of student education records.

- c. A student may choose to have their Disciplinary hearings presided over by a Hearing Officer or Conduct Board. The UWG Conduct Board is made up of a Conduct Board Chair and at least two Conduct Board members. During a Conduct Board hearing, the Hearing Officer takes on the role of University Representative along with the addition of a Student Conduct Board advisor.
- d. The hearing officer or conduct board chair may exclude any person from the disciplinary hearing who materially interferes with the disciplinary hearing proceedings. Any disruptions of a disciplinary hearing can result in disciplinary action being taken against the student and/or student organization involved in the disruption. The hearing officer makes such a determination with input of the conduct officer, and when that determination is made those causing the disruption will be asked to leave the hearing and its premises immediately. If they do not voluntarily leave, the University Police will be contacted to escort them off the premises.
- e. The respondent and complainant, as parties to these proceedings, shall have the right to use an advisor (including an attorney) of their choosing, and at their own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which their advisee is present. The advisor may advise their advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly in the hearing. The University shall not prohibit support persons of a party from attending if the party requests such attendance, but may limit the number of support persons for each participant.
- f. The respondent shall have the right to present witnesses and evidence to the hearing officer or conduct board. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. Both parties shall have the right to question any witnesses, including the other party, by submitting written questions to the hearing officer for consideration. Advisors may actively assist in drafting questions. The hearing officer or conduct board chair shall ask the questions as written and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the hearing officer or conduct board chair shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.
- g. Where the hearing officer or conduct board determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the hearing officer or conduct board may establish special procedures for providing testimony from a separate location. In doing so,

the hearing officer or panel must determine whether there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and decide that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or conduct board will disregard or discount the testimony. In sexual misconduct cases, the hearing officer reserves the right to allow a party to testify in a separate room, so long as no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the Board, and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.

- h. Formal civil rules of evidence do not apply to the investigatory or resolution process. The standard of review shall be a preponderance of the evidence; the hearing officer or conduct board will determine based on the evidence presented at the hearing, whether it is more likely than not that the violation in question did occur. However, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
- i. Documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings and/or video recordings, will be on file in the Office of Community Standards in accordance with USG records retention policy.
- j. Following a hearing, both the respondent and complainant (where applicable) shall be simultaneously provided a written decision via institution email of the outcome and any resulting sanctions. The decision should include details on how to appeal. Additionally, the written decision must summarize the evidence in support of the sanction. The same information will be provided, regardless of whether the student opts for a conduct board or an administrative hearing.

Sanction/Action Plan Options

Sanction/action plans are required educational or punitive actions imposed by the hearing officer when a student and/or student organization is found responsible for a violation of the Student Code of Conduct. Sanctions/ action plans must be completed by a stipulated deadline.

Sanctions violations of the Wolf Code may include but are not limited to:

- a. **Restitution:** The student is required to make payment to the University, other persons, or groups for damages incurred as a result of a violation of this code.
- b. **Written Warning:** Notice to the student that further misconduct may result in more severe action.

- c. **Educational Activities:** Attendance at educational programs, interviews with appropriate officials, written research assignments, planning and implementing educational programs, or other educational activities.
- d. **Conduct Probation:** Notice to the student that any further violations of University rules and regulations will likely result in suspension. Probation may also include the setting of restrictions on participation in University activities or entry into certain University facilities.
- e. **Removal from University Housing:** The student is not permitted to live in University housing, usually for the duration of his or her matriculation.
- f. **Forced Withdrawal:** Withdrawal without credit from an academic course. This could also include a required change in the course section.
- g. **Suspension:** Separation of the student from the University for a specified period of time. The student shall not participate in any University sponsored activity and is restricted from University premises for the time period. There may be conditions that need to be met during the suspension and/or prior to reenrollment.
- h. **Deferred Suspension:** Suspension held in abeyance provided the student completes other sanctions including, but not limited to, community service and review meetings. Failure to abide by the terms of a deferred suspension will most likely result in immediate suspension. New violations where the respondent is found responsible can also result in immediate suspension.
- i. **Expulsion:** Permanent separation of the student from the University. The student will be restricted from University premises.
- j. **Community Service:** The student must complete a specified number of service hours with a reputable off campus organization, on campus department, or organization.
- k. **Other:** Other sanctions or action steps may be imposed instead of, or in addition to, those specified above.
 - i. Drug and/or alcohol screenings.
 - ii. Restrictions upon driving privileges for violations involving the use or registration of motor vehicles.
 - iii. Restrictions from certain locations on campus and/or University sponsored activities.
 - iv. No contact with specified members of the University community.

Appeal Procedure

Appeals may be made in any case where sanctions are issued, even when such sanctions are held “in abeyance,” such as deferred suspension or expulsion. The appeal must be made in writing, and must set forth one or more of the bases outlined below, and must be submitted within five (5) business days of the date of the final written decision. The appeal should be made to the Vice President for Student Affairs or their designee by way of the [Office of Community Standards Appeals Form](#).

An appeal can be submitted based on the following grounds:

- a. Procedural Error: to allege procedural error(s) within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias.
- b. Finding inconsistent with the weight of information: a decision or sanction was issued that is inconsistent with the weight of the information presented in the hearing.
- c. New Information: to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing.

The appeal shall be a review of the record only, and no new meetings with the respondent or any alleged victim is required. The possible outcome regarding appeals at any stage are:

- a. Affirm the original finding(s) and sanction(s)
- b. Affirm the original finding(s), but issue a new sanction(s)
- c. Remand the case back to the decision-maker to correct a procedural or factual defect
- d. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand

The first level of appeal for cases involving suspension or expulsion, shall be reviewed by the Vice President of Student Affairs or designee. The Vice President or designee shall then issue a decision in writing to the respondent and/or alleged victim (where applicable) within a reasonable time period. In cases where sanctions do not rise to a sanction of suspension or expulsion the appeal is heard by the Assistant Dean of Students.

The decision of the Vice President of Student Affairs or designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the three grounds set forth above. The President's decision shall be simultaneously issued in writing to the complainant, the respondent and the alleged victim (where applicable) within a reasonable time period. The President's decision shall be the final decision of the institution.

Should the respondent or complainant (where applicable) wish to appeal the President's decision, they may request review by the Board of Regents in accordance with the Board of Regents' Policy 8.6 on Discretionary Review.

Appeals for violations of the University System of Georgia and the University of West Georgia Sexual Misconduct Policy can be filed by either the respondent or the complainant in a case. Students who have accepted an Informal Resolution are not eligible for an appeal.

Student Withdrawals During the Conduct Process

A student who withdraws from the University does not absolve themselves from student conduct responsibility. Students who withdraw before their case is closed will have their cases adjudicated according to hearing procedures established by the Office of Community Standards.

Additional policies concerning the conduct of student organizations shall be addressed according to procedures published by the Center for Student Involvement and Inclusion and distributed annually to all registered student organizations.

Parental or Guardian Notification

If possible, students are expected to notify their parents or guardians of their involvement in the student conduct process. University officials will assume, unless notified otherwise, that the student is a dependent according to the Internal Revenue Code of 1954, Section 152, and may, at their discretion, notify the student's parents or guardian of the conduct case. The University may reach out to parents/guardians in cases regarding drugs and/or alcohol with underage students. Students have the right to engage their parent in a hearing as an advisor or a support person.

Student Code of Conduct Record of Retention

Per University System of Georgia Board of Regents requirements, student conduct records are retained for five (5) years after graduation or last date of attendance. Records for students who are expelled and student organization records are retained indefinitely.

Currently enrolled students with pending conduct cases who wish to obtain a copy of information or evidence contained in their conduct record must complete a request form, and allow three business days for processing.

Wolf Code of Review

The Wolf Code will be reviewed at least every two years, but may be updated at any time to reflect the needs of the students and/or the University. The most current version will be kept on the University of West Georgia's website.

Sexual Misconduct

Violations of Sexual Misconduct

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) is a federal law that prohibits sex discrimination. The law reads in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial assistance." -34 C.F.R. Part 106

At the University of West Georgia, the term "sexual misconduct" includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, sexual harassment and stalking. Additional information is available on the [Title IX & Equal Opportunity Website](#).

UWG Sexual Misconduct Policy

The University of West Georgia is committed to providing a positive and rewarding educational experience and a safe campus environment which acknowledges the dignity and worth of every individual. The purpose of this policy is to prohibit any form of sexual misconduct by or against any campus constituent and to ensure that every report of sexual misconduct is taken seriously and that prompt and appropriate action is taken.

The University will follow the [Board of Regents Sexual Misconduct Policy 6.7](#) as well as the [Board of Regents Policy Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings 4.6.5](#) for all allegations involving student sexual misconduct. All allegations of discrimination and harassment involving employees, students, or third party respondents based on protected categories, not covered by the Board of Regents Student Sexual Misconduct Policy, will be handled by the [UWG Non-Discrimination & Anti-Harassment \(NDAH\) Policy](#).

Process for Resolving Title IX and Non Title IX Sexual Misconduct

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

Supportive Services

Once the Title IX Coordinator has received information regarding an allegation of Sexual Misconduct, the parties will be provided written information about support services. Support services are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without charge that are made available to the Complainant and Respondent before or after the filing of a complaint or where no complaint has been filed. Support services include counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and other services.

Interim Measures

Interim measures, including interim suspension, may be imposed when a student and/or student organization is accused of a serious violation of a University of West Georgia regulation or of a local, state, or federal law or regulation, when it is necessary to maintain safety, and when the accused party poses a serious and immediate danger or threat to persons or property. Interim suspensions, that is, suspensions while the investigation and adjudication process are proceeding, should only occur when necessary to maintain safety and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution will consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim (where applicable) and the respondent, where feasible.

Access to Advisors

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

investigation. With the party's permission, the advisor may be copied on all communications.

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

Informal Resolution

Allegations of Sexual Misconduct may be resolved informally. The Complainant, the Respondent, and the institution must agree to engage in the informal resolution process and to the terms of the informal resolution. The Complainant(s) and the Respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

Investigation

Throughout any investigation and resolution proceeding, a party shall receive written notice of the alleged sexual misconduct, shall be provided an opportunity to respond, and shall be allowed the right to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting.

Until a final determination of responsibility, the Respondent is presumed to have not violated the Sexual Misconduct Policy. Prior to the finalization of the investigation report, timely and equal access to information directly related to the allegations that has been gathered during the investigation and may be used at the hearing will be provided to the Complainant, the Respondent, and a party's Advisor (where applicable). Formal civil rules of evidence do not apply to the investigation process, additionally the standard of review throughout the sexual misconduct process is a preponderance of the evidence. The investigation procedures are as follows:

1. The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable institutional policies. For the purposes of this provision sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting sexual misconduct, and the date and location of the

alleged incident, if known. This information will be supplemented as dictated by evidence collected during the investigation. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the party's institution email.

2. Upon receipt of the written notice, the parties shall have at least three(3) business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, Witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice. Throughout the sexual misconduct process the Complainant and the Respondent shall have the right to present Witnesses and other inculpatory and exculpatory evidence.
3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered Witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
5. An investigator shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. The initial investigation report shall be provided to the Complainant, the Respondent, and a party's advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.
7. The Complainant and the Respondent shall have at least ten (10) calendar days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant's and the Respondent's written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.
8. The final investigation report should be provided to the Complainant, the Respondent, and a party's Advisor, if applicable, at least ten (10) calendar days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during the adjudication process.

Resolution and Hearing

All sexual misconduct cases shall be heard by a panel of faculty and/or staff. All institutional participants in the sexual misconduct resolution process shall receive

appropriate annual training as directed by the System Director or Coordinator and required by the Clery Act and Title IX.

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

Relevant facts or evidence that were not known or knowable to the parties prior to the issuance of the final investigative report shall be admissible during the hearing. The institution will determine how the facts or evidence will be introduced. The admissibility of any facts or evidence known or knowable by the parties prior to the issuance of the final investigative report, and which were not submitted during the investigation, shall be determined by the institution in compliance with the obligation to provide both parties an equal opportunity to present and respond to Witnesses and other evidence.

Notice of the date, time, and location of the hearing as well as the selected hearing panel members shall be provided to the Complainant and the Respondent at least 5 calendar days prior to the hearing. Notice shall be provided via institution email to the parties' institution email. Parties may attend the hearing with their Advisor.

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

At all times participants in the hearing process, including parties, a party's Advisor, and institution officials, are expected to act in a manner that promotes dignity and decorum throughout the hearing. Participants are expected to be temperate, respectful to others, and follow procedural formalities outlined by this Policy and the

institution. The institution reserves the right to remove any participant from the hearing environment if the participant refuses to adhere to established rules of decorum.

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

The following standards will apply to Title IX and Non-Title IX Sexual Misconduct hearings:

A. Title IX Hearings

- a. Where a party or a Witness is unavailable, unable, or otherwise unwilling to participate in the hearing, including being subject to cross-examination, the hearing panel shall not draw an adverse inference against the party or witness based solely on their absence from the hearing or refusal to subject to cross-examination.
- b. The parties shall have the right to present Witnesses and evidence at the hearing.
- c. The parties shall have the right to confront any Witness, including the other party, by having their Advisor ask relevant questions directly to the Witness. The Hearing Officer shall limit questions raised by the Advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.
- d. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
- e. The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
- f. Formal civil rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
- g. Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the

allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the rationale for any sanction or other administrative action. The institution shall also notify the parties of their right to appeal as outlined below.

B. Non-Title IX Sexual Misconduct Hearings

- a. The parties shall have the right to present Witnesses and evidence at the hearing. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard.
- b. The parties shall have the right to confront any Witnesses, including the other party, by submitting written questions to the Hearing Officer for consideration. Advisors may actively assist in drafting questions. The Hearing Officer shall ask the questions as written and will limit questions only if they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of asking all submitted questions and must document the reason for not asking any particular questions.
- c. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
- d. The hearing panel shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
- e. Formal civil rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
- f. Following a hearing, the parties shall be simultaneously provided a written decision via institution email of the hearing outcome and any resulting sanctions or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the evidence relied upon and rationale for any sanction or other administrative action. The institution shall also notify the parties of their right to appeal, as outlined below.

Sanctions

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

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

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

Appeals

Appeals may be allowed in any case where sanctions are issued, even when such sanctions are held "in abeyance," such as probationary or expulsion. Where the sanction imposed includes a suspension or expulsion (even for one held in abeyance), the following appellate procedures must be provided. The Respondent (and in cases involving sexual misconduct or other forms of discrimination and/or harassment, the Complainant) shall have the right to appeal the outcome on any of the following grounds:

- A. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing (or appeal), because such information was not known or knowable to the person appealing during the time of the hearing (or appeal) .
- B. To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing (or appeal), including but not limited to whether any hearing questions were improperly excluded or whether

the decision was tainted by a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), decision makers(s).

- C. To allege that the finding was inconsistent with the weight of the information. The appeal must be made in writing, must set forth one or more of the bases outlined above, and must be submitted within five(5) business days of the date of the final written decision. The appeal should be made to the institution's President or their designee.

The appeal shall be a review of the record only, and no new meeting with the Respondent or any Complainant is required. The President or their designee may affirm the original finding and sanction, affirm the original finding but issue a new sanction of greater or lesser severity, remand the case back to any lower decision maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President or their designee's decision shall be simultaneously issued in writing to the parties within a reasonable time period. The President or their designee's decision shall be the final decision of the institution.

Should the Respondent or Complainant (where applicable) wish to appeal the final institutional decision, they may request review by the Board of Regents in accordance with the Board of Regents' Policy on Discretionary Review. Appeals received after the designated deadlines above will not be considered unless the institution or Board of Regents has granted an extension prior to the deadline. If an appeal is not received by the deadline the last decision on the matter will become final. *The University of West Georgia's Sexual Misconduct and Interpersonal Violence Violations align with the University System of Georgia Board of Regents Policy.*



CONTACT INFO

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