

The Advanced Academy of Georgia at the University of West Georgia



Student Life Handbook 2008-2009

Important Numbers & Information:

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Susan Colgate, Director	678-839-6249
Anneliesa Finch, Admissions and Recruitment	678-839-6249
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Elizabeth Rainey, Web Page and Recruitment	678-839-5529
Adam Wilkinson, Academy Residential Coordinator	678-839-2711
Christie Williams, Academy Counselor	678-839-2712
Gunn Hall R.A. Office	678-839-2697
Gunn Hall Fax Number	678-839-3945
The Honors House Fax Number	678-839-0636
The Honors House	678-839-6636
Public Safety/Emergency	678-839-6000
Traffic & Parking	678-839-6251
Registrar's Office	678-839-6438
Admissions	678-839-4000
Residence Life	678-839-6426
Financial Aid	678-839-6421
Fee Payment	678-839-4737
Information Technology Services (ITS Help Line)	678-839-6587
Library	678-839-6350
Bookstore	678-839-6523
Health Services (Infirmary)	678-839-6452
Food Services (ARAMARK main office)	678-839-6496
Auxiliary Services (Meal Plans)	678-839-6525
Campus Mail	678-839-6522
Testing Office (Regents' Exam)	678-839-6435
The EXCEL Center (Tutoring)	678-839-6280
Writing Center	678-839-6513

Important Information:

For Curfew Extension: To apply for a curfew extension, fax or bring the signed Parental Request for Absence and Curfew Extension form to the RA Office in Gunn Hall twenty-four hours before the curfew you wish extended. See page 12 for complete instructions.

For Sunday through Thursday overnight Absence: Parents are to fax a written statement 24 hours prior that gives permission for their son or daughter to go home, specifying the day and time of departure and return. See Absence from Campus on page 10.

For Weekend Check-Out: If you do not have blanket permission to leave for the weekend and you want to leave for a particular weekend, your parent must fax a signed form granting permission for you to be gone, including the days you will be gone, twenty-four hours before the weekend you wish to leave.

For Overnight Guests: If you wish to have an overnight guest, the Overnight Guest Permission Form must be faxed or brought in to the RA Office twenty-four hours in advance. This form must be completely filled out and signed by you, your visitor, and the visitor's parent (if the visitor is under 18 years of age).

June, 2008

Dear Advanced Academy of Georgia Students,

Welcome to The Advanced Academy and the University of West Georgia! This unique living and learning opportunity is designed to accelerate both your educational and personal growth. **The Academy offers you more freedom—and more responsibility—than is offered in a traditional high school, but less freedom—and more supervision—than is offered to most college students.** At The Academy, you will be presented with challenges and given support in facing those challenges. In the end, however, your Academy experience depends on you.

It is important that you realize **your membership in the Academy community is a privilege, not a right.** This privilege was initially granted to you on the basis of your past performance and on your potential to benefit from and contribute to The Academy. You must earn continued membership in this community through your performance and behavior, both in and out of the classroom. **At the end of your high school junior/university freshman year, Academy staff will review both your academic performance and your contributions to student life and make a decision about whether or not to re-admit you for a second year.** Factors that will be considered include but are not limited to: your GPA, your individual course grades, your disciplinary record, your contributions to the Academy and University communities, and participation in community service activities. Being asked to return as a high school senior/university sophomore is both a privilege and an honor.

As an Academy student, you are required to follow both University and Academy regulations and all local, state, and federal laws. Violations of any university and/or Academy regulations OR any local, state or federal law will be grounds for disciplinary action and, possibly, dismissal. Discipline is administered according to the discipline program described in this handbook, which includes a system in which violations of Academy and University policy have been assigned points. These violation/point relationships are also defined in the body of this handbook. An attempt was made to be thorough, but it is impossible to cover every possibility. As yet unanticipated or unspecified violations will be handled by Academy staff in a professional and fair manner

The Academy is a dynamic and evolving organization; because needs and expectations change, Academy policies, procedures, and regulations are subject to review and to change. You will be notified in writing, including e-mail correspondence, of any subsequent changes or clarifications and are responsible for being aware of those changes.

Before you can move into Gunn Hall, you and your parent(s) or guardian(s) must sign the "Agreement to Abide by Policies" form. We strongly recommend that you read this handbook carefully before you sign the agreement.

The Academy experience will be one that you will remember forever. The friendships you will make while in the Academy will last a lifetime. You will work harder in your classes and you will enjoy the social aspects of the Academy more than you expected. You will be creating memories; make good decisions to ensure that the memories you create are positive. And remember, if you find yourself in any type of difficulty, whether it is personal or academic, visit one of the Academy staff and let us help you.

Best wishes for a successful 2008-2009 year at The Advanced Academy of Georgia!

A Note to Parents and Legal Guardians:

Your son or daughter, as an Advanced Academy student, is leaving the relative security of family and high school to take on the challenges offered through college course work and residence hall living. You cannot help but wonder how your student will fare. The Academy staff shares your concern for your student's well being. We want to assist you in helping your son or daughter overcome any difficulties that may arise. It is not always possible, however, for us to be aware of what students are experiencing. We depend on open communication between and among parents, students, and Academy staff. Please feel free to contact us if you have questions, suggestions, or concerns. We protect the confidentiality of students and parents or guardians.

Please remember that you are welcome to visit The Academy. We think the best possible relationship Academy staff and parents or guardians can have is a partnership with shared responsibility to help the student succeed academically and mature into a responsible, caring young adult. We look forward to getting to know you better in the coming year.

ACADEMY MISSION STATEMENT

The mission of the Advanced Academy of Georgia is to provide an enriched, full-time, residential early-entrance-to-college program for carefully selected bright and motivated high school aged students who are interested in accelerating their academic careers. The Academy seeks to provide opportunities for educational advancement in an environment that also supports students in developing the skills that will help to ensure their success, both in the Academy and as future leaders.

ACADEMIC PROGRAM

Academic Philosophy

The Advanced Academy of Georgia is an early-entrance-to-college program for gifted, talented, motivated, and mature high school-aged students. Students typically enter after their sophomore or junior years. Highly qualified younger students may also be admitted. The intention to accelerate one's academic career was the primary motivation for pursuing admission to The Academy, and it is our responsibility to provide a suitable environment in which you may be successful in that goal. As such, students are expected to maintain a minimum level of academic attainment, measured by the grade point average, or GPA. If a student's GPA falls below 3.00, he or she may be limited in future educational and scholarship opportunities and may be better served by returning to high school. Therefore, if a student's GPA is below 3.00 for any semester, that student will be placed on Academy Academic Probation. If a student's GPA falls below 2.50 at the end of the academic year, that student may not be permitted to return to the Academy the following year and will lose any scholarships that have been awarded. The adjustment to college living and academics presents challenges to many students, and Academy students are expected to keep Academy staff members informed of any academic difficulties so that appropriate help and guidance may be offered.

Academic Policies

Advising and Registration

Registration for University classes is the process of seeing your advisor to discuss high school graduation requirements, selecting the courses you want/need to take, arranging these into a schedule to fit available time slots, signing up for these classes according to the prescribed procedure, and paying fees by the published advance registration fee payment deadline. Failure to pay fees on time will result in the loss of your schedule. Fee payment deadlines are published in the Class Bulletin, are printed on students' schedules at the time of registration, and are announced by Academy staff. In addition, the University will send bills to students who have advance registered for the next semester.

The Academy staff person who primarily advises and registers students is the Academy student services professional, although there may be occasions when another staff person will perform these duties.

Academy students have the privilege of registering for classes earlier than the majority of University students so that their graduation from high school will not be compromised by the unavailability of required courses. Advance registration dates are published in each semester's Schedule of Classes for the following semester and will be announced by Academy staff. Students are to schedule an advising appointment with the student services professional prior to the first date of early registration. Academy students who have declared a major will see both this person and his or her faculty advisor (if applicable) prior to the first day of early registration. Students who fail to follow this procedure risk paying a late registration fee, being closed out of required classes, and delaying high school graduation. **Students who have an outstanding fine (Public Safety, library, etc.) will not be allowed to register until the fine is paid.**

Academic Integrity (See Honor Code)

All forms of academic dishonesty, including cheating, fabrication, plagiarism, and facilitating or allowing academic dishonesty in any academic exercise are strictly prohibited, and students who violate this rule are subject to disciplinary action from both The Academy and the University.

The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examination; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; and (4) collaborating with another student when the assignment is to work separately.

The term “fabrication” refers to, but is not limited to falsification or unauthorized invention of any information or citation.

The term “plagiarism” includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment, or representing the words or ideas of another as one's own. Direct quotations must be indicated, and ideas of another must be appropriately acknowledged. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

It has become apparent that universities value and emphasize academic integrity far more than do many high schools. If you are not completely clear as to what constitutes cheating, fabrication, or plagiarism, please ask. It is also clear that a major factor in academic dishonesty, other than not understanding, is failure on the student's part to exercise good time management skills; last minute work fosters the desperation that might cause an otherwise strong student to exercise a lapse in good judgment.

Academic Probation

You will be placed on Academic Probation if:

- either your semester or cumulative GPA falls below a 3.00, or

- the Academy director determines that it is in your best interest. This may occur, for example, if you receive a semester grade of "D" or "F" in any course.

While on Academic Probation you:

- must meet regularly with your academic advisor (either the Academy director, student services professional or counselor),
- must attend all scheduled classes,
- must work with tutors and academic support staff as arranged by Academy staff, and
- may not hold an elected student officer role or selected leadership positions in the residence hall

Failure to abide by this policy indicates a lack of maturity and commitment to the Academy program and will seriously jeopardize your invitation to return to the Academy for your high school senior/university sophomore year (see Application for Re-Admission to the Advanced Academy). Such behavior on the part of high school seniors will have a negative impact on post-Academy plans.

Academic Support

It is not unusual for students to experience difficulty in a university class. In these instances their first recourse is the professor. Students are responsible for initiating contact with a professor or other sources of help on campus. These other resources are: the Math, Physics, Foreign Language, and Writing Labs; tutors within each department; and the EXCEL Center, which is located on the second (main) floor of the University Community Center and provides free tutoring in all core curriculum courses; and informal and formal academic mentoring within The Academy. The Academy counselor provides information and counseling in the areas of career choices, study skills, and time management. The Academy counselor may refer students to the Excel Center or the Student Development Center, both of which also these services. Students are also encouraged to form study groups with others in their classes. Again, it must be emphasized that students are expected to inform Academy staff of any academic difficulties they may be experiencing so that appropriate help and guidance may be offered.

Class Attendance

Each professor will distribute a class syllabus the first day of the semester that will clearly outline his/her expectations, including the class attendance policy. It is your responsibility to read and remember all the information contained on these syllabi. The Advanced Academy expects its students to attend ALL classes unless they are physically unable to do so, regardless of their professors' class attendance policies. Class attendance and performance will be monitored throughout the year. It is the responsibility of Academy students to immediately contact professors regarding absences and missed work. You are responsible for making up the material that was missed. Students must plan in advance for absences if they participate in events that may involve travel from campus.

Faculty members are usually quite clear about their attendance policy on the course syllabus given to each student at the beginning of the term. If a student exceeds the number of allowed absences, the faculty member has the right to assign a final grade of "W" or "WF" to the student, depending on whether or not the midpoint of the term has been reached. Again, attendance for Academy students is mandatory for all courses, regardless of the faculty member's policy.

Course Withdrawal Policy

Students are discouraged from withdrawing from a course, and there are four primary reasons why a student should not withdraw:

1. It may prevent graduating from high school on time.
2. Both HOPE and Federal Financial Aid calculate eligibility on the basis of hours attempted, not hours completed. Students who withdraw from classes run the risk of running out of financial assistance before they complete their undergraduate programs.
3. Prospective universities and employers may view a "W" on a transcript, particularly if there is more than one, unfavorably.
4. If the student's reason for wanting to withdraw is because of the difficulty of the material or a dislike of the professor, a sense of accomplishment may result from the struggle to persevere and overcome adversity. Every student will, at some point, encounter difficult courses and professors with different viewpoints and personalities.

That being said, sometimes there are legitimate reasons for withdrawing from a course. If an Academy student believes that there is a reason to withdraw from a course, he/she must consult with either the Academy director or student development specialist in the Honors House to process the withdrawal. Students may not withdraw from classes on Banweb.

University policy permits a student to withdraw from a course up to the midpoint of the semester with a grade of "W". This grade does not affect the student's GPA in any way. If a student withdraws after the published midpoint date, the grade is an automatic "WF", which is the equivalent of an "F" in its effect on the GPA. Each semester's last date to withdraw is published in the semester class bulletin, is on the University website, and is noted on the calendar in the back of this Handbook.

End-of-Course Tests (EOCTs)

The Georgia Department of Education recently instituted eight separate End-Of-Course Tests in various subjects. Five of these tests may affect high school juniors and seniors who attended a public high school in the State of Georgia prior to entering the Advanced Academy. These tests are administered at the completion of various courses (American Literature, Biology, Physical Science, Economics, and U.S. History). They are administered at the end of each semester for those students who are required to take the tests at that time. Affected Academy students may take these tests on campus and are notified by e-mail of the test dates and times. Scores are electronically submitted directly to the home high school.

Georgia High School Graduation Tests

Georgia law states that all students must take and pass all five sections of the Georgia High School Graduation Test in order to graduate from high school. These tests are administered during the high school junior year during dates dictated by the Georgia Department of Education. Academy students may take these tests on campus or make arrangements to take them when they are administered at their home school.

Grade Replacement Policy

In the event that a student makes an unsatisfactory grade, the student has the option of repeating the course at a later date to replace the grade in the cumulative GPA. For example, if a student makes a "D" in a course, the student may retake the same course. *While the "D" will remain printed on the transcript for the term in which it was earned*, the grade points and hours attempted for that course will be removed and the new grade will be averaged into the student's cumulative GPA. Any course, regardless of the grade earned, may be repeated an unlimited number of times. However, it is important to remember that the last attempt will always be the grade used in the GPA. In other words, if a student earns a "C" on the first attempt, retakes the course and earns a "D" on the second attempt, the "D" would be the grade figured into the GPA. In addition, a student wishing to replace a grade in an Honors course may do so only by re-taking that class as an Honors class.

HOPE Accel

HOPE **Accel**, administered by the Georgia Student Finance Commission, was created by the 2004 Georgia General Assembly to serve a similar purpose as the state-funded Postsecondary Options (PSO) Program, which had been discontinued. HOPE **Accel** allows eligible high school students who are enrolled in college degree-level courses to receive HOPE Scholarship benefits during fall and spring semesters only. For students attending the Advanced Academy, the award amount for **Accel** is the same as for the HOPE Scholarship Program (100% of tuition, some mandatory fees, and a book allowance).

Eligible Academy students must submit both Parts I and II of the Accel form directly to the Student Services Professional each semester at the time of registration. The Accel form may be obtained from high school guidance counselors or downloaded from: http://www.gsfc.org/main/publishing/pdf/2005/accel_app.pdf. (We must have the paper copy.)

Hope Scholarship

The credit hours a student earns while receiving HOPE Accel funds count toward the total hours allowed by the HOPE Scholarship Fund. HOPE regulations state that a student is **not** eligible to receive HOPE scholarship funds if they have **attempted** 190 quarter hours or 127 semester hours of college degree-level credit hours. All credit hours **attempted** (not completed) and paid for by Accel will count toward the total number of hours (127 semester/190 quarter hours) allowed by HOPE regulations. However, UWG Grade Point Averages (GPAs) earned while a student in the Advanced Academy do not count toward determining eligibility for HOPE after high school graduation.

Honor Code

West Georgia's Honor Code is an agreement between students and the University to promote a commitment to both personal and academic integrity within the UWG community. It is the responsibility of the entire West Georgia community, including all students, faculty and staff, to uphold the values inherent in the Honor Code. Each student is given a copy of the Honor Code and Pledge upon enrollment in the University. By signing the pledge, a student makes a commitment to honor the principles of academic and personal integrity and to confront members of the University community if there has been a violation of the Honor Code. For more information please see the [UWG Connection and Student Handbook](#).

Honors College and Honors Classes

The University of West Georgia was awarded the distinction of having the only Honors College in the state of Georgia in recognition of the quality of its Honors Program. Academy students at the time of acceptance into the program are classified as Honors students and are encouraged to take Honors classes, which are listed in the Class Bulletin. Students must maintain the Honors College minimum Grade Point Average of 3.2 to remain eligible to take these classes in following semesters. Honors classes offer many advantages to Academy students: smaller class size, another group of academically oriented students with whom to interact, greater ease in developing mentoring relationships with professors, and an opportunity for more in-depth learning. In addition to the many Honors classes taught each semester, most classes may be made into an Honors class by agreement with the instructor. The form for doing this may be picked up in the Honors House and must be completed by the published last day to withdraw in the middle of each semester. Once the conversion paperwork is completed, students who wish to convert back to non-Honors credit must speak with the Dean of the Honors College.

Annual Honors Trip to Washington, DC

The Honors College sponsors an annual trip to Washington, DC during spring break. Student participation in this event is contingent upon maintaining the Honors College minimum 3.20 GPA and available space.

Letters of Recommendation

Students will need letters of recommendation as they apply for post-Academy college admission and scholarships. In your junior year, start thinking about whom you might ask to write a recommendation for you, and make it a point to get to know a faculty member or Academy staff member personally. Academy administrators and UWG professors will usually be willing to write a letter on your behalf, so do not hesitate to ask. However, do not wait until the last minute. **It is best to give us a minimum of two weeks notice**, since we will be writing letters for many students during the same time period. Good letters of recommendation take a long time to write; do not compromise your chances of gaining admission to that selective school or being awarded that competitive scholarship by waiting to the last minute. Be sure to thank anyone who writes a letter of reference for you.

PSAT

The PSAT/NMSQT (National Merit Scholarship Qualifying Test) administered in the fall of the high school junior year is the initial screening of students who wish to compete in the National Merit Scholarship Program. The PSAT will be administered on campus on Saturday, October 18, 2008, and all Academy students are strongly encouraged to take this exam.

Regents' Test

Students must take and pass the Regents' test when they have earned 30 semester hours of credit or have passed ENGL 1102, *whichever comes first*. Failure to do so results in a registration hold and enrollment in the appropriate remedial course or courses each semester until the test has been taken and passed. The Regents' Test is administered near the midpoint of each semester. Students should apply to take the Test during the first three weeks of the semester by completing a form in the Learning Support and Testing Office in Strozier Hall. The dates for the administration of this test are published, and the students receive e-mail reminders from this office.

Research

A hallmark of The Advanced Academy program and the Honors College is the opportunity students have to conduct original research under the supervision of a faculty member. All students are encouraged to work closely with a professor in an area of interest and develop an original, independent research project to enhance their learning experience. Opportunities are available to present these projects at regional and national conferences. Summer research opportunities are also available. Contact the Honors College director of research (Dr. Farooq Khan, fkhan@westga.edu, 678-839-6027), an Honors College staff member, or any Academy staff member for advice and assistance. Individual professors and Academy staff are also able to assist students initiate a research project.

Study Hours

Academy students are expected to study two or three hours for each hour they are in class. If a student is enrolled in 15 semester hours, the expectation is that he/she will be studying outside of class 30 to 45 hours a week. Gunn Hall is intended to be a living-learning environment conducive to study. For this reason, there are designated Quiet Hours, study cubicles, computer labs on each floor, and Study Hours in the hall.

Transcripts

Students must obtain **official** UWG transcripts showing Academy work to enclose with college and scholarship applications. The Academy office cannot prepare transcripts. Transcripts are available from the UWG Registrar's Office or on-line at <http://www.westga.edu/~registra/transcripts.htm>. Requests may take several days to prepare, so plan ahead and allow plenty of time. There is a fee for transcript preparation, and students are responsible for payment of this fee.

ADVANCED ACADEMY STUDENT LIFE

Student Life Philosophy

Joining the Academy involves committing to become a part of a special community. As members of this community, students agree to assist in the creation of an atmosphere that is conducive to academic success and personal growth. Within this community, students have the opportunity to develop rewarding personal relationships while taking part in valuable leadership experiences. The overall goal of this structure is the establishment of a community living environment that is safe, fun, comfortable, accepting of diversity, and conducive to learning. In order to maintain this community, students are expected to abide by and support all policies of the Academy at all times, with or without supervision.

Student Life Policies

Academy rules are basically simple and are in place to provide a safe and nurturing structure and environment within which students may fulfill their purpose for enrolling in the Academy: to have an accelerated academic experience while concurrently living in an environment that supports students in developing the skills that will help to ensure their success, both in the Academy and as future leaders. This includes making good decisions and assuming responsibility for your actions. **If you have any questions about how these policies are to be interpreted, it is your responsibility to ask an Academy staff member for clarification before engaging in any activity about which you have doubts or questions.**

Please see the Advanced Academy Discipline System, which begins on page 24, for an explanation of the point system and the **Levels** that are associated with violations of Academy policies and referred to in many of the paragraphs below.

Absence from Campus

Sunday through Thursday Nights

The Advanced Academy is, by design and philosophy, a residential program, and students are expected to be in residence at least Sunday through Thursday nights. We recognize that circumstances such as doctor appointments may arise that would be facilitated by the student going home the night before. In cases such as this, parents are to fax a written statement 24 hours prior that gives permission for their son or daughter to go home, specifying the day and time of departure and return. To repeat, **Overnight absences from campus Sunday through Thursday are not permitted except in the cases of family emergency or with prior written parental permission for circumstances that warrant going home during the week.**

Friday and Saturday Nights

A student wishing to leave campus overnight on Friday and/or Saturday nights must submit an Overnight Absence Form completed and signed by a parent or legal guardian. This form may be submitted in one of two ways:

- Parents may choose to require that their son or daughter reside in Gunn Hall and remain on campus or in the Carrollton/Carroll County area on the weekend unless

written parental permission is received twenty-four hours in advance of the student's weekend departure. This permission to leave campus must be signed by the parent and **faxed** (e-mails will not be accepted for this purpose) to the RA office in Gunn Hall at 678-839-3945. Exceptions to this deadline will be made only in the case of family emergency or at the discretion of the Academy Residential Coordinator. Students whose parents choose this option may still leave campus but must return to Gunn Hall by curfew on Friday and Saturday nights. If students leave campus, they must sign-in/sign-out as usual.

- Parents may choose to give permission for their son or daughter to leave campus **and the Carrollton/Carroll County area** on Friday and/or Saturday nights as he or she desires. (This alleviates the need to send written authorization every weekend.) Students whose parents choose this option may leave the University and Carrollton/Carroll County area for overnight travel. Students leaving for the weekend must indicate on their sign-in/sign-out card that they are signing out for the weekend. **Students who sign out for the weekend must leave the Carrollton/Carroll County area** (except for Carrollton/Carroll County residents). If plans change and students remain in or return to Carrollton, they must return to Gunn Hall and sign in by curfew.

Regardless of the option chosen, permission to leave campus does not nullify the Advanced Academy's regulations regarding visitation in on and off campus student housing. Students may visit in the homes of other Academy students whose families live in the Carrollton/Carroll County area, but they are not thereby exempted from Academy rules including but not limited to, curfew; the zero tolerance policy on drugs and alcohol, which is in effect at all times; and visitation in on or off campus student housing, including any residence or place where people are gathered and alcohol or drugs are present.

Abuse of Staff

(Level 4)

Staff members must occasionally confront students and their guests in order to remind them of policies. Disrespectful verbal (shouting, arguing, mumbling insults, etc.) or written responses to reminders or to being documented for a violation will be considered abusive behavior and will not be tolerated (see Non-Compliance).

Academy Ambassadors

Academy students have the opportunity to become ambassadors for this program. These students assist with Visitation Days, tours, receptions, etc. A student may not serve as an Ambassador if he/she is on academic or disciplinary probation. See the Academy program specialist for more information. An award is given at the end of the year for the Ambassador(s) who have made the greatest contribution.

Academy Forms

Forms for different situations (overnight guests, curfew extension, etc.) are on the Academy website and may be downloaded and faxed to 678-839-3945.

Academy Recognition Ceremony

At the end of each year, the Advanced Academy has a Recognition Ceremony, similar to a high school graduation ceremony, during which our graduating students are honored. Awards will be given for academic success, leadership, participation in the Academy Ambassadors, and community service. All students, regardless of their grade level, are **required** to attend. An invitation will be sent to each student's family, and parents are strongly encouraged to attend. Although students are certainly encouraged to also participate in their high school's graduation ceremony, most students find their Academy Recognition Ceremony to be more meaningful. This year's ceremony is scheduled for 1:30 p.m. on April 19, 2009.

Alcoholic Beverages and Illegal Drugs (Level 5)

The Advanced Academy has a zero tolerance policy that coincides with federal, state and local rules, regulations, policies, laws and ordinances that totally prohibit the use, possession, manufacture, distribution or sale of illegal drugs ("controlled substances"), and with state and local laws that prohibit the use, possession, manufacture, distribution, or sale of alcoholic beverages to persons under the age of 21 years. Any student found to have violated any rules, regulations, policies, laws or ordinances involving illegal drugs ("controlled substances") or alcoholic beverages **will** be expelled from the Academy and the University. Students who are in residence hall rooms or other on-campus locations or in off-campus locations where alcohol or drugs are found in violation of federal or state laws may be considered to be in possession of those items if, in the opinion of the Academy director, there is sufficient evidence that the student knew or should have known that alcohol or drugs were present. Students are not permitted to have empty alcohol containers in their rooms, nor are students permitted to display beer and/or alcoholic beverage advertising that is visible outside their rooms.

Board of Trustees Meeting (Level 3)

The Academy is advised by a Board of Trustees that consists of nationally- and world-renowned experts in their fields. The Board meets in October of each year on West Georgia's campus, and Academy students **are required** to remain on campus that Friday night to meet and have dinner with Board members. This year's dinner with the Board of Trustees is Friday, October 17, 2008.

Campus

The West Georgia campus is defined as that property inside the ring formed by Maple Street and West Georgia Drive and the property outside that ring immediately adjacent to West Georgia Drive beginning at the Honors House and extending to the Townsend Center for the Performing Arts. The bookstore is an extension of campus.

Gunn Hall Closures

Gunn Hall will close when the University is officially closed and according to Residence Life policies. These closures include Thanksgiving, the winter holiday recess, and spring break. Students will have advance notice of closing and re-opening dates and will be expected to go home during these times. If distance from home and the expense of travel make this impractical, students are encouraged to go home with a friend. Please contact

the Academy Residential Coordinator if you have questions or difficulty with this request.

Community Service

(Level 2)

Advanced Academy students will participate in at least ten hours of community service each semester. Academy resident assistants will plan events throughout each semester that will provide opportunities for students to fulfill this requirement. Students may also participate in community service projects of their own choosing. To receive credit for community service activities, students should e-mail the Academy's Residential Coordinator with the specifics (location, activity, supervisor, telephone number). An award will be given during the Academy Awards Ceremony to the student(s) who have completed the most community service hours. The cut-off date for reporting community service hours from fall semester is January 15, 2009, and the last date to report community service hours from spring semester is April 10, 2009. Students who do not complete a minimum of ten hours of community hours each semester will be documented.

Community Values

(Level 1-5)

All students and staff of the Advanced Academy are valued members of a special learning/living community, as well as of the larger University. Each person in this community is expected to maintain appropriate levels of civility in language and action. Respect for all members of the Advanced Academy and the University of West Georgia students, faculty, and staff is necessary for a healthy learning and living environment.

Accountability and Shared Responsibility for Maintaining Community Standards

The reputation that develops around Academy students' behaviors and attitudes ultimately enhances or detracts from the value of the Academy experience and the Advanced Academy itself. Past and future students are also affected by students' actions in the present. For this reason, students should be motivated to hold one another accountable to the standards that have been set. All forms of disrespectful behavior will be regarded as violations of community standards and will be subject to disciplinary action. If a student becomes aware that another student is violating policy, a staff member should be informed. Such conversations will always be held in confidence and often have the result of helping the other student.

Courteous Behavior

Students are expected to be respectful of others 24 hours a day and to comply promptly and politely with *any* person's request for a lower voice, turned down stereo or TV, or ceasing of public displays of affection. Inappropriate behavior also consists of rude, vulgar, indecent, or obscene expressions and actions, whether verbal, non-verbal, or written. Postings, flags, etc. that may be offensive to other cultures are also considered inappropriate (e.g., the swastika or confederate flag, pictures displaying nudity). Postings in the hallways, doors, public areas, or any location where others can see them must be removed when requested by a staff member.

Diversity

The Academy community seeks to preserve an atmosphere of openness, acceptance, and appreciation for the rich diversity that each individual brings to the community as a result of his or her background, culture and beliefs. Each member of the community is expected to demonstrate tolerance of others within the community through his/her speech and actions. Intolerance and lack of respect are contrary to the core values and mission of The Advanced Academy.

Personal Hygiene

Please remember that personal hygiene, including bathing and laundering clothes, is essential in a close community such as the one in Gunn Hall. Students are expected to compromise and adjust in an effort to foster and maintain good relationships in the hall, but they are not expected to live in unsavory conditions. Failure to maintain a minimum standard of personal hygiene may result in corrective and disciplinary action on the part of Academy staff.

Public (or Private) Displays of Affection (PDA)

(Level 2 - 4)

Students are expected to conduct themselves in a manner that would be inoffensive to any Academy staff, college official, parent, or other student. Each student is expected to comply promptly and politely with any person's request that public displays of affection cease. Disciplinary action may be taken if students are observed engaging in excessive physical contact and/or fail to stop the behavior when asked.

Computer Use

(Level 3 – 5)

An Acceptable Use and Ethics Policy governs the computing and network resources at West Georgia. This policy details the proper utilization of the computers, networks and related services at the University of West Georgia. This policy has been developed to ensure a quality computing environment at West Georgia that furthers the academic, research and service mission of the University. Providing this environment requires equitable resource distribution, computer and network availability, personal privacy and data integrity. Achieving this goal requires that all in the University community cooperate and adhere to these guidelines. Copies of the policy are available on line at <http://uwglabs.westga.edu/policies> or in printed form from User Support Services in the Computer Center Annex. In addition, student World Wide Web activities and products must be consistent with the University of West Georgia's ethics policies including those on Sexual Harassment, Intellectual Property, and Academic Student Policies, as well as federal and state computer crimes statutes, including pornographic use of the internet or University computers and/or technology.

Courtesy Hours

(Level 2, 3/30)

Courtesy Hours are in effect 24 hours a day. Students must comply promptly with a Courtesy Hours request (e.g. any time a staff member or fellow student asks that the volume of conversation, music, the TV, etc. be lowered.).

Curfew

(Level 1-5)

Academy students must be in the residence hall and on their respective wings by 11:00

p.m. Sunday through Thursday nights and by midnight on Friday and Saturday nights. Students will be documented as being late if they have not signed in by curfew and may be subject to disciplinary action. Once students have signed “the Blue Book” indicating that they are present at curfew, they may not leave Gunn Hall until 6:00 a.m. the following morning. Students may not leave their wing and be in the main or TV lobbies after curfew unless they are accepting delivered food or purchasing something from the vending machines. Students must observe curfew unless they obtain advance permission from the Academy Residential Coordinator (ARC). It is expected that students will act in a respectful and courteous manner and call the RA’s on duty if they see that they will be late for any reason.

Curfew may, on special and rare occasions, be extended due to academic responsibilities or with written permission from a parent or legal guardian. **Except in emergencies, a written request from the student’s parents for a curfew extension must be filed with the Academy residential coordinator at least 24 hours before the requested extension.** Curfew will not be extended for student employment. Students who are employed in the evenings are expected to be in Gunn Hall and on their wings by curfew.

Please note that an Academy staff member stays up each time a student has a curfew extension to ensure that student arrives at Gunn hall safely and within the time frame requested on the Curfew Extension form. Our responsibility to know where each student is at curfew is not waived because we may approve a curfew extension. For this reason, **we reserve the right to limit both the number of times a student is granted an extension and the hour for which an extension may be granted.**

Note: Parents will be contacted any time a student who has not obtained prior permission for a curfew extension has not signed in by curfew and cannot be immediately located in Gunn Hall.

E-Mail

Academy students are required to obtain an email account and to inform staff of the e-mail address they check regularly. Academy staff communicate with students primarily through e-mail, either individually or through the Academy listserv. (See also Telephone Service) Students are responsible for checking their e-mail for messages every day. Not checking e-mail is not an excuse for not knowing the information, sometimes very important, that is disseminated in this manner.

Emergencies

Parents and students should contact an Academy staff person in case of a death or major illness in the family or any other instance during which they need assistance. If indicated, Academy staff will arrange for the notification of faculty members to explain class absences. If the ARC or other Academy professional staff is not available, contact an RA, who will then notify appropriate personnel.

There is always an Academy professional staff person on duty to respond to any emergencies, serious discipline infractions, or any other unusual matters that may arise.

The on-call schedule is posted in the RA office and with University Police. In the event of an emergency, students and/or parents will be contacted by the on-call person.

False Fire Alarms

(Level 4-5)

Any person who knowingly, falsely, and maliciously, by any means whatsoever, gives an alarm of fire when there is no fire will be subject to arrest and subject to dismissal and expulsion from the Academy and the University.

Fire Safety

(Level 5)

Students who tamper with fire safety equipment, including the smoke detectors (covering or otherwise rendering them inoperable, for example) in individual rooms or anywhere in the building, will be subject to arrest and subject to dismissal and expulsion from the Academy and the University.

Floor Meetings

(Level 1)

Every other Sunday at 11:00 p.m. (immediately after curfew), the residents and RAs of each floor will have a mandatory, informal meeting. The purposes of a floor meeting are to impart information, discuss concerns on the floor, celebrate student accomplishments, and, in general, to provide a regular opportunity for floor neighbors to discuss how things are going with regard to community living. Students are required to attend these meetings and are responsible for the information imparted during them.

Health Emergencies

Students who require health care should contact the Academy Residential Coordinator (ARC) during the day rather than wait until curfew or after. If the ARC is unavailable, an RA or administrative staff member should be contacted. Students who become aware of health problems during the night should contact their RA or ARC at that time rather than waiting until morning. A staff member will investigate and take appropriate action. The student will be taken to Tanner Medical Center (Carrollton's hospital) and parents notified if in the best judgment of Academy staff immediate attention is required. In some instances, an ambulance may be called to transport the student to the hospital. In such a case, the parent will be responsible for the payment of this and related services.

Health Service

The University provides a student health service primarily for first aid and the diagnosis and treatment of patients with minor or short-term, acute illnesses or injuries. These services are provided under the supervision of a physician. Health Services is open weekdays from 8:00 a.m. to 6:00 p.m. throughout the semester except during official holidays. If a student needs medical services after hours or during the weekend, he or she will be taken to Tanner Medical Center, where the family's health insurance policy information will be used. While the doctor and nurses in the University Health Service will treat most illnesses, it is sometimes necessary to refer a student to other medical personnel or facilities for special services such as X-ray. Should this occur, the student or his/her parents are responsible for paying for such services. In the event that an ambulance is needed, parents will be responsible for the payment of this and related services.

Identification Cards

(Level 3)

Students will be issued identification cards that are to be carried at all times and presented to Academy or University officials upon request. The ID card allows access into the residence hall. For security reasons, the ID card may not be loaned to other persons or borrowed for any reason. Misuse of the card subjects the student to disciplinary action. Lost or stolen cards should be reported to Public Safety and the ARC immediately. Lost ID cards must be replaced for a \$20.00 fee through the ID Card Office in the University Community Center.

Motor Vehicles

Academy students may bring automobiles, motorcycles, motorbikes, mopeds or other licensed motor vehicles to campus with permission from a parent or legal guardian if they possess a valid driver's license. Vehicles must be registered with the office of Public Safety and display the University parking hangtag. Parking fees are included in the transportation fees charged to all students at the University. Public Safety provides a brochure that clearly states UWG's parking regulations. It is the responsibility of the student to be familiar with these regulations. All parking fines must be paid before a student may be registered for the next semester's classes.

Non-Compliance

(Level 3)

Students are expected to be cooperative at all times with Academy and University staff members. Students will be subject to a disciplinary response for failing to:

- heed an official summons or to comply with directions or requests from an Academy or University staff member acting in the performance of his or her duties,
- schedule or appear for a disciplinary appointment with a staff member after being notified to do so,
- cooperate with or respond to a staff member who is trying to contact you.
- follow proper Academy or University procedures, or
- provide information which would aid a staff member in an investigation or which would assist a staff member in locating or providing assistance to another person.

Personal Property

(Level 1 - 2)

Academy students who bring personal items to campus such as bicycles, TVs, VCRs, stereos, computers, or expensive jewelry do so at their own risk. The University is not responsible for damage, loss, or theft of personal property. Students are advised to appropriately mark their valuables with an identifying mark and note the serial numbers. We are pleased that Gunn Hall has been relatively free from theft; however, a locked door is the best defense against the loss of personal items.

Students are not to leave personal belongings, such as books, notebooks, book bags, clothes, shoes, food, etc, in the main lobbies or the lobbies on the floors. Lost and found items and items left in the lobby are picked up and placed in the "lost and found" box in the RA Office. All unclaimed items are either disposed of or donated to charity at the end of each month. Repeated violations of this policy may result in disciplinary action. Please keep our public areas looking neat.

Personal Responsibility

All Academy students are expected to respect the rights of a roommate as well as the rights of other students in the hall. Students are responsible for any activities or damages that occur in their rooms. All Academy students have the right and responsibility to report others who are violating residence hall or University policies and procedures. An unescorted visitor on an Academy floor should be immediately reported to an RA or the ARC. Exterior doors that are propped open should be closed.

Pets

The only pets students may have are fish in a tank less than 10 gallons. Anything that could "escape" or cause allergic reactions in other residents is not permitted.

Quiet Hours

(Level 2 - 3/30)

Quiet hours are intended to provide the best possible environment for study or sleep. During quiet hours, noise from an individual room should not be loud enough to be heard outside of that room. All residents are expected to honor specific requests for quiet from their neighbors at any time during the day. Any student documented for a noise violation may be subject to disciplinary action. Members of The Advanced Academy have the right not to have their lives disrupted by neighbors' noise.

Regular Quiet hours are 10:00 p.m. - 8:00 a.m. Twenty-four (24) hour quiet hours begin on Reading Day, extend through the end of final exam week, and are strictly observed.

Re-application to The Advanced Academy

Students must earn continued membership in the Academy program through their performance and behavior. Being allowed to return each term as an Academy student is both a privilege and an honor, not a right.

Students who enroll in The Advanced Academy as juniors will be expected to submit a re-application form to the director of The Advanced Academy in order to continue in the program for their senior year. This form should be submitted in the spring of the student's first year and are due by April 21, 2009. Review of a student's academic performance, behavior, and adherence to community standards will be conducted at that time. Students who have failed to meet standards in any or all of these categories may be denied re-admission. First year students who have accumulated 80 or more points may lose the opportunity to return or be subject to returning in the fall under a behavioral agreement.

Residency

All Academy students are required to reside in the residence hall. No exceptions will be made to the residency requirement.

Roughhousing

(Level 1)

Certain behaviors are safety hazards, dangerous, or potentially destructive to property when they occur inside the hall. Students who run, play ball, rollerblade, skateboard, ride any type of scooter, participate in water gun fights, or engage in other traditionally

“outdoor” or sporting activities while inside the building will be subject to disciplinary action.

Room Alterations

(Level 2 – 3)

Furniture found in the room when you arrive must stay in the room. No structural changes to the room are allowed (e.g., no permanent materials may be attached to walls, floors, or ceilings). Pictures, posters, etc. are allowed as long as walls are not damaged (you cannot hang anything on the walls or ceilings using nails). Walls may not be painted. Carpeting is allowed, but may not be permanently attached to the floor. Any damages made to your room will be noted on the Room Inventory Form and you will be assessed a damage fee at the end of the year.

Room/Roommate Change

Most room change requests are really requests for a change of roommate. We encourage students to think carefully before requesting a room change for this reason. Learning to accept differences and resolve conflicts is an important part of the growth experience that the Academy offers, and room changes are difficult to grant because of the “domino effect” that results as people begin to move from room to room. However, students who are truly experiencing difficulty with a roommate should first speak with their RA for mediation. If collective effort is unsuccessful in getting the issue resolved, students should not hesitate to talk to the ARC about making a change.

Room Cleaning

(Level 1)

Students’ rooms are expected to be free from malodorous, unsanitary, and unhygienic conditions. This includes food as well as dirty clothing and body odor and is a health and safety issue as well as a respect issue. A student will be given 24 hours to clean his or her room if it is observed to be offensive or a health hazard and may face disciplinary action if the request is ignored.

Security

(Level 3)

We have made every attempt to ensure the safety of Gunn Hall residents and their belongings. Student identification cards allow access into the building, and loss of an identification card compromises the security of the building. Notify Residence Life immediately if a card is lost so it may be deactivated. Do not allow unescorted non-residents into the hall or prop any entrance doors. Notify Academy staff immediately if an unescorted visitor is observed. Under no circumstances may an outside door of Gunn Hall be propped open.

Sign-Out/Sign-In

(Level 1)

In order to properly account for all Academy residents of Gunn Hall, Academy students are required to sign-in and sign-out when traveling off campus, using "the Green Book" located by the main entrance to Gunn Hall. Students must sign out with the date, time, and exact destination(s) when they leave the hall, and write the time of arrival when they return. Students may sign-in and sign-out only for themselves and must travel only to the destination(s) for which they signed out.

Signing in at Curfew

(Level 1)

Students are expected to sign-in before curfew (by 10:59 p.m. Sundays through Thursdays and by 11:59 on Fridays and Saturdays) every night that they are on campus. Students must sign their full names in (“the Blue Book”) each night. The curfew sign-in book is located in the RA office and is available for students to sign each night during RA duty hours. Signing the book by curfew is a student's word of honor that he or she is in the building for the night. **Once a student has signed the book at night, he or she may not leave Gunn Hall until 6:00 a.m. the following morning unless there is an emergency that causes the evacuation of the building.** Students may not sign-in for other students. If a student fails to sign-in before curfew more than five times during the year, he or she will be documented on the sixth (and subsequent) occurrence and may face disciplinary action.

Student Residence Hall Officers (Elected)

New residence hall officers must be elected each year by the student body. Offices are:

Community Service Coordinator

Residence Hall Council

President

Vice President

Secretary

Treasurer

Floor Representatives (one from each floor)

Academy Judicial Board (see page 26)

Chair

First Year Representatives

Second Year Representative

2 Members at Large

2 Alternates at Large

Students elect officers during fall semester. To qualify for an office, students may not be on academic or disciplinary probation and must have a GPA of at least 3.0. To run for an office, students must nominate themselves by signing up when elections are announced. A student may actively campaign for office during election week by hanging posters in the hall, handing out flyers, etc. Candidates will be given a forum to make their campaign speeches before the election. Speeches should be taken seriously and be well thought out.

Summer School

Given sufficient interest, we will arrange for Gunn Hall to remain open during the summer semester and hire RAs who will continue working in the same capacity as they did during fall and spring semesters. Academy students transitioning from their first to second Academy year and who attend summer school will follow Academy rules as always. Any discipline points received during summer semester will jeopardize returning

for the fall semester, and points will carry over to the next year. Former Academy students who graduated from high school in the spring and who wish to attend summer school and live in Gunn Hall will not have to live under Academy rules, but they must sign the Gunn Hall covenant that does govern their behavior, particularly with regards to visitation in Gunn Hall, the Zero Tolerance policy, and their relationship with students who remain in the Academy.

Telephone Service

Each room in Gunn Hall has one telephone jack. Telephone service, including voice mail, is included in the residence hall fee. Roommates should decide between themselves who will bring the phone. There are many times when Academy staff would like to speak with a student and attempt to make contact via the room phone and voicemail. If students have a cell phone and do not plan to bring a phone to their Gunn Hall room, they are responsible for giving their cell phone number to the ARC. Voicemail, either on the room phone or cell phone, must be checked daily for messages.

Theft

(Level 4 - 5)

Theft is prohibited by law and is not tolerated by the Academy. Students who have been found guilty of theft will be dismissed from the Academy and the University.

Thursday Night Dinners

(Level 1)

An integral component of The Academy experience is our Thursday Night Dinner (TND). Each Thursday evening, students have dinner together with the Academy director and other staff members and interact with guest speakers who share their knowledge, experience, and perspectives. Students will remember that this component of the Advanced Academy program is their first priority for Thursday nights, and other commitments or engagements for Thursday evenings are not permitted without explicit permission from the Academy director. All students and staff are to gather for dinner by 6:00 p.m. The evening's program will begin at 6:40, unless otherwise announced, and students are to be completed with their meal and table cleared by that time.

It is understood that conflicts will occasionally arise. Students will be given two "vouchers" each semester that may be turned in at their discretion for an excused absence from a TND program. These vouchers must be turned in to the Academy director by 5:00 p.m. on the Wednesday immediately preceding the TND from which they wish to be excused. Abuse of the vouchers and/or missing more than two Thursday Night Dinners in a semester without the director's permission will result in disciplinary action.

Tobacco Use

(Level 4)

According to Georgia law, no one under the age of 18 is allowed to be in possession of tobacco products. Academy policy is that no student is allowed to smoke or be in possession of tobacco products, regardless of age. UWG's Campus Police will enforce this law, and if underage persons are seen smoking on campus they will be referred to Carrollton City Court. Gunn Hall is a substance-free/smoke-free building, and Academy students and their guests are **NOT** permitted to smoke in or around the building, including outside on the deck. Smoking is prohibited in all campus buildings and in other

posted areas. **Students who tamper with smoke detectors in the residence hall will be subject to arrest and dismissal and expulsion from the Academy and the University.**

Trash (Level 2—3/30)

Students are expected to assist in keeping Gunn Hall public areas and student rooms clean and safe by disposing of trash in the dumpster located near Downs Hall. Recycling is encouraged when possible. Students may not dispose of trash in Gunn Hall public areas (e.g., dumping all of your trash in the general bathroom/lobby trashcans, leaving empty pizza boxes in the hallway, etc.).

Vandalism (Level 4)

Vandalism is defined as intentional damage to student rooms, furniture, or any part of the residence hall, University property, vending machines, and recreational equipment. Vandalism is also defined as the intentional tampering with any residence hall security system or device, including a smoke detector (see above). Students who vandalize will be subject to disciplinary action, including, but not limited to, restitution for the repair or replacement of the damaged property.

Visitation (Level 2 or 4)

Visitation policies refer to Academy students visiting in the opposite wing **and** to non-Academy visitors (classmates, friends, family) who are visiting in Gunn Hall.

1. Visitation on the floors and in students' rooms of Gunn Hall is permitted from 10:00 a.m. until 10:59 p.m. Sunday through Thursday and from 10:00 a.m. until 11:59 p.m. Friday and Saturday nights.
2. All guests must be escorted at all times, including to and from the lobby and while on the floor, by his/her Academy host. This applies to Academy students who are visiting on the opposite wing as well as to non-Academy individuals who are visiting the building.
3. When an Academy student is hosting a guest of the opposite gender, whether it is a fellow Academy student or another individual, and they are in his/her room or another student's room in the building, the door must be kept fully open at all times.
4. Academy students are responsible for the actions of their guests. If visitors do not follow rules, policies, and regulations, Academy students should notify an RA or any other staff member.
5. The only environment we can control is that in Gunn Hall, and students run the risk of violating The Academy Zero Tolerance Policy when they visit other residences. For this reason and for other safety factors, visitation in the residences of non-Academy students is prohibited. This includes on and off campus student housing, sorority and fraternity houses, and any on- or off-campus location where alcohol or drugs are found. Academy students are encouraged to bring their friends to Gunn Hall. (A violation of paragraph five of the visitation policy is a Level 4 violation.)
6. After-hours visitation in Gunn Hall is prohibited without permission from the ARC or the RA on duty.

7. **Overnight Visitation:** Academy students may host same-gender guests overnight. Individual students may host only one student at a time. The ARC must be notified of the arrival of an overnight visitor 24 hours prior to the visit. Guests must complete a guest registration form and submit it to the ARC. Guests must abide by Academy policies. Members of The Academy are held responsible for the behavior of their guests and must be particularly sensitive to the needs of roommates and other students. A guest under the age of eighteen must have written permission from his or her parent or legal guardian in order to stay in Gunn Hall. Guests will be expected to provide proof of age and proper identification. Guests will remain in the company of their host Academy student.
8. All visitors must leave the Academy floors in the hall prior to curfew unless they are registered overnight guests. After curfew, only residents of Gunn Hall or registered overnight guests are allowed in the building until 10:00 a.m. the following day.

Weapons and Explosives

(Level 4-5)

While on University-owned or controlled property or at University-approved or supervised activities, possession of any weapons including, but not limited to, knives, rifles, shotguns, ammunition, handguns, air guns, as well as explosives such as firecrackers, etc., is strictly prohibited and may result in dismissal and expulsion from The Academy and the University.

ADVANCED ACADEMY DISCIPLINE SYSTEM

Discipline Philosophy

Students selected for admission into The Advanced Academy of Georgia are expected to practice self-discipline and to assume a shared responsibility for ensuring the development of a safe and comfortable living/learning community in Gunn Hall. Academy staff members make every effort to assist students in choosing responsible behavior by informing them about policies, discussing policy violations, and issuing consequences for those violations. The entire staff of The Academy strives to encourage and support positive behavior. Throughout the disciplinary process, Academy staff take great care to ensure that students receive due process.

The discipline process for violations of Academy policy is an educational one. Students are expected to be aware that behavior has consequences and to take responsibility for their actions. Students must adhere to all of the policies in this handbook (found on-line at <http://www.advancedacademy.org/downloads.htm>), the UWG Connection and Student Handbook (<http://www.westga.edu/assets/docs/studentHandbook-current.pdf>), and the Undergraduate Catalog (<http://www.westga.edu/assets/docs/UG-current.pdf>). If and when they differ, this handbook takes precedence over all others. Students will be given the first and second mentioned publications at the beginning of the school year, and the catalog, as well as the other two, is available on-line. Students are responsible for knowing the contents of these publications. Violations of policies found in handbooks other than this Academy Handbook will be addressed through other University student discipline processes. Explanations of the University student discipline process may be found in the UWG Connection and Student Handbook. Students' signatures on item 30 on the Advanced Academy application for admission and the Student Agreement to Abide by Policies form and his or her decision to become a member of this community indicate that student's awareness of, understanding of, and agreement to adhere to these policies.

All policies are applicable to students at all times, with or without supervision, while enrolled in the Academy. This includes any time a student travels off campus with Academy or University staff and expands to include summer semester if a student attends classes at the University year round. Be aware that students who accumulate 100 points or are involved in a serious policy violation will incur consequences—even if it is near the end of the academic year. First year students who have accumulated 80 points or more may lose the opportunity to return to the Advanced Academy or be provisionally readmitted for the fall under a behavioral agreement.

Exceptions to Policies

Occasionally students and/or parents or guardians may request that Academy staff make an exception to a certain policy. Sometimes this is possible (e.g., candles are prohibited because they are a safety hazard, but a request to light birthday candles might be approved as long as a staff member is present). Please understand that not every request for an exception will be granted.

100-Point System

The Academy uses a 100-point system for administering discipline. Points are assigned for violations. The number of points assigned is based on the nature of the violation. (See “Levels 1-5”). Certain policies or rules are so important that violating them is an automatic 100 points. Students who accumulate 100 points will be dismissed. (See also “50+ Parent Conference”). Accumulating points may also result in loss of privileges or the imposition of a sanction.

Levels 1 - 5

The following Level System is intended as a **guideline** for students and staff in assessing the nature of given violations and for administering disciplinary responses consistently. The following list of specific violations (and the levels listed after each in the alphabetical section of “Advanced Academy Policies and Procedures”) is an attempt to specify consequences for more obvious types of violations and should not be considered an all-inclusive list devoid of flexibility in individual circumstances. Sometimes behavior might fall under several categories, and in these cases, Academy staff reserve the right to determine the level and assess appropriate point values. The staff also reserves the right to determine the appropriate disciplinary level for violations of policy not listed. Any point values a student accumulates will be reset to zero at the end of each academic year. Some returning students may be conditionally readmitted with a behavior agreement based on the previous year.

Level 1—10 to 20 points

Examples of violations at this level include but are not limited to:

- Being up to fifteen minutes late for curfew
- Missing mandatory Academy functions and events
- Roughhousing
- Failing to meet room inspection standards within 24 hours of warning (e.g., violations of room cleaning and moved furniture policies)
- Missing more than two Thursday Night Dinners without explicit permission from the Academy director

Level 2—20 to 30 points

Examples of violations at this level include but are not limited to:

- Being late for curfew by 15-29 minutes
- Violating PDA policy (may also be Level 4)
- Violating the Pet policy
- Violating visitation policy (may also be Level 4)
- Violating any combination of 3/30 policies within a 30-day period (see “Courtesy Hours,” “Quiet Hours,” and “Trash”). These 3/30 policy violations will be documented at the time of occurrence; however, only after three incidences occur within a thirty-day period will disciplinary action be taken for these violations by themselves.

Level 3—30 to 50 points

Examples of violations at this level include but are not limited to:

- Being late for curfew by 30-44 minutes
- Being non-compliant (see page 17)
- Using an ID card in an unauthorized manner
- Tampering with window screens
- Having a candle or an open flame in the residence hall or any other campus building
- Harassing someone (may also be Level 4 or Level 5)
- Inappropriate or illegal computer usage (may also be Level 4 or Level 5)

Level 4—50 to 90 points

Examples of violations at this level include but are not limited to:

- Being late to curfew by 45 or more minutes
- Leaving the building after curfew
- Violating PDA policy
- Smoking or possession of any tobacco products
- Violating visitation policy
- Vandalism
- Verbally abusing staff
- Fighting
- Violating computer policy (may also be Level 5)
- Violating safety and security policies (may also be Level 5)
- Harassing someone (may also be Level 5)
- Hosting or hiding an unregistered overnight guest (may also be a Level 5)
- Being absent from the hall overnight without permission

Level 5—100 points (Zero Tolerance Policies)

Examples of violations at this level include but are not limited to:

- Possessing and/or using alcohol or illegal drugs or drug paraphernalia
- Acts that would constitute violations of law (other than a minor traffic violation, a misdemeanor offense, or smoking), e.g., shoplifting, falsifying documents, making false statements on the Academy application, etc.
- Violating security policies (See “Security”)
- Violation of computer policy (See “Computers”)
- Violating Fire Safety regulations
- Violation of Fire Alarm regulations
- Blocking or in any way interfering with the operation of smoke detectors.

3/30 Violations

(Level 2)

Relatively minor violations (see Courtesy Hours, Quiet Hours, and Trash, for examples) will be documented at the time of occurrence; however, only after three incidences occur within a 30 day period will disciplinary action be taken for these offenses alone.

Point “Buy-Back” System

Students who have earned between 50 and 80 points may “buy-back” as many as 20 points by performing significant community service, which requires advance approval by

the ARC. “Buy-back” may occur at 50 points after the 50+ Parent Conference & Behavioral Agreement and after Academy community service minimums have been met. Each hour of community service buys back 1 point. “Significant” means some real contribution to another person or organization must be made. Donating money, for example, will not meet this criterion; tutoring in a local school will.

Documentation

Staff members will document any situation that is contrary to Academy or University policies and regulations. (The usual phrase is, “I have to doc you for this.”) Students are given notice of the documentation when a staff member asks him or her to sign an incident report. If a student refuses to sign, it will be so noted on the report. Incident reports are given to the ARC.

Judicial Board (J-Board)

The Academy Judicial Board is a five-member body elected by Academy students in the fall of each academic year. Elected positions are as follows: The chair of the Judicial Board (who must be a second-year Academy student), a first year student representative, a second year student representative, and two members-at-large from the entire Academy. In addition, two alternate members (at large) are elected to take the place of any Board member who cannot fulfill Board requirements for any reason.

Board members must undergo training, which is conducted by the ARC; above all else, fairness and confidentiality are expected. An Academy staff member is always present during Judicial Board conferences to ensure that students' rights are protected and civility is maintained. The Judicial Board will hear initial Level 1 and 2 violations; however, in cases of repeated violations the ARC will be responsible for disciplinary processes.

Judicial Board Hearings

Once a situation had been documented as a Level 1 or 2 violation, parties involved in the incident are assigned a date and time to appear before the Judicial Board. In addition and when warranted, the ARC may schedule individual conferences with a student to discuss his or her behavior. When appearing before the Judicial Board, a student is expected to give his or her explanation for the violation. In addition, the Judicial Board and/or its staff advisor may ask questions during the meeting. After meeting with the student, the Board will deliberate in private and determine if the allocation of points is warranted and if so, how many. Judicial Board members may also assign a sanction in addition to points if deemed appropriate. The Judicial Board may hear the case in the student's absence if he or she fails to appear, and the student will be expected to adhere to all decisions of the Judicial Board. If a student has a scheduling conflict with the assigned time of the hearing, it is the student's responsibility to notify the ARC or the Judicial Board chair 24 hours before the case is to be heard. After appearing before the Judicial Board, students will receive a letter outlining their sanctions in cases where they have been found in violation of policies and/or regulations.

The Academy recognizes that students do not always intentionally forget to sign the “Green Book” or the “Blue Book.” Because of the different nature of this violation, the

ARC or his/her designee(s) will hear “Blue Book” and “Green Book” violations up to five occurrences. Subsequent “Blue Book” or “Green Book” violations will be referred to the Judicial Board.

Disciplinary Appointments

Students who receive a Level 3 – 4 documentation will have a disciplinary appointment with the ARC or, for a Level 5 documentation, the Academy director. The ARC will communicate in writing stating the date and time of the appointment. It may be necessary for him or her to investigate the situation further. If students fail to keep this appointment, the points assigned for that violation may not be disputed at a later time.

Academy Disciplinary Sanction

Once a decision has been reached, an Academy Disciplinary Sanction letter that outlines that decision will be sent to the student. **Sanctions may include points, loss of privileges, additional hours of community service, or other individualized sanctions.**

Appeals of Disciplinary Sanctions

Students have the right to appeal a decision they feel is unfair by submitting in writing a request for an appeal that states their position. This written request for an appeal must be submitted to the representative of the next highest level in the discipline process by the deadline noted on the sanction letter. If this deadline is missed, the sanctions that were assigned for that violation may not be disputed at a later time without explicit permission from the ARC in the case of an appeal of a J-Board sanction or the Academy director in the case of an appeal of an ARC sanction. You have only one appeal per violation and you may only appeal one level up:

- Appeal of J-Board sanction goes to the ARC
- Appeal of the ARC sanctions goes to the director of the Advanced Academy
- Decisions about points for a particular violation made by the Academy director are final.
- Decisions to dismiss or expel made by the director may be appealed through a special process (see Dismissal from the Advanced Academy).

50+ Parent Conference & Behavioral Agreement

Once students have accumulated 50 or more points, an individualized Behavior Agreement will be required for them to remain in the Academy. The ARC will work with students and their parents or guardians to design the agreement. If a first year student accumulates 80 points, this student will be required to return in the fall on a behavior agreement.

The Behavior Agreement may include, and is not limited to, any of the following:

- Early curfew.
- Loss of eligibility to serve on committees such as J-Board, Hall Council and/or Ambassadors.
- Loss of eligibility to participate in campus events.
- Loss of privilege to leave campus.
- Loss of privilege to have guests in the Hall.

- Loss of eligibility to go on Academy trips.

Dismissal from The Advanced Academy of Georgia

Consistent with the zero tolerance policy of The Advanced Academy of Georgia regarding the use, purchase, distribution, sale, possession or manufacture of illegal drugs and alcoholic beverages (see the Alcoholic Beverages and Illegal Drugs section of this Academy Student Handbook), any Academy student who has been found in violation will be expelled from both The Academy and the University. The director of the Advanced Academy will also dismiss from the Academy and the University a student who is involved in a single incident that garners 100 points. In addition, a student who has accumulated 100 points due to multiple rule infractions will be dismissed from the Academy and the University. Dismissed persons are no longer allowed to stay in or visit Gunn Hall or participate in any Academy sponsored events. Such persons may be “trespassed,” which means they will not be allowed to enter Gunn Hall (and a specified area around it) or to attend any Academy functions. Public Safety officers will be called if a dismissed person violates a trespass. Being dismissed from the Advanced Academy may jeopardize a student’s future ability to enroll in UWG.

The decision for dismissal or expulsion shall be made by The Academy director or the director's designee and shall be communicated both verbally and in writing, including a statement of the nature of the violation or violations. Parents will be notified and the student and his/her belongings will be removed from Gunn Hall as soon as possible.

A student accused of a violation (or violations) that results in dismissal or expulsion from The Academy has the right to a hearing. The dean of the Honors College (or the dean's designee) is the University official authorized to respond to the student's request for a hearing. The dean (or designee) may hold the hearing or may convene a panel to hear the student's appeal. In either case, the student must submit a request for a hearing, in writing, to the dean of the Honors College within 48 hours of the dismissal and/or expulsion. The request for an appeal must include the student's basis for the appeal and a list of witnesses whose presence is requested. Students are responsible for notifying their witnesses and arranging for them to be present at the hearing. A parent/guardian is required to attend the hearing, and the director of The Academy may also be present. The dean of the Honors College (or designee) will give the student at least two days notice of the date, time, and location of the hearing.

If a student chooses to have a hearing, and if he/she is allowed to attend classes until the final decision is rendered, it will be the responsibility of the student and her/his parents/guardian to make arrangements for off campus housing and transportation to and from the University to attend class.

The University will afford Advanced Academy students the following in a dismissal or expulsion proceeding:

1. Written notice of the charges.

2. The student shall be given an opportunity to present his/her version of the incident and:
 - may have legal counsel at his/her own expense (legal counsel may be present at the hearing but cannot participate, e.g., cross examine any witnesses, give opening or closing statements, etc.);
 - may speak and present witnesses and evidence on her/his behalf; and
 - may examine all evidence introduced at the hearing.
3. The dean or dean's designee' may invite any appropriate person to the hearing.
4. Students who fail to appear after proper notice will have their cases heard in absentia.
5. Hearings may be tape-recorded. If a recording is not made, the written decision must include a summary of the testimony.
6. The dean or dean's designee' shall render a decision within three business days following the hearing and any subsequent investigation that may be warranted. If dismissal or expulsion is deemed to be appropriate, that decision and the student's right to appeal that decision to the Vice President for Student Services will be formally communicated to the student and his/her parent/guardian by telephone and followed by a letter to be mailed via overnight mail, return receipt requested.
7. Parents may, at any time during the investigation up to the time at which the dismissal or expulsion letter is mailed, request permission to officially withdraw their student from The Advanced Academy and the University.
8. If the dismissal or expulsion is upheld, the student has a right to appeal that decision to the Vice President for Student Services. The student's appeal must be in writing, must be specific and detailed as to the nature and substance of the student's complaint, must clearly indicate the grounds for the appeal, and must specify what action by the vice president is being requested. The appeal must be delivered to the vice president within three business days of receipt of the decision of the hearing. Failure to appeal within this three-day period will render the previous decision final and conclusive.
9. Upon receipt of the written appeal, the vice president will, if a face-to-face meeting is necessary, set a time, date, and place for the appeal and give the student two business days' notice. The vice president or the vice president's designee' will contact the parent and student regarding details of the appeal.
10. The purpose of an appeal to the vice president is to determine whether appropriate procedures were followed, not to re-hear the case.

11. Appeals to the vice president shall be decided on the record of the original proceedings, the written appeal submitted by the student defendant, and any written briefs submitted by other participants. Cases will not be formally reheard on appeal.
12. The vice president shall render a decision to the student and his/her parent/guardian within one business day after the appeal is concluded.
13. In the event the dismissal or expulsion is upheld, the vice president will immediately notify the Registrar's Office in writing to withdraw the student from the University and all classes. The student's professors will be notified that the student will no longer be admitted to their classes.
14. In the case of a need to protect the health, safety, lives or property of the members of the Academy community or to prevent the disruption of the educational process, The Academy reserves the right to "trespass" a person who has been dismissed from The Academy, which means the person may immediately have one or more of the following restrictions placed on him or her:
 - Be prohibited from entering Gunn Hall;
 - Be prohibited from being on the University campus;
 - Be prohibited from being in a specified area of the University campus;
 - Be prohibited from attending any Academy functions whether on campus or off campus.
15. In the event that the dismissal or expulsion is reversed entirely, the student shall be allowed a reasonable time to make up missed academic work (the Academy shall provide the student reasonable help to make up work missed), and all documentation concerning this matter shall be removed from the student's permanent record.