

STUDENT HANDBOOK 2011-2012



AT THE UNIVERSITY OF WEST GEORGIA

LEADERSHIP•INTEGRITY•SCHOLARSHIP•SERVICE

ACADEMY PROFESSIONAL STAFF

Nicole Worthington, Executive Director

678-245-0321

nicolew@westga.edu

Laura Lamb, Associate Director

678-839-0634

llamb@westga.edu

Christie Williams, Counselor and Student Life Supervisor

678-839-2712

christie@westga.edu

Kate Theobald, Program Specialist

678-839-5529

kate@westga.edu

TBA, Academy Residential Coordinator

678-839-2711

TBA

Zachary Williams, Associate Academy Residential Coordinator

678-839-2726

zwillia@westga.edu

IMPORTANT NUMBERS

The Advanced Academy	678-839-6636
Gunn Hall RA Office	678-839-2697
Gunn Hall RA Office Fax Number	678-839-3945
Gunn Hall Administrative Floor Fax Number	678-839-2685
Auxiliary Services (Meal Plans)	678-839-6525
Bookstore	678-839-6523
Bursar's Office (Fee Payment)	678-839-4737
Campus Mail	678-839-6522
EXCEL Center (Tutoring)	678-839-6280
Health Services	678-839-6452
Housing and Residence Life	678-839-6426
Information Technology Services (Service Desk Support)	678-839-6587
Library	678-839-6350
Math Tutoring Center	678-839-4140
Parking and Transportation	678-839-6629
*University Police/Emergency	678-839-6000
University 24 Hour Information	678-839-5000
University Writing Center	678-839-6513

****In the case of an emergency, do not dial 911. Dialing 911, rather than this number, will delay response.***

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UWG AND ACADEMY 2011-2012 CALENDAR

FALL SEMESTER, 2011

August 19	Academy Move-In Day 11 am – New Academy Student Orientation (Bonner Lecture Hall, Pafford Building) 2 pm – Required Orientation for New Students Who Did Not Attend a Summer Orientation Session (Bonner Lecture Hall, Pafford Building)
August 20-21	Fun Activities on Campus and in Gunn Hall! All Students are Expected to Remain on Campus.
August 22	Classes Begin
August 22-26	Drop/Add and Late Registration
September 5	Labor Day Holiday (No Classes, Offices Closed)
October 14	Last Day to Withdraw with a Grade of W
October 15	PSAT @ 9 am (Strozier Hall, Room 120)
November 21-25	Thanksgiving Recess (No Classes 21-25, Offices Closed 24-25)
November 28	Ten Hours of Community Service for Fall Semester Due
December 5-9	Final Instruction/Examinations
December 12-January 6	Winter Break (No Classes, Offices Closed 12-19 to 1-2)

SPRING SEMESTER, 2012

January 7	Gunn Hall Reopens
January 9	Classes Begin
January 9-13	Drop/Add and Late Registration
January 13-16	Academy Decathlon Weekend
January 16	Martin Luther King Holiday (No Classes, Offices Closed)
March 2	Last Day to Withdraw with a Grade of W
March 19-23	Spring Break (No Classes)
April 9	Ten Hours of Community Service for Spring Semester Due
April 13	Honors Convocation (Classes Cancelled 1-4 pm)
April 14	Academy Recognition Ceremony @ 1 pm (Lower Level of Z-6)
April 23-27	Final Instruction/Examinations

Other Academy and University events will be announced throughout the year.

ACADEMY MISSION STATEMENT

The mission of the Advanced Academy of Georgia at the University of West Georgia is to provide an enriched, fulltime, residential early entrance to college opportunity 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.

ACADEMY LEADERSHIP

The Academy is part of the Honors College, which is under the leadership of the Dean and Associate Dean. There is an Academy Executive Director (referred to as the Director throughout this handbook) who oversees all aspects of the program. There is an Associate Director who is responsible for, among other duties, the advisement and registration process and all aspects of the academic program. The Student Life Supervisor also serves as the Academy's Counselor, and among other duties, oversees the residential aspect of the program along with the Academy Residential Coordinator. The Residential Coordinator is responsible for, among other duties, the daily management of the residential program, supervising the Resident Assistants, enforcing Academy policies, and lives in Gunn Hall. The Associate Residential Coordinator is also responsible for aspects of the residential program and lives in Gunn Hall. Resident Assistants are honors students who reside with the students and provide mentoring, guidance, and document policy violations. The Academy also has a Program Specialist who recruits and facilitates the admissions process. Any changes to the staff will be communicated to the students and parents or legal guardians.

ACADEMIC PHILOSOPHY

The intention to accelerate one's academic career should be the primary motivation for pursuing admission to the Academy. 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 3.2, he or she may be limited in future educational and scholarship opportunities and may be better served by returning to high school. The Academy Director reserves the right to dismiss any student who is not maintaining a 3.2 GPA and has not proven to the staff that he or she has the motivation, maturity, and ability to excel academically. The adjustment to college living and academics presents challenges for many students, thus Academy students are expected to keep staff members informed of any academic difficulties so that appropriate help and guidance may be offered.

ACADEMIC POLICIES AND INFORMATION

All Academy students are assigned an email account through the myUWG system on the University's website at <http://www.westga.edu/>. This email account should be checked DAILY. The Academy staff communicates all important academic and residential information primarily through email, either individually or through the Academy listserv.

The Academy also maintains a parent listserv so that valuable information can be shared with parents and legal guardians.

Academic Integrity and the Honor Code

The following information is from the 2011-12 UWG Connection and Student Handbook:

“An honor code is essential to the University of West Georgia as an agreement between students and the University to promote commitment to academic integrity. 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. It is the responsibility of the community of West Georgia, including all students, faculty and staff, 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, refuse to condone violation of the honor code by other students, and support imposition of penalties against those who commit violations.

At the University of West Georgia we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility.

Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

Cheating: “using or attempting to use unauthorized materials, information or study aids”

Fabrication: “falsification or unauthorized invention of any information or citation”

Plagiarism: “representing the words or ideas of another as one’s own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged”

Further details regarding Student Conduct can be found in Appendix A of the UWG Connection and Student Handbook.”

It has become apparent that universities value and emphasize academic integrity far more than do many high schools. If a student is not completely clear as to what constitutes cheating, fabrication, or plagiarism, he or she should ask for clarification. 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.

Advisement and Registration

Advisement and registration is the process of seeing an advisor to discuss high school graduation requirements, selecting the wanted and/or needed courses, arranging these courses into a schedule, registering 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 a student's schedule. Fee payment deadlines are available on the University's website under the Bursar's Office, are printed on students' schedules at the time of registration, and are announced by staff. In addition, the University will send bills to students who have advance registered for the next semester. 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 on the University's website under "The Scoop" and will be announced by the staff. Students are to schedule an advisement appointment with the Academy's Associate Director prior to the first date of early registration. Students who have declared a major will also see 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 (parking, library, etc.) will not be allowed to register until the fine is paid.**

Drop/Add

The first five days of class each semester is the drop/add period. If a student wishes to make a change to the schedule, he or she must contact the Academy's Associate Director before the end of business on the fifth day. **Academy students may not drop or add classes on Banweb.**

Course Withdrawal Policy

Students are discouraged from withdrawing from a course for the following reasons:

1. It may prevent a student from graduating from high school on time.
2. Prospective universities and employers may view a Withdrawal (W) on a transcript, particularly if there is more than one, unfavorably.
3. 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.

If an Academy student believes that there is a legitimate reason to withdraw from a course, he or she must consult with the Academy's Associate Director to discuss and process the withdrawal. **Academy 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. The last date to withdraw with an automatic W will be October 14, 2011 for fall semester and March 2, 2012 for spring semester.

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. **While the original grade**

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, the last attempt will always be the grade used in the GPA, even if the last attempt results in a lower grade. In addition, a student wishing to replace a grade in an honors course may do so only by retaking that course as an honors course. The grade replacement policy is a University of West Georgia policy. The GPA may be recalculated if the student transfers to another institution.

Class Attendance

Each professor will distribute a class syllabus the first day of the semester that will clearly outline his or her expectations, including the class attendance policy. Students are responsible for all of the information contained on these syllabi. **Academy students are expected 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 student's responsibility to immediately contact professors regarding ANY absences and missed work, regardless of the circumstances or reasons. If a student exceeds the professor's number of allowed absences, the professor has the right to withdraw the student with either a W or WF (see Course Withdrawal Policy section).

Class Preparation

Students are expected to study (read, review notes, do practice or homework problems) 2 to 3 hours for each hour they are in class. If a student is enrolled in 15 semester hours, the expectation is that he or she will be studying outside of class 30 to 45 hours per week. Gunn Hall is intended to be an environment conducive to study. For this reason, there are designated quiet and study hours, as well as study cubicles and computer labs on each floor.

Academic Support

It is not unusual for Academy 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 include the Math, Physics, Foreign Language, and Writing Centers, tutors within each department, and the EXCEL Center, which provides free tutoring in all core curriculum courses, as well as informal and formal academic assistance within the Academy. Students are also encouraged to form study groups with others in their classes. If a student is struggling, he or she should make an appointment with the Academy Counselor as soon as possible to discuss, and receive assistance with, the situation.

Academy Probation

A student will be placed on Academy probation if either the semester or cumulative GPA falls below 3.2, or the Academy Director determines that it is in the student's best interest. This may occur, for example, if a student receives a final grade of D or F in any course. This is not intended as a punitive measure, but as a supportive one to help the student to achieve academically. While on Academy probation a student:

- must meet regularly with the Academy Counselor and/or the professional staff person(s) indicated in the notification letter,

- must attend all scheduled classes,
- must work with tutors and academic support staff as arranged by Academy staff,
- cannot hold an officer's position with the Residence Hall Council, but can serve as a floor representative,
- cannot be a team captain for a Gunn Hall intramurals sports team,
- cannot be an Academy Ambassador,
- cannot serve on the Academy Judicial Board, and
- is strongly discouraged from working and will not be allowed to work as a student assistant (more commonly known as the "box job") in Gunn Hall.

Concerning extracurricular activities, the Academy Director may grant an exception based on the student's overall academic performance, character, and reasons for wanting to take on a certain role. However, academic success is the goal and a student who is granted an exception may be required to leave a position if he or she is doing poorly in a class (C or less) while on Academy probation.

Any student who receives less than a 2.5 for his or her first semester WILL BE DISMISSED. A student who does not maintain a GPA of 3.2 or higher CAN BE dismissed at the Director's discretion. The struggling student must demonstrate the maturity, responsibility, and motivation to achieve in an accelerated setting. Being placed on Academy probation is an opportunity, not a right, for the student to prove that he or she is capable of achieving academically. Only those students who are struggling, but have displayed the qualities listed above, will be allowed to return to the Academy on probation.

Honors Courses

The University of West Georgia was awarded the distinction of having the first Honors College in Georgia, and currently one of only two in the University System of Georgia, in recognition of the quality of its Honors Program. Academy students, upon acceptance, are classified as honors students and are encouraged to take honors courses. Students must maintain the Honors College minimum GPA of 3.2 to remain eligible to take these courses. Honors courses offer many advantages for Academy students including 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 courses taught each semester, most courses may be converted into an honors course by agreement with the instructor. The conversion form may be picked up at the Honors House and must be completed by the published last day to withdraw 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.

Research

A hallmark of the Academy and the Honors College is the opportunity 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

Melanie Hildebrandt (the Honors College Director of Research), or any Academy staff member for advice and assistance.

End-of-Course Tests (EOCTs)

The Georgia Department of Education requires students to pass eight separate End-of-Course Tests in various subjects in order to graduate from high school. Five of these tests may affect high school juniors and seniors who attended a public high school in Georgia prior to entering the Academy. These tests are administered at the completion of various courses, including American Literature, Biology, Physical Science, Economics, and U.S. History. Affected students will take these tests on campus and are notified by email of the test dates and times. Scores are electronically submitted directly to the student's home high school.

Georgia High School Graduation Tests

Georgia law requires that all students who entered high school before fall 2011 must 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 mandated by the Georgia Department of Education. Students may take these tests on campus, and will be notified by email of the test dates and times, or may make arrangements to take them when they are administered at their home high school.

PSAT

The PSAT/NMSQT (National Merit Scholarship Qualifying Test) administered in the fall of the high school junior year is the initial screening for students who wish to compete in the National Merit Scholarship Program. The PSAT will be administered on campus on the nationally mandated Saturday date, October 15, 2011.

Letters of Recommendation

Students will need letters of recommendation as they apply for post Academy college admission and scholarships. In a student's junior year, he or she should consider and decide who should be asked to write a recommendation, and to that end, should make the effort to know a faculty member or Academy staff member personally. Academy administrators and University professors will usually be willing to write a letter on a student's behalf. However, students should not wait until the last minute. **It is best to give a minimum of two weeks' notice**, since staff and faculty will be writing letters for many students during the same time period. Good letters of recommendation take time and effort to write; students should not compromise their chances of gaining admission to a selective school or being awarded a competitive scholarship because of procrastination. Students should thank anyone who writes a letter of reference for them.

Transcripts

Students must request official UWG transcripts verifying their coursework for their college and scholarship applications. **The Academy staff cannot prepare transcripts.** Transcripts are available from the Registrar's Office, at http://www.westga.edu/registrar/index_8704.php, or can be ordered online through the student's myUWG account. Requests may take 5 business days to prepare, and students are responsible for payment of the transcript fee.

FINANCIAL ASSISTANCE

ACCEL Program

Beginning fall 2011, the ACCEL Program, administered by the Georgia Student Finance Commission, allows eligible high school students who are enrolled in college degree level courses to receive ACCEL funds during fall and spring semesters (NOT summer semester). For students attending the Academy, the award amount for ACCEL is 100% of tuition, \$281 of mandatory fees, and a \$150 book allowance. Eligible Academy students must submit Parts I and II of the ACCEL application directly to the Academy's Associate Director each semester at the time of registration. The ACCEL application may be obtained from high school guidance counselors or at www.gacollege411.org. A paper copy must be submitted. **Beginning fall 2011, the UWG GPA and credit hours a student earns while receiving ACCEL DOES NOT count towards eligibility and the total hours allowed by the HOPE Scholarship.**

UWG Presidential Scholarships

The most prestigious scholarships offered on campus, for all UWG students including Academy students, are the Presidential Scholarships. There is no separate application for these scholarships. Potential students are identified by their admission data and then interviewed. To be competitive for this scholarship, a student must have a SAT composite score (Critical Reading and Math only), or equivalent ACT score, of at least 1350 and a GPA very close to a 4.0. **A student who wishes to be considered for a Presidential Scholarship MUST have applied and been fully admitted to both the Academy and by the UWG Admissions Office by March 1 for the following academic year.**

UWG Freshman Foundation Scholarships

These scholarships are awarded only to new students (Academy or otherwise) for their first year. They are not to be combined with any other institutional scholarships (other than ACCEL) and are not renewable. Please see the University's website under the Admissions Office for more information. **A student who wishes to be considered for a Freshman Foundation Scholarship MUST have applied and been fully admitted to both the Academy and by the UWG Admissions Office by February 1 for the following academic year. An academic resume is required.**

Academy Need-Based Scholarships

Through the generosity of individuals and foundations, the Academy is able to offer a limited number of need-based scholarships. A student wishing to be considered will need to complete the scholarship application, available on the Academy's website at <http://www.advancedacademy.org/>, and provide all requested supporting documentation by the deadline indicated.

Academy students are NOT ELIGIBLE for federal and/or state aid, such as the Pell Grant or federally subsidized loans, since they have not graduated from high school.

STUDENT LIFE PHILOSOPHY

Academy students are members of a special community, residing in Gunn Hall, which is successful when the members are respectful of each other and are focused on academic success and personal growth. The staff desires to maintain a structure that is safe, fun, comfortable, accepting of diversity, and conducive to learning, and policies have been developed through time and experience to achieve this goal. In order to maintain this community, students are expected to abide by and support all Academy and University policies at all times, with or without supervision. If a student has any questions about how Academy policies are interpreted, it is the student's responsibility to ask for clarification before engaging in any activity that is questionable. Students are expected to earn continued enrollment in the Academy through both their performance and behavior. **Being allowed to return each semester is a privilege and honor, not a right.**

During 2010-2011, the Academy instituted a new policy concerning students who reach the age of 18. These students may be eligible for exceptions to some of the policies, provided they meet the academic and behavioral requirements of the Academy and have their parents' or legal guardians' permission. This policy is explained in detail in the last section of this handbook.

The Academy Residential Coordinator will be referred to as the ARC, the Associate Residential Coordinator will be referred to as the AARC, and the Resident Assistants will be referred to as RAs, throughout this handbook. All Academy permission forms referred to in this handbook are available on the Academy's website. Signed permission forms can be faxed to the Gunn Hall RA Office at 678-839-3945 or scanned and emailed to the ARC. **EMAILS WILL NOT BE ACCEPTED IN PLACE OF A PERMISSION FORM.** As stated earlier, all Academy students are assigned an email account through the myUWG system on the University's website. This email account should be checked daily. The Academy staff communicates all important academic and residential information primarily through email, either individually or through the Academy listserv. The Academy also maintains a parent listserv so that valuable information can be shared with parents and legal guardians.

GENERAL RESIDENTIAL INFORMATION

Academy Mentor Program

UWG students who successfully completed the Advanced Academy, and wish to live in Gunn Hall and be an active member of the Academy community, can apply to be an Academy Mentor. Mentors must have a 3.2 UWG GPA and cannot have received more than fifty discipline points while a student in the Academy. Ideal applicants will be participating in undergraduate research and will have some experience tutoring. Mentors will be expected to assist an RA at least once per month with a program and will need to be an active member in at least one activity such as yearbook, Residence Hall Council, Judicial Board, or the Gunn Gazette. Mentors will be required to attend a meeting prior to the beginning of fall semester and all policies concerning them will be discussed at that time.

Each year, a percentage of Academy students chose to continue their education at UWG. Students are welcome and encouraged to do so if they believe that this institution best serves their academic and personal needs. However, Academy alumni are not allowed to live in Gunn Hall after their high school graduation, or completion of their Academy experience, unless they are a mentor. Although they are welcome to visit and be part of the community, it is the staff's belief based greatly on experience that students are better served by becoming more involved in the University at large. Academy alumni are acclimated to the University and would benefit from a new residential experience. Depending on the Academy's total enrollment in any given year, honors students may be housed in Gunn Hall on a separate floor from the Academy students.

Family and Personal Emergencies

Parents and students should contact an Academy staff person in the case of a death or major illness in the family, or any other instance during which they need assistance. If needed, the Academy's Associate Director will notify faculty members to explain class absences. There is always an Academy professional staff person on call to respond to any emergencies (health or otherwise), 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.

Gunn Hall Closures

Gunn Hall will close when the University is officially closed and according to the University's Residence Life policies. These closures include Thanksgiving and the winter and spring breaks. Students will have advance notice of closing and reopening dates. If distance and the expense of travel make going home impractical, students are encouraged to go home with a friend. Students should contact the ARC if they have questions or concerns.

Health Services and Health Emergencies

The following information is from the 2011-12 UWG Connection and Student Handbook:

“Located across the street from the Student Center in the “other round building”, your Infirmary provides diverse services, many of which are covered under the Health and Activities fee. Staffed by a physician, a pharmacist, three nurse practitioners, one registered nurse, six licensed practical nurses and two patient advocates, the infirmary offers extended hours of service while university residence halls are open. Hours are Monday through Thursday from 8:00 a.m. until 6:00 p.m. and 8:00 until 5:00 on Fridays during fall and spring semester. During the May and summer sessions, we close at 4:00 p.m.”

Academy students are encouraged to use the University's Health Services. However, if an illness or injury occurs that requires more care than Health Services can provide, or at a time when Health Services is closed, students should immediately contact the ARC, AARC, or an RA. A professional staff person will provide transportation for students to the emergency room at Tanner Medical Center in Carrollton. Parents or legal guardians will be notified immediately and are expected to come to the emergency room if at all possible. The staff person will remain with the student until a parent or legal guardian arrives or the student is discharged and can return to Gunn Hall. If the situation is serious enough to require an ambulance, then one will be called. All medical expenses are the responsibility of the parents or legal guardians.

Motor Vehicles

Academy students may bring automobiles, motorcycles, motorbikes, mopeds or other licensed motor vehicles to campus if they possess a valid driver's license. Required hangtags and a copy of the parking regulations can be obtained at Parking and Transportation Services in Row Hall. Parking fees are included in the University's transportation fees. All parking fines must be paid before a student may be registered for the next semester's classes. See Driving and Providing Transportation for Other Students under Academy Policies for more information concerning Academy students and their driving privileges.

Residence Hall and Cell Phones

Each room in Gunn Hall has one telephone jack. Telephone service, including voice mail, is included in their fees. Students are expected to have a phone in their room as a means to be reached in case other efforts to do so have failed. It is up to the roommates to decide who should furnish the phone.

ALL Academy students are expected to have a cell phone if possible. Cell phone (call and/or text) will be the first way Academy staff will attempt to contact a student in the case of an emergency, or any other situation in which the student needs to be contacted, and cannot be located in Gunn Hall.

Room/Roommate Changes

Most room change requests are really requests for a change of roommate. The Academy staff encourages students to think carefully before requesting a room change for this reason. Learning to accept differences and resolve conflicts is an important part of personal growth, 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 mediation is unsuccessful, then the roommates will need to make an appointment with the ARC to discuss a possible room/roommate change.

Summer School

Given sufficient interest, the Academy will arrange for Gunn Hall to remain open during the summer semester for those current students wishing to take classes. The appropriate number of RAs would be employed to work in the same capacity as during fall and spring semesters, and all Academy policies would still apply.

ACADEMY OPPORTUNITIES

The Academy offers many opportunities for students to develop socially and to gain valuable experience for their future educational and career endeavors. There are also many fun activities that are similar to those offered in a traditional high school setting. The following is not a complete list of all Academy opportunities; more information will be provided throughout the year.

Ambassadors

Academy Ambassadors represent the Academy by assisting with visitation and preview days, giving tours to prospective students and their families, and helping the other students move their belongings on move-in day. Ambassadors are expected to be model students, so only those students who are doing well academically and socially will be accepted. An ambassador can be dismissed from this role due to academic and/or disciplinary issues at the discretion of the professional staff. An Academy Ambassador of the Year Award is presented each year at the Recognition Ceremony. For more information, students should contact the Academy Program Specialist.

Community Service

Academy students are **required** to participate in at least 20 hours of community service each year. Those students who do not complete at least 10 hours during fall semester will receive 20 discipline points (see 100-Point Discipline System under Academy Discipline). The RAs will plan events throughout the year that will provide opportunities for students to fulfill this requirement. Students may also participate in community service projects of their own choosing. Students can receive credit for up to 5 hours of community service completed during the summer and winter breaks, and unlimited credit for the Thanksgiving and spring breaks. The deadline to submit forms for summer break is September 1, 2011 and for winter break is January 19, 2012. The deadline to submit community service forms for fall semester will be November 28, 2011, and for spring semester, April 9, 2012. Community service forms are submitted to the Student Life Supervisor for review and approval.

The Academy views community service as much more than an opportunity or requirement. It is considered to be a defining aspect of the Academy experience. As gifted, exceptional individuals, Academy students are expected to give back to their community. Furthermore, students also ultimately benefit by participating in activities that will become part of their resumes and college and scholarship applications. **Those Academy students who do not complete 20 hours of community service during their first year will not be able to return to the Academy for the following year. Those seniors who do not complete 20 hours during their senior year will not be allowed to participate in the Recognition Ceremony and will not receive a certificate of completion. The Academy will consider those students to have attended, but not completed, the program. A Community Service Award will be given during the Recognition Ceremony to a senior student(s).**

Judicial Board (J-Board)

J-Board is elected by Academy students to provide a peer review of disciplinary issues. A professional staff member will always make the final decision in any discipline matter, but the recommendations of the J-Board will be heavily considered and respected. J-Board members will be trained by Academy staff and are expected to be fair and maintain confidentiality. An Academy staff member will always be present during J-Board meetings to ensure that students' rights are protected and civility is maintained. The number of J-Board members and the specifics of how the board will meet and function are at the discretion of the ARC. During each fall semester, more information, including policies and procedures, will be provided for the coming year. Any student facing disciplinary action is expected to ask questions and understand the purpose and function of the J-Board before agreeing to be heard before them.

Recognition Ceremony

At the end of each school year, the Academy has a Recognition Ceremony, similar to a high school graduation, during which the seniors are honored. Awards are given for academic success, leadership, and community service. ALL students are required to attend, regardless of grade level. An invitation will be sent to each senior's family and parents or legal guardians are strongly encouraged to attend. **This year's ceremony will be on April 14, 2012 at 1 pm in the lower level of Z-6.**

Residence Hall Council

Academy students may be more actively involved in the planned events in and governing of, Gunn Hall by becoming part of this council. There is a President, Vice President, Secretary, Treasurer, and floor representatives. More information will be provided at the beginning of each fall semester.

Thursday Night Dinners (TND)

TNDs are an Academy tradition and are an opportunity for all students, not enrolled in a Thursday evening class, to gather and have dinner at the Z-6. In lieu of dinner at the Z-6, the Academy may attend or take part in Academy or UWG events. There will not be a TND every week, and all dinners and events will not be required. However, attendance will sometimes be taken and students may face discipline if they fail to attend (see Mandatory Academy Functions under Academy Policies). Emails will be sent on a weekly basis informing students of upcoming dinners/events and whether attendance will be required. Excused absences are at the discretion of the professional staff. More information about TND will be provided at the beginning of each fall semester through email and postings in the top lobby.

ACADEMY DISCIPLINE

Students are responsible for knowing and adhering to all of the policies in this handbook, as well as the 2011-2012 UWG Connection and Student Handbook. If, and when, they differ, this handbook takes precedence over all others. All of the publications are available on the University's website. All policies are applicable at all times while enrolled in the Academy, including any time a student travels off campus with Academy or University staff. **It is the Academy's "zero tolerance" policy that any type of illegal activity, including but not limited to, theft, alcohol and/or drug use, falsifying documents, and underage tobacco use will not be tolerated and will be grounds for immediate dismissal. An Academy student is considered an Academy student from the time they are accepted into the program until they move out of Gunn Hall permanently. Any breaks during or between semesters and weekends are times in which they are still expected to follow the policies.**

Note to Parents and Legal Guardians: The staff respects your right to grant permission to your son or daughter to engage in certain activities or go to certain places. It is not the staff's intention to override your authority. However, if your son or daughter does something with your permission that violates Academy policies, then the Academy reserves the right to enforce its policies. Furthermore, if your son or daughter does not follow our policies concerning curfew and leaving campus, then you will be contacted, as well as the parents of other students involved. As a parent, you may be aware of the situation, but we do not know that unless we

Speak with you. Please be aware that the safety and well being of your son or daughter will be the staff's first priority at all times, even if it means inconveniencing you with a late night call. It is not always possible for the staff to know what your son or daughter is experiencing, academically or personally. We depend on open communication between and among parents, students, and staff. You may be contacted at any time, about any situation or incident, if the staff believes it to be in the best interest of your son or daughter and/or the Gunn Hall community. Parents should feel free to contact any member of the staff if they have any questions, suggestions, or concerns.

100-Point Discipline System

The Academy has assigned a point value for violations of the policies. The points are assigned in increments of ten and increase with the severity of the offense. **Once a student accumulates 100 points, he or she will be dismissed from the Academy.** Accumulating points may also result in the loss of privileges and/or the imposition of a sanction. The following level system is intended as a guideline for professional staff in assessing the nature of given violations and for administering disciplinary responses consistently. Every effort will be made to assign points in a fair and consistent matter, but subjective interpretation of some situations is inevitable. The appeals process (see Discipline Process Section) is available for those students who feel they have been disciplined unfairly. In the Academy Policies section, the level, or level range, for a given violation is indicated.

Level 1 – 10 to 20 Points

Level 2 – 20 to 30 Points

Level 3 – 30 to 50 Points

Level 4 – 50 to 90 Points

Level 5 – 100 Points (see “zero tolerance” explanation under Academy Discipline)

Once a student reaches 50 points, the parents or legal guardians will be notified. Furthermore, the ARC will work with the student to develop a behavior agreement that he or she will need to follow. The behavior agreement will clearly state any behavior that must be eliminated and any sanctions will be stated, such as early curfew, loss of privileges, etc. Students will begin each academic year with zero points. However, the Director reserves the right, based on the severity of a student's previous policy violations and overall behavior, to limit the number of points he or she can receive during his or her second year if he or she receives 75 or more points during the first year. For example, a student who receives 75 points during his or her first year may be told that he or she will only be allowed another 50 points, rather than 100 points, during his or her second year. The summer semester will constitute the beginning of the academic year for any students attending.

Discipline Process

Staff members will document any situation that is contrary to Academy or University policies and regulations. Students are given notice of the documentation when a staff member asks him or her to sign an incident report. An incident report is documentation of a situation observed by a staff member. A student's signature on the report is not an admission of guilt, but rather an acknowledgement of the report. If a student refuses to sign, it will be so noted on the report. Incident reports are submitted to the ARC. The following is the process that will be followed to

determine the appropriate consequences. Please note that “consequences” will be points as previously explained and possibly sanctions, such as early curfew or loss of certain privileges. Also, the official date of an email is the date it was sent, NOT when it was read. Students are again urged to read their emails on a daily basis.

- After the ARC receives an incident report, an email stating the offense(s) will be sent to the student within 3 business days. It is then the student’s responsibility to contact (by phone, email, or in person) the ARC within 3 business days of the email to schedule an appointment for a discipline meeting.
- During this meeting the student can discuss the possibility of being heard before J-Board and request a hearing, or the appropriate consequences can be determined by the ARC. If the student chooses to have a J-Board hearing, then the ARC will schedule the hearing and notify the student within three business days of the hearing of the board’s recommendation and the ARC’s decision. The J-Board is an advisory board, so the ARC reserves the right to overrule their recommendation if it is determined to be inappropriate.
- If the appointment for the discipline meeting is not scheduled within 3 days and kept, then the student will be notified of the consequences and will have forfeited the opportunity to request a J-Board hearing. The ARC will determine the consequences without the student having the opportunity to discuss the situation. Any extenuating circumstances, such as illness, that prohibited the student from scheduling and/or keeping the appointment will need to be discussed with the ARC to determine if an exception will be allowed so that a meeting can take place.
- The ARC will send an email to the student within 3 business days of determining the consequences. If a discipline meeting occurred, this email simply serves as confirmation of what was discussed. If the student failed to have a meeting, then the email serves as the notification of the consequences. The Academy Director, Associate Director, and Student Life Supervisor will be notified of the consequences.
- After the student’s meeting with the ARC and the email verifying the consequences is sent, he or she has the right to appeal by sending a letter (email is not permitted) to the Academy Director. If the student failed to schedule and/or keep the appointment for the discipline meeting, and the ARC would not grant an exception and allow a meeting, then the student can appeal that decision (and the consequences that were determined without his or her input) as well.
- The appeal letter must clearly state the student’s position and must be submitted within 3 business days of the ARC’s email notifying the student of the consequences. Decisions about consequences for a particular violation made by the Director are final. Once a student accumulates 100 points (see previous explanation concerning potential limits on a student being allowed 100 points), then he or she, and his or her parents or legal guardians, will be required to meet with the Director prior to dismissal from the Academy.

Dismissal from the Academy

The Director will dismiss from the Academy and the University a student who has received 100 points during the school year. Dismissed persons are no longer allowed to stay in or visit Gunn Hall or participate in any Academy sponsored events. Once a student is banned from Gunn Hall and the Academy, the banishment is permanent unless the Director agrees to make an exception. 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 by University Police:

- 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, and/or
- Be prohibited from attending any Academy functions whether on campus or off campus

Being dismissed from the Academy will be reported to the University and may jeopardize a student's future ability to enroll in UWG. The decision for dismissal will be made by the Director or the Director's designee and will be communicated both in a meeting with the student and his or her parents or legal guardians, and in a letter which will include a statement of the nature of the violation(s). The student, and his or her belongings, will be removed from Gunn Hall as soon as possible.

A student accused of violation(s) that results in dismissal 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 (email is not permitted), to the Dean of the Honors College within 48 hours of meeting with the Director. 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 or legal guardian is required to attend the hearing, and the Director may also be present. The Dean or designee will give the student at least 2 business days' notice of the date, time, and location of the hearing. If a student chooses to have a hearing, and if he or she is allowed to attend classes until the final decision is rendered, it will be the responsibility of the student and his or her parents or legal guardians to make arrangements for off campus housing and transportation to and from the University to attend classes.

The University will afford Academy students the following in a hearing:

- Written notice of the charges,
- An opportunity to speak and explain his or her version of the incident, present witnesses and evidence on his or her behalf, and examine all evidence introduced at the hearing, and

- May have legal counsel at his or her own expense (legal counsel may be present at the hearing but cannot participate by cross examining any witnesses, giving opening or closing statements, etc.)

The Dean or designee may invite any appropriate person(s) to the hearing. Students who fail to appear after proper notice will have their cases heard in absentia. Hearings may be recorded. If a recording is not made, the written decision must include a summary of the testimony. The Dean or designee will render a decision within 3 business days following the hearing and any subsequent investigation that may be warranted. If dismissal is deemed to be appropriate, that decision and the student's right to appeal will be formally communicated to the student and his or her parents or legal guardians by phone and followed by a letter to be mailed via overnight mail, return receipt requested. Parents or legal guardians may, at any time during the investigation, up to the time at which the dismissal letter is mailed, request permission to officially withdraw the student from the Academy and the University.

If the dismissal is upheld, the student has the right to appeal that decision to the Vice President for Student Affairs and Enrollment Management. 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 3 business days of receipt of the decision of the hearing. Failure to appeal within this 3 day period will render the previous decision final. Upon receipt of the written appeal, the Vice President will, if a meeting is necessary, set a date, time, and location for the appeal and give the student 2 business days' notice. The Vice President or the Vice President's designee will contact the parents or legal guardians and student regarding details of the appeal. The purpose of an appeal to the Vice President is to determine whether appropriate procedures were followed, not to re-hear the case. 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. The Vice President shall render a decision to the student and his or her parents or legal guardians within a business day after the appeal is concluded. In the event the dismissal 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 his or her classes.

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 this end), and all documentation concerning this matter will be removed from the student's permanent record.

ACADEMY POLICIES

All members of the Academy and Gunn Hall community are responsible for upholding the following policies. A student who becomes aware that another student is violating a policy is expected to inform a staff member. Such conversations will always be held in confidence.

Policies are subject to change throughout the year as deemed necessary and appropriate by the professional staff. Any changes will be clearly communicated to students and parents.

Professional judgment is necessary in determining the points assigned for those violations that have a level range indicated in the following section. The level range allows for points to increase based on the severity and circumstances of a particular offense.

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.

Alcoholic Beverages and Illegal Drugs (Level 5)

The Academy's policy coincides with federal, state and local rules, regulations, policies, laws and ordinances that totally prohibit the use, possession, manufacturing, distribution or sale of illegal drugs ("controlled substances"), and with state and local laws that prohibit the use, possession, manufacturing, distribution, or sale of alcoholic beverages to those under the age of 21. Any student found to have violated any rules, regulations, policies, laws or ordinances involving illegal drugs ("controlled substances"), misuse or abuse of prescription drugs, or alcohol will be dismissed from the Academy and the University. Students are not allowed to be at ANY gathering where alcohol and/or illegal drugs are being consumed or used. Even if a student is not drinking or using drugs, he or she runs the risk of being seen and/or photographed. This will appear to the Academy staff that the student was drinking and/or using drugs and the student will be dismissed. Students are not permitted to have empty alcohol containers in their rooms, nor are students permitted to display beer and/or alcoholic beverage advertising.

Computer Use (Levels 3-5)

The following information is from the 2011-2012 UWG Connection and Student Handbook:

"Students are responsible for following the campus Information Security Plan and Acceptable Use and Ethics Policy (<http://www.westga.edu/policy>). These policies detail the proper utilization of the computers, networks and related services at the University of West Georgia. These policies have been developed to ensure a quality computing environment at UWG 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 everyone in the University community cooperate and adhere to these guidelines."

Students should be aware that information and communications they post on the Internet, including, but not limited to, social networking sites such as Facebook, MySpace, Yahoo360, Google Chat, Internet message boards, forums, web pages and blogs are public in nature. When such information and communications posted in these manners violate

Academy policies, or if such information indicates a violation of the University’s Student Conduct Code; this information or communications may be used in disciplinary/judiciary proceedings. In particular, communications that violate the Student Conduct Code, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the Internet, or by any other means. As with any illegal behavior, if computer violations are also criminal offenses, then students are subject to dismissal from the Academy and University.

**Courteous and Respectful Behavior
(Levels 1-4)**

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, and any form of harassment. Postings, flags, etc. that may be offensive to other cultures are also considered inappropriate, such as the swastika, confederate flag, or 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. Furthermore, students are expected to demonstrate tolerance of others’ culture, religion, race, ethnicity, and/or sexual orientation within the community through his or her speech and actions.

**Courtesy and Quiet Hours
(Level 2)**

Courtesy hours are in effect 24 hours a day, meaning students must comply promptly with **any** request to lower the volume of conversation, music, the TV, etc. **anytime**. During quiet hours, noise from an individual room should not be loud enough to be heard outside of that room. Regular quiet hours are 10 pm to 10 am daily. 24 hour quiet hours are strictly observed during the final instruction/examinations week of each semester.

**Curfew and Absence from Campus
(Levels 1-4)**

Curfew Sunday through Thursday

Academy students must be in the residence hall and on their respective wings from 11 pm until 6 am Sunday through Thursday nights. **Overnight absences from campus Sunday through Thursday are greatly discouraged, except in the cases of a family emergency or a situation, such as a doctor’s appointment, that warrants an exception.** Parents or legal guardians must submit a signed “Parental Approval of Overnight Absence from Campus” form 24 hours prior to the student’s departure. If the form cannot be submitted 24 hours prior to the departure, parents or legal guardians are expected to call or email the ARC to discuss the situation.

Weekend Curfew and Absence from Campus

Academy students and their families have two options regarding weekend travel from the University and Carrollton/Carroll County:

1. Students may leave campus (and if leaving campus must also leave the Carrollton/Carroll County area unless a resident – see Visiting Other Residence Halls and Off Campus Housing under Visitation) on Friday and/or Saturday nights as he or she desires with the

signed “Weekend Travel Permission Choice Form” indicating that this is the parents’ or legal guardians’ preference. By using this option, parents or legal guardians are not required to provide permission for each weekend, but are rather providing “**blanket permission**” for their son or daughter to leave on the weekends. Students leaving for the weekend must indicate so in the “Green Book” (see Leaving Campus section below). **If plans change and students remain in or return to Carrollton/Carroll County, they must return to Gunn Hall and sign in by curfew (12 am on Friday and Saturday nights), or**

2. Students must remain on campus on the weekend unless they follow the guidelines listed above for absences. This means that the parents or legal guardians will have to give permission **each time** a student leaves on the weekend by submitting a “Parental Approval of Overnight Absence from Campus” form 24 hours prior to the student’s departure. Students whose parents or legal guardians choose this option may still leave campus, but must return to Gunn Hall by 12 am on Friday and Saturday nights.

Nightly Sign-In

Students must sign their full name in the “Blue Book,” located in the RA office and available for students each night during RA duty hours (8 pm until 11 pm Sunday through Thursday and 12 am on Fridays and Saturdays). Students are expected to call the RA Office if they see that they will be unable to sign in on time. Students may not leave their wing and be in the main lobbies after curfew unless they are accepting delivered food, purchasing something from the vending machines, or doing laundry. Students may not sit in the lobbies in order to wait for food deliveries or laundry. **Students who wish to have a study group in one of the main lobbies after curfew should contact the ARC or an RA for permission. An RA will need to be available and present during any after curfew study session.** 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 am 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, he or she will be documented on every sixth occurrence and will receive 10 points.

The following is intended as a guide for students and staff in determining the appropriate points for the given circumstances:

- Students who violate curfew without legitimate reasons and fail to contact the staff will receive one point for every minute they are late.
- Leaving the building after curfew or being out all night is an automatic level 4 offense.
- Leaving campus after curfew by car is a minimum of 75 points.

Curfew Extensions

Curfew may be extended due to academic responsibilities or other situations that warrant an exception. A signed “Parental Approval of Curfew Extension” form, or a signed statement from a professor, must be submitted to the ARC 24 hours before the requested extension. Professors are not obligated to provide a statement for students. If this is the case, then a parent or legal guardian will need to submit the appropriate form. Curfew will not be extended for student employment without special permission from the ARC. An Academy staff member stays up each

time a student has a curfew extension to ensure that the student arrives safely and within the time frame requested on the form. **The ARC reserves 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.**

Leaving Campus

Students must sign their full name in the “Green Book,” located by the main entrance to Gunn Hall, when leaving campus, except when they are walking or biking on Maple Street as far as Krystal’s in one direction and Food Lion in the other direction. Students must sign out if they walk or bike further than Krystal’s or Food Lion. If a student drives or rides with someone else, even the distance previously described, then he or she must sign out. 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. Students must sign out with the date, time, and exact destination(s) when they leave, and write the time of arrival when they return. Students may not sign in and/or out for other students and must travel only to the destination(s) for which they signed out.

Driving and Providing Transportation for Other Students (Levels 4-5)

Due to the community that develops within the Academy, students who are licensed drivers are often in the position to provide transportation for students who do not have a license or car. The staff encourages students to assist each other in this way, provided that all Georgia driving laws are observed at all times. Due to Joshua’s Law, enacted January, 2007, there are specific restrictions placed on new sixteen and seventeen year old drivers, who are only eligible for an intermediate or provisional license. The following is from the Georgia Department of Transportation website at <http://www.dds.ga.gov/>:

“Class D Provisional License Conditions:

- *No driving between the hours of 12:00 a.m. and 6:00 a.m. No exceptions.*
- *During the first six months after issuance, no driving with passengers who are not members of the driver’s immediate family;*
- *For the second six month period, no driving with more than one passenger under the age of 21 who is not a member of the driver’s immediate family;*
- *After one year from the date of issuance, no more than three passengers under the age of 21 who are not members of the driver’s immediate family.”*

Students who drive and do not follow the laws explained above (or any driving law), or students who accept rides with other students who are not following the law, are subject to disciplinary action by the Academy. Grounds for immediate dismissal from the Academy would include any major traffic conviction such as a DUI, eluding a police officer, drag racing, reckless driving, hit and run, and any violation that assesses four or more points on the driver’s license.

Elevator Use in Gunn Hall (Level 4)

When using the elevators, students may not use the stop or emergency buttons except in the case of a true emergency.

**False Fire Alarms
(Level 5)**

A student 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 dismissed from the Academy and the University.

**Fire Safety
(Levels 3-5)**

Incense, candles, explosives, fireworks, gasoline, potpourri burners, and incendiary devices of any kind are not permitted in Gunn Hall.

**Fire Safety Equipment
(Levels 4-5)**

A student who tampers 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 from the Academy and the University.

**Floor Meetings
(Level 1)**

Whenever a floor meeting is scheduled, the residents are required to attend. The purposes of a floor meeting are to share information, discuss concerns on the floor, celebrate student accomplishments, and, in general, to provide a regular opportunity for students to discuss how things are going with regard to community living. Students are responsible for the information shared during these meetings.

**Identification Cards
(Level 3)**

Students will be issued identification cards that are to be carried at all times and presented to Academy or University staff 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. Lost or stolen cards should be reported to University Police and the ARC immediately. Lost ID cards must be replaced for a \$20 fee through the ID Card Office in the University Community Center.

**Mandatory Academy Functions
(Levels 1-4)**

Occasionally, there will be events at which students will be required to attend. Any such events will be announced well in advance and the fact that it's required will be made known through email, postings, and floor meetings. The severity of sanctions and points associated with failure to attend will be made known prior to the event.

**Non-Compliance
(Levels 3-4)**

Students are expected to be cooperative at all times with Academy and University staff members. Students will be subject to discipline 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 the student,
- or refusing to complete sanctions as assigned by the ARC or administrator,
- follow proper Academy or University procedures,
- 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, or
- follow directions in an emergency situation.

Personal Hygiene and Room/Hall Cleaning (Levels 1-2)

Please remember that personal hygiene, including bathing and laundering clothes, is essential in a close community such as the one in Gunn Hall. Students' rooms are expected to be free from malodorous and unsanitary conditions. This includes food as well as dirty clothing and/or other belongings. A student will be given 24 hours to clean his or her room if it is observed to be offensive or a health hazard. 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 personal trash in Gunn Hall public areas including bathrooms and lobbies.

Personal Property and Responsibility (Levels 1-2)

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. Students are not to leave personal belongings, such as laptops, books, notebooks, book bags, clothes, shoes, food, etc, in any lobby. Items left in the lobbies are picked up and placed in the "lost and found" box in the RA Office until the end of the school year at which time they will be discarded or donated to charity if not claimed by the owner.

Room Alterations (Levels 2-3)

Furniture found in the room when a student arrives must stay in the room. No structural changes to the room are allowed. Pictures, posters, etc. may be hung as long as walls are not damaged (no nails) and walls may not be painted. Carpeting is allowed, but may not be permanently attached to the floor. Any damages made to a room will be noted on the "Room Inventory Form" and the student will be assessed a damage fee at the end of the year.

Roughhousing (Levels 1-2)

Certain behaviors are safety hazards, dangerous, or potentially destructive to property when they occur inside the hall. Students should not 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.

Security
(Levels 2-4)

Students are not allowed to prop open any exterior or computer lab doors. Tampering with window screens is not allowed. **Students should only open the door for, and allow in the building, residents of Gunn Hall and their own guests and family.**

Theft
(Level 5)

Students who have been found guilty of theft will be dismissed from the Academy and the University. This includes theft within Gunn Hall, as well as other acts of theft, such as shoplifting.

Academy students who bring personal items to campus such as bicycles, TVs, stereos, game systems, 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 or label their valuables and note the serial numbers. Students are encouraged to lock their doors in order to protect their belongings from theft.

Tobacco Use
(Level 5)

According to Georgia law, no one under the age of 18 is allowed to be in possession of tobacco products. University Police will enforce this law, and if underage Academy students are seen using tobacco products on campus, they will be referred to Carrollton City Court by the police. If a staff member witnesses, or has credible evidence of, an underage Academy student using tobacco products, then the student will be dismissed. Smoking is prohibited in all campus buildings (including Gunn Hall) and in other posted areas. Academy students who are 18 are allowed to smoke in designated areas provided they follow University policies. Academy students are not allowed to have their tobacco products visible in Gunn Hall. Their products should be kept in a pocket, book bag, purse, drawer, etc. Those who leave their tobacco products visible to others will be disciplined (level 2). Academy students who are 18 are not allowed to provide tobacco products for students who are underage and will be dismissed for doing so.

Vandalism
(Levels 4-5)

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. Students who vandalize will be subject to disciplinary action, including, but not limited to, restitution for the repair or replacement of the damaged property or dismissal from the Academy and University based on the severity of the damage(s) caused.

Visitation
(Levels 1-4)

Visitation of the Opposite Wing (Gunn Hall Residents)

Visitation on the opposite gender's wing is permitted from 10 am until 11 pm Sunday through Thursday and from 10 am until 12 am Friday and Saturday. An Academy student is not allowed

to be in a room with a member of the opposite gender with the door closed, unless the room has glass and outsiders can see inside (this is known as the “90 degree door policy” because the door must be fully open at a 90 degree angle). A student who is visiting on the opposite gender’s wing must be escorted by his or her host at all times and is not allowed to use the restroom on the opposite gender’s wing.

Visitation by Non-Gunn Hall Residents

Visitation on the floors and in students’ rooms is permitted from 10 am until 11 pm Sunday through Thursday and from 10 am until 12 am Friday and Saturday. All guests must be escorted at all times, including to and from the lobbies and while on the floor, by his or her Academy host. An Academy student is not allowed to be in a room with a member of the opposite gender with the door closed (see “90 degree door policy” in section above) unless the room has glass and outsiders can see inside. Academy students are responsible for the actions and behavior of their guests. If visitors do not follow Academy and/or University policies, Academy students should notify an RA or another staff member. After hours visitation in Gunn Hall is prohibited without permission from the ARC or the RA on duty. Academy students may host same gender guests overnight, but only one at a time. The ARC must receive an “Overnight Guest Registration” form at least 24 hours prior to the visit. Academy students are allowed the same properly registered guest 3 nights within 30 days. Guests (regardless of number of hosts) can only stay in Gunn Hall for three nights during a 30 day period. A guest under the age of 18 must have signed written permission from his or her parents or legal guardians in order to stay in Gunn Hall. Guests will be expected to provide proof of age and proper identification.

Visiting Other Residence Halls and Off Campus Housing

Visiting other UWG residence halls, sorority and fraternity houses, and any off campus housing in Carrollton/Carroll County is not allowed. However, students may visit fellow Academy students and their families who reside in Carrollton/Carroll County. Parents must submit a signed note indicating the date, times, and destination for which the student has permission in Carrollton/Carroll County to visit to the ARC at least 24 hours prior to the visit. If the visit is overnight, then the “Parental Approval for Overnight Absence from Campus” form, with the above information included, must be submitted. Parents are strongly urged to question their son or daughter as to whether the visit will be supervised by an adult before granting permission.

Students are not allowed on the administrative floor (First Floor, A Wing) between 5 pm and 8 am Monday through Friday or during the weekend (5 pm Friday until 8 am Monday) unless escorted by Academy staff.

The following is intended as a guide for students and staff in determining the appropriate points for the given circumstances:

10 to 20 Points (Level 1)

- Violation of the escort policy (first offense)

20 to 30 Points (Level 2)

- Repeat violation(s) of the escort policy

30 to 50 Points (Level 3)

- Having an unauthorized guest (non-resident or opposite gender) between 11pm (12 am for Fridays and Saturdays) and 10 am (First Time)
- Violation of the 90 degree door policy

50 to 90 Points (Level 4)

- Repeat violations of having an unauthorized guest (non-residents and opposite gender) between 11pm (12 am for Fridays and Saturdays) and 10 am
- Repeat violation(s) of the 90 degree door policy
- Visiting other residence halls and/or off campus housing

Weapons and Explosives (Levels 4-5)

Unauthorized use, possession or storage of any weapons on University premises or at University sponsored activities is prohibited. Weapon means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, bludgeons, metal knuckles, switchblade knives, and knives designed for the purpose of offense or defense.

18 YEAR OLD ACADEMY STUDENT POLICY

Academy students who reach the age of 18 and have successfully completed one semester in the Academy may be granted exceptions to certain Academy policies under the following conditions:

1. The student must have demonstrated that he or she is mature and responsible enough to be eligible for these exceptions. Any student who has received 30 or more points in any given year while in the Academy, or has reached 30 points for the current year at the time of his or her 18th birthday, will not be eligible. Any exceptions to this policy will be at the Director's discretion.
2. The student must be performing well academically and have a 3.2 or better GPA (each semester and cumulatively) in their University classes. Any reports that the Academy receives during the semester will be taken into account as well. If the student would not have a 3.2 GPA based on the reports received during the semester, he or she will not be eligible for these exceptions. Any exceptions to this policy will also be at the Director's discretion.
3. The Academy views this as an important decision to be made by the student with his or her parents or legal guardians. The staff strongly urges parents to consider the consequences for their son or daughter should they be allowed this additional freedom and to take into account their understanding of their son's or daughter's maturity. If the parents or legal guardians agree to this, then they will need to complete the "Parental Approval Form for 18 Year Old Academy Student Exceptions." If the parents or legal guardians do not submit this signed permission form, then the 18 year old Academy student is required to follow all Academy policies. **Parents have the right to revoke**

these exceptions at any time by notifying the Academy Student Life Supervisor by phone and in writing.

ONLY the following exceptions to Academy policies will be granted to those students who meet the criteria listed above. **The exceptions allowed are for increased personal freedom outside of Gunn Hall. All policies that affect behavior WHILE INSIDE Gunn Hall will still apply. The Academy is first, and foremost, intended to be a safe, structured environment, and those who are not 18, or not granted these exceptions, should not have to live in a compromised environment where the policies vary for different Academy students.**

1. The student will not be required to follow all of the policies concerning curfew. He or she will be able to leave campus and return at his or her own discretion and will be not required to sign in or out in either the “Green Book” or “Blue Book.” The student is still expected to remain on, or return **DIRECTLY** to, his or her own wing between 11 pm and 6 am Sunday through Thursday nights and 12 am and 6 am Friday and Saturday nights. **The student CANNOT go to the opposite gender’s wing during curfew hours, or remain in the main lobbies without permission, and will lose these exceptions for doing so.**
2. All visitation policies still apply, except the student may visit other on campus and/or off campus housing and residences in Carrollton/Carroll County. **However, the alcoholic beverages and illegal drugs “zero tolerance” policy still applies, as well as any other policies regarding acceptable and legal behavior.**

These exceptions will be withdrawn if the student accumulates 30 points, or receives a semester GPA of less than 3.2. These exceptions are a privilege, not a right, and are expected to be viewed as such. This was a new policy for 2010-2011 and the success of the policy will be constantly evaluated by the Academy throughout this year since the program is still relatively new. The Academy reserves the right to alter this policy as deemed necessary throughout the year, based on individual situations and problems that may arise. Any changes to the policy will be clearly communicated through email and floor meetings.

Any student wishing to be considered for these exceptions will need to make an appointment with the Academy Student Life Supervisor. In addition to the signed permission form, parents will be sent an email and asked for a response verifying their understanding of this policy. These are measures that will be taken to make certain that all parties understand the exceptions and any possible repercussions.