



Abraham Baldwin Agricultural College

## **Student Handbook 2023-2024**

## Abraham Baldwin Agricultural College

2022-2023 Student Handbook	6
General Information	6
Vision Statement	6
Mission Statement	6
Diversity at ABAC	6
Family Educational Rights and Privacy Act of 1974 (FERPA) Institutional Policy	7
Freedom of Expression Policy	7
Student Sexual Misconduct Policy	9
Student Complaint Procedures	11
Academic Information	12
Academic Advising	12
Academic Honors and Awards	12
Academic Standing	13
Appeal of Grades	13
Attendance Policy	13
Change of Schedule (Drop/Add)	14
eCore Classes	14
Honor Graduates	14
Honors Day	14
Honors List	15
Registration	15
Semesters and Credit Hours	16
Withdrawals	16
Emergency Withdrawal	16
Campus Housing and Residence Life	16
ABAC Lakeside	17
ABAC Place	17
Resident Assistants (RAs)	17
Housing Facilities	17
Immunizations	18
College Policies and Procedures Information	18
Student Role in Institutional Decision Making	18

## Abraham Baldwin Agricultural College

Statement of Student Rights and Responsibilities	18
ABAC Parking Decals & Guidelines	18
Policies and Procedures Governing Student Activity and Other Mandatory Student Fees	19
Reporting Sexual Misconduct	21
Policy & Programs to Prevent Drug & Alcohol Abuse	25
Academic Freedom Policy	26
Information Technology (IT) Acceptable Use Policy	27
Institutional Student Conduct	28
Standards	28
Academic Conduct Code	28
Academic Dishonesty	29
Academic Disciplinary Procedures	29
Honor Code	29
Multiple Offenses	30
Non-Academic Conduct Code	30
Alcohol	30
Amnesty	30
Damage to Property	31
Disorderly Assembly	31
Disorderly Conduct	31
Drugs	31
Explosives	32
Falsification of Records	32
Fire Safety	32
Hazing	32
Inappropriate Use of College Computing Facilities and Equipment	32
Joint Responsibility for Infractions	32
Misuse of Student Identification Cards or Permits	32
Student Housing Policy	33
Theft	33
Tobacco	33
Traffic Violations	33

## Abraham Baldwin Agricultural College

Unauthorized Entry or Use of College Facilities	33
Weapons	34
Reports of Student Misconduct	34
Process for Investigating and Resolving Disputed Reports	35
Student Accounts	38
Methods of Payment	38
Refund Policy Priority Order	39
State Department of Vocational Rehabilitation	39
Tuition and Fees	39
Veterans' Services	41
Student Life	41
ABAC Ambassadors	41
Athletics and Recreation	41
Campus Activities Board (CAB)	42
Recognized Student Organizations (RSOs)	42
Student Communications Media	43
Student Government Association (SGA)	43
Student Services	43
Academic Support	44
Accommodation & Disability Services	44
Disability-Related Accommodations	44
Campus Alert Systems	45
Computer Services and Technology	45
Counseling Center	45
Textbook Purchases	46
Dining Services	46
Donaldson Dining Hall	46
Aggie's Convenience Store	46
Surcheros Fresh Mex	46
Financial Aid	46
Financial Aid Appeal Process	47
Availability of Funds	48

## Abraham Baldwin Agricultural College

College Level Examination Program (CLEP) Tests	48
Eligibility	48
English as a Second Language (ESL)	49
Evaluation Periods and Communication	49
Grants	49
HOPE Scholarship	50
Loans	50
Nursing Students	50
Satisfactory Academic Progress (SAP)	50
Scholarships	51
Financial Aid Status	52
Students' Rights and Responsibilities for Financial Aid	52
Unusual Enrollment History (UEH)	52
Gold Card	53
Health Center	53
Libraries	54
Mail Center	55
Refund Policy Priority Order	55
Safety App: LiveSafe	55
Student Computing Recommendation	55
Tutoring Center	56
Work Opportunities	56

# Abraham Baldwin Agricultural College

## 2022-2023 Student Handbook

This is the official Student Handbook of Abraham Baldwin Agricultural College (ABAC). It is published by the Office of Student Affairs to provide you with a resource for campus activities, student life, student services, and college policies and procedures. This handbook is not a contract. It is for informational purposes only and provides no rights to the reader.

The College makes this handbook available to each student. It is your responsibility to become aware of its contents. By enrolling at this institution, you agree to comply with all rules and regulations. If you have questions, which are not answered in this handbook or questions about the handbook itself, please contact the Office of Student Affairs at (229) 391-5130.

While some academic policies have been printed in this handbook, students should consult the Catalog for questions concerning academic policies and regulations.

*The College reserves the right to alter or change the regulations and policies stated in this handbook.*

This handbook is prepared for the convenience of students, faculty, and staff at ABAC and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the Bylaws and Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail.

*This handbook is not a contract. It is for informational purposes only and provides no rights to the reader.*



## General Information

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### Vision Statement

ABAC aspires to an institutional destination of greatness, a college where committed students seek a life-changing experience and are prepared to contribute positively to the communities in which they live and work.

### Mission Statement

Abraham Baldwin Agricultural College (ABAC) is a State College within the University System of Georgia. ABAC's mission is to provide excellent education by engaging, teaching, coaching, mentoring, and providing relevant experiences that prepare the graduate for life.

### Diversity at ABAC

Diversity includes more than race, gender, and age; at ABAC, diversity is about inclusion and respect for people. Inclusion and respect for people from diverse backgrounds and perspectives will ensure that the institution fully leverages the talents and abilities of all faculty, students, and employees. The institution has a standing Diversity Committee. For questions about diversity, please contact either the Dean of Students, Director of Multicultural Educational Programs, or Director of Human Resources.

## Family Educational Rights and Privacy Act of 1974 (FERPA) Institutional Policy

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include the following:

1. The right to inspect and review the student’s education records within 45 days after the day Abraham Baldwin Agricultural College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.  
A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.  
If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Abraham Baldwin Agricultural College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.  
The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Abraham Baldwin Agricultural College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Abraham Baldwin Agricultural College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for Abraham Baldwin Agricultural College.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

Source: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## Freedom of Expression Policy

### A. Purpose and Overview of Policy

Abraham Baldwin Agricultural College (ABAC) follows the USG 6.5 Freedom of Expression Policy. For more information, see the University System of Georgia’s Policy on Freedom of Expression, which can be found here: <https://www.usg.edu/policymanual/section6/C2653>

ABAC is committed to providing an educational environment and works climate that is conducive to the personal and professional development of each individual and to protect the rights set forth in the First Amendment, which provides for freedom of speech, freedom of expression, and the right to assemble peaceably. In fulfilling its multiple missions as an institution of higher learning, ABAC encourages the free exchange of ideas and remains firmly committed to affording groups and individuals the opportunity to engage in the expression on campus. In order to achieve this objective, while at the same time ensuring that the College fulfills its educational mission, the College may regulate the time, place, and manner of expression in order to assure equal opportunity for all persons, to preserve order within the campus community, to protect and preserve College property, to provide a secure environment to individuals exercising freedom of expression, or to further other important institution objectives.

This policy in no way prohibits individuals enrolled at or employed by ABAC (“members of the College community”) from engaging in conversations on campus and does not apply to College-sponsored activities, but rather only establishes a designated public forum on ABAC’s locations and sets forth requirements for the reservation and use of the Public Forum Area in the following limited circumstances:

(1) members of the College community who plan an event with 30 or more persons; and, (2) individuals or groups who are not members of the College community who wish to speak on an ABAC location. By placing reasonable limitations on time, place, and manner of speech, ABAC does not take a position on the content or viewpoint of the expression but allows for a diversity of viewpoints to be expressed in an academic setting.

### B. Designation of Public Forum on ABAC’s Campus

To better facilitate the free exchange of ideas, ABAC has designated the Public Forum area on different ABAC locations. In Tifton, the area surrounding the fountain near the Carlton Center and Conger Hall is the public forum area on ABAC’s campus (“Public Forum Area”). At the ABAC at Bainbridge site, the public forum area is directly outside the Library. These Public Forum Areas are generally available from 9:00 a.m. until 7:00 p.m., Monday through Friday, provided that the area has not previously been reserved. Though reservations to use the Public Forum Area are only required as set forth in Section C and Section D below, the College recommends that all parties interested in using any Public Forum Area submit a

# Abraham Baldwin Agricultural College

completed Forum Reservation Request Form to the Office of Dean of Students, which is located on the first floor of Conger Hall, prior to use so that the College may minimize scheduling conflicts, accommodate all interested users, and provide for campus safety and security. Reservations will only be processed on days that ABAC's Administrative Offices are open for business ("college business days").

## **C. Provisions for Members of the College Community**

Members of the College community who plan to engage in expressive activity on campus in a group that is expected to consist of 30 or more persons must submit a completed Forum Reservation Request Form to ABAC's Office of Dean of Students two (2) college business days prior to the scheduled activity and must receive approval in writing from a Student Affairs official prior to engaging in such activity. Prior notice is required to ensure that there is sufficient space for the large group event, that necessary College resources are available for crowd control and security, and that the academic and other operations of the College are not disrupted. The Student Affairs official may grant a reservation for a Public Forum Area or another available area of campus, as requested by the applicant, and may only deny a reservation for the limited reasons set forth in Section E below.

If an individual or small group of individuals within the College community, while engaging in spontaneous expression, attracts a group of 30 or more persons, then a representative from the group should provide the College with as much notice as circumstances reasonably permit. The College reserves the right to direct a group of 30 or more persons to the Public Forum Area or another available area of campus in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of the College. When relocating expression, the College official must not consider or impose restrictions based on the content or viewpoint of the expression.

## **D. Provisions for Outside Speakers**

Individuals or groups of persons who are not enrolled at or employed by ABAC may only engage in expressive activity in the Public Forum Area and only after submitting a completed Forum Reservation Request Form to ABAC's Office of Dean of Students at least two (2) college business days prior to the scheduled speech and obtaining approval for such use in writing from a Student Affairs official pursuant to the procedures set forth in Section E below. Organizers are encouraged to submit their requests as early in the planning stages of the event as possible. This provision does not apply to any classroom instruction or College-sponsored events.

## **E. Procedures for Forum Reservation Requests and Appeals**

Completed Forum Reservation Request Forms should be submitted to ABAC's Office of Dean of Students, which is located on the first floor of Conger Hall, at least two (2) college business days prior to the scheduled expression. [Visit Forum Reservation Request Form]

Reservation scheduling will be coordinated by a Student Affairs official who will grant reservations on a first-come, first-served basis. The Student Affairs official will respond to all requests as soon as possible, but in no event, more than one college business day after receipt of the reservation request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation.

The Student Affairs official may only deny a reservation request for one of the following reasons:

1. The Forum Reservation Request Form is not fully completed;
2. The Forum Reservation Request Form contains a material falsehood or misrepresentation;
3. The Public Forum Areas (see section B.) have been previously reserved, in which case the College will designate another appropriate date, time, or location to accommodate the expression;
4. The use or activity intended by the applicant would conflict with or disturb previously planned programs organized and conducted by the College;
5. The Public Forum Areas are not large enough to accommodate the expected or actual number of persons engaging in large group expression, in which case the College must provide a reservation for the applicant at an alternate location that can safely accommodate the expression provided that the applicant is a member of the College community and that such a location exists on the campus of the College;
6. The use or activity intended by the applicant would present a danger to the health or safety of the applicant, other members of the College community, or the public; or
7. The use or activity intended by the applicant is prohibited by law, ABAC policy, or Board of Regents policy.

When assessing a reservation request, the Student Affairs official must not consider or impose restrictions on the expression based on the content or viewpoint of the expression.

Any denial of a reservation request may be appealed to the Vice President for Academic Affairs (VPAA) in writing setting forth the reasons why the appeal should be granted. The VPAA or designee must respond to the appeal in writing within one college business day. The decision of the VPAA or designee is final.

## **F. Written Material**

Members of the College community may distribute non-commercial pamphlets, handbills, circulars, newspapers, magazines, and other materials that are protected by the First Amendment on a person-to-person basis in open outdoor areas of campus. An individual who is not a member of the College community may only distribute written materials within the Public Forum Area and only during the time in which the individual has been granted a reservation to use the Public Forum Area. Handbills cannot be placed on cars. The College maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

## **G. General Provisions**



# Abraham Baldwin Agricultural College

In addition to the requirements set forth above, all individuals expressing themselves on ABAC's campus must comply with the following provisions:

1. **Disruptive Activity** - Obstruction, disruption, or interference with classes, administrative functions, or other college activities or events is not permitted. Likewise, infringement on the rights of others is prohibited. Any attempt by repeated demands, threats, or otherwise to coerce passersby into stopping and participating in debate or discussion is prohibited.
2. **Reasonable Access** - Expression must not block access to or exit from any office, classroom, laboratory, or building. Likewise, vehicular and pedestrian traffic should not be obstructed.
3. **Picketing and Distribution of Literature** - Picketing in an orderly manner or distributing literature outside of the Free Speech Area is acceptable with the appropriate permit. Picketing is not permitted inside campus buildings. Literature may be distributed in the public areas of the campus and in public areas in certain campus buildings after receiving the appropriate permit. It is not permissible to post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or on any other college equipment without prior approval.
4. **Noise** - Sound amplification is not permitted. Noise levels should not interfere with classes, meetings, or activities in progress, or the privacy of residence hall students.
5. **Presenting Identification** - It is not permitted for any person on any property either owned or controlled by the College to refuse to identify him/herself by presenting a student or faculty/staff ID card or driver's license.
6. **Damage to Property** - Care should be taken to ensure that College and personal property is not damaged or destroyed. This includes the campus lawns, shrubs, and trees. Malicious or unwarranted damage to or destruction of property owned or operated by the College or students, faculty, staff, or visitors to the College is prohibited. Persons or organizations causing such damage may be held financially and/or legally responsible.
7. **Prohibition on Litter** - All structures, signs, and litter resulting from any expression must be removed following the expression. Persons or organizations involved in or sponsoring the expression may be held financially responsible for cleanup costs.
8. **Compliance with Laws, Policies, and Regulations** - All individuals expressing themselves on campus must comply with state, federal, and local law; municipal ordinances; ABAC policies and regulations; Board of Regents policies and regulations; and the above guidelines and must not engage in violence or incite others to engage in violence or commit illegal or dangerous acts.

Failure to comply with all applicable laws, ordinances, policies, and regulations may result in immediate removal from the campus and any other appropriate action legal or disciplinary action.

**Questions about ABAC's Freedom of Expression Policy** may be addressed to ABAC's Office of Student Affairs at (229) 391-5130 or deanofstudents@abac.edu.

## Student Sexual Misconduct Policy

ABAC Student Sexual Misconduct Policy reflects the Georgia Board of Regents Policy at: <https://www.usg.edu/policymanual/section6/C2655/>.

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG) prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, this Policy prohibits Sexual Misconduct, a form of sex discrimination, as defined herein.

USG institutions are committed to reducing incidents of Sexual Misconduct, providing prevention tools, conducting ongoing awareness and prevention programming, and training the campus community in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and the Violence Against Women Act ("VAWA"). Prevention programming and training will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, sexual harassment, alcohol and drug use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When Sexual Misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct. This Policy applies to all members of the USG community. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments.

### Reporting Structure

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

For more information, see <https://www.abac.edu/titleix/>.

### CARE Team

# Abraham Baldwin Agricultural College

The CARE TEAM is a network of members from the ABAC campus community who work together to promote a safe and thriving academic and residential environment. Students, Faculty, Staff, and other community members can submit a referral, which is reviewed by appropriate individuals dedicated to connecting members of the ABAC community to support resources and upholding the standards with applicable codes of conduct for all. A referral can be made for academic concerns, non-academic concerns (e.g., behavior, wellbeing, etc.), and Title IX concerns (sexual misconduct, harassment/discrimination, assault, etc.). For more information, please visit [www.abac.edu/careteam](http://www.abac.edu/careteam).

## 6.7.1 Definitions and Prohibited Conduct

**Community:** Students, faculty, and staff, as well as contractors, vendors, visitors, and guests.

**Complainant:** An individual who is alleged to have experienced conduct that violates this Policy.

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

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

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

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship shall be determined based on the totality of the circumstances including, without limitation to: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

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

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

**Nonconsensual Sexual Contact:** Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to the touching of a person's intimate parts (for example, genitalia, groin, breasts, or buttocks); touching a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts. This provision also includes "Fondling" as defined by the Clery Act.

**Nonconsensual Sexual Penetration:** Any penetration of the vagina, anus, or mouth by a penis, object, tongue, finger, or other body part; or contact between the mouth of one person and the genitals or anus of another person. This provision also includes "Rape, Incest, and Statutory Rape" as defined by the Clery Act.

**Confidential Employees:** Institution employees who have been designated by the institution to talk with a Complainant or Respondent in confidence. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of the Respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Clery Act. Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety.

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

**Reasonable Person:** An individual who is objectively reasonable under similar circumstances and with similar identities to the person being evaluated by the institution.

**Reporter:** An individual who reports an allegation of conduct that may violate this Policy but who is not a party to the complaint.

**Respondent:** An individual who is alleged to have engaged in conduct that violates this Policy.

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

# Abraham Baldwin Agricultural College

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited.

Examples of sexual exploitation may include, but are not limited to, the following:

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

**Sexual Harassment (Student on Student):** Unwelcome verbal, nonverbal, or physical conduct based on sex (including gender stereotypes), determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to participate in or to benefit from an institutional education program or activity.

**Sexual Harassment (Other Than Student on Student):** Unwelcome verbal, nonverbal, or physical conduct, based on sex (including gender stereotypes), that may be any of the following:

1. Implicitly or explicitly a term or condition of employment or status in a course, program, or activity;
2. A basis for employment or educational decisions; or
3. Is sufficiently severe, persistent, or pervasive to interfere with one's work or educational performance; thereby, creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or to benefit from an institutional program or activity.

The USG also prohibits unwelcome conduct determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a USG education program or activity in violation of Title IX.

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

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property.
2. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

## Student Complaint Procedures

*Purpose:* ABAC recognizes the importance of providing procedures for fair and equitable resolution of student complaints.

Complaints should be resolved at the lowest administrative level and in the most equitable way possible. The burden of proof rests with the student who submits a complaint. Students who elect the complaint process should not fear prejudice or reprisal for initiating the process or participating in its resolution.

*Definition:* For these purposes, a complaint is defined as dissatisfaction or disagreement with any decision or action that affects ABAC students. However, a complaint may not be filed concerning administrative decisions regarding the routine operation of the College, including but not limited to the scheduling of classes, tuition and fee assessments, financial aid awards, reservation of facilities, or the policies of the Board of Regents of the University System of Georgia. There is a separate process for the appeal of grades, reinstatement of financial aid, academic exclusion, and matters which pertain to the Student Code of Conduct. Complaints covered by policies already in place (e.g., Student employment, grade appeals, sexual harassment, discrimination, student conduct, etc.) are excluded from these guidelines.

*Procedures:*

# Abraham Baldwin Agricultural College

1. A student with a complaint should seek to resolve the problem through discussion with the individual involved. If a sufficient resolution is not reached, the student has the option to submit a written complaint using the Student Complaint Form on the Dean of Students or CARE Team website.
2. The complaint process will follow the chain of command of the department/office in question until a resolution is found.

The goal of the process is a successful resolution of the problem.

## Academic Information

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The information below does not supersede or replace information contained in the official College Catalog. This information is included in the Student Handbook for ease of access by students.

### The Catalog

The ABAC Catalog [<https://catalog.abac.edu>] provides descriptions of academic departments and undergraduate programs and courses, as well as information about Admissions, Student Affairs, Financial Aid, and Academic Support services. Students are evaluated and graduated based on the requirements in the Catalog.

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- Academic Advising
- Academic Honors and Awards
- Academic Standing
- Appeal of Grades
- Attendance Policy
- Change of Schedule (Drop/Add)
- eCore Classes
- Registration
- Semesters and Credit Hours
- Withdrawals

### Academic Advising

New students are assigned to a faculty advisor shortly after the semester begins. A student's advisor information is located on their Degree Works page inside the MyABAC portal. Students work closely with their faculty advisor each semester to develop an academic program map and plan classes accordingly. A student who has not declared a major (undecided) will work with a faculty advisor from the School of Arts and Sciences. Academic Support provides supplemental advising for all students and can answer questions about advisor assignments, class registration, and major changes. Students are required to meet with their faculty advisor before registration each semester. During a student's advising appointment, the faculty advisor will enable the student to register in Banner Web.

**DegreeWorks** is the online degree audit system ABAC uses to record a student's progress in satisfying degree requirements. Students can access DegreeWorks by logging into **MyABAC** and clicking on the DegreeWorks app.

### Academic Honors and Awards

Honors List

Honors Day

Honor Graduates

**Academic Recognition Day Scholar/J. G. Woodroof Scholar.** All units of the University System select a top student to represent their institution. These students are recognized statewide with resolutions from the State Senate and the House of Representatives. ABAC's Academic Recognition Day student is chosen by the school deans based on the following: outstanding scholastic achievement, must have a GPA of 4.0 GPA (or close to it), and be a Georgia resident. This student is also designated as the J.G. Woodroof Scholar and presented an award at Honors Day each spring. This award is named in honor of the first President of ABAC, Dr. J. G. Woodroof.

# Abraham Baldwin Agricultural College

**Alumni Association Award.** The ABAC Alumni Association Award is presented to the most outstanding bachelor-degree graduate at both fall and spring graduation to recognize a student who has distinguished themselves through scholarship, leadership, and citizenship. This award is open to students with an Institutional Grade Point Average (IGPA) of 3.0 or higher.

**Donaldson Award.** The ABAC Alumni Association presents the George P. Donaldson Award to the most outstanding associate-degree graduate who has distinguished themselves through scholarship, leadership, and citizenship at both fall and spring graduation. Named in honor of former ABAC President Dr. George P. "Pete" Donaldson, this award is open to students with an IGPA of 3.0 or higher.

## Academic Standing

The College recognizes four categories of academic standing: Good Standing, Academic Probation, Academic Suspension 1, and Academic Suspension 2.

**Good Standing.** Students are required to maintain a minimum Overall Grade Point Average (OGPA) of 2.0 to obtain and maintain good standing.

**Academic Probation.** Students are required to maintain a minimum OGPA of 2.0. When students' OGPA falls below 2.0, they will be placed on probation. First-year students who are placed on probation for the first time will be required to work with an Academic Support Counselor. All students who are on academic probation will be restricted to taking no more than 12 semester credit hours and are encouraged to seek assistance through the Academic Support Center. Students on academic probation may be in jeopardy of losing Federal Financial Aid.

- Students earning a Semester Institutional GPA (SIGPA) of 2.0 or higher the semester immediately following probation will be removed from probation if their OGPA is 2.0 or higher. If the OGPA remains below 2.0, they will remain on probation.
- Any student whose SIGPA is less than 2.0 during the semester following probation will be suspended per ABAC's academic standing policy.

**Academic Suspension.** Students not attaining minimum academic standards after being placed on academic probation will be suspended from the College. The minimum standard for avoiding academic suspension after being placed on academic probation is a SIGPA of 2.0. Consecutive terms of probation in which students continue to earn a SIGPA of 2.0 or higher will prevent suspension. However, failure to achieve a SIGPA of 2.0 while on academic probation will result in a suspension. The first suspension will be for the first 16-week semester (fall or spring, not summer) immediately following the suspension; subsequent suspensions will be for one full academic year (three semesters).

**Appeal of Academic Suspension.** Students may appeal an academic suspension, due to a mitigating circumstance\*, by notifying in writing the Registrar's Office. This appeal will be heard by the Academic Review Committee. If the student is not satisfied with the decision of the Academic Review Committee, the student has the option to appeal the decision to the Provost and Vice President for Academic Affairs.

\*The appeals process is intended to provide a venue whereby students may voice a claim of discrimination, capricious or unfair dealings, circumstances beyond their control, or denial of due process.

Students returning to ABAC after suspension will be placed on post-suspension probation and be subject to probation requirements as noted above unless they have an OGPA of 2.0 or higher. Students returning on post-suspension probation status who earn a minimum SIGPA of 2.0 or higher will be allowed to continue in the probationary status until the OGPA of 2.0 for good academic standing is reached.

Source: ABAC Catalog

## Appeal of Grades

To contest a grade, students must initiate the appeal in writing to the instructor within 30 calendar days from the last day of class of the term in which the grade was recorded. Students must first appeal the matter in writing to the instructor(s) who taught the course. The appeal must specify reasons the assigned grade is incorrect or inappropriate. The instructor(s) will respond to the student in writing within 10 (ten) working days of the appeal date. Should this response not satisfy the appeal, the student can appeal in writing within 10 (ten) working days from the date of the instructor's reply to the department head/dean of the academic school in which the course was taught. The department head/dean may conduct a conference including the dean, the department head, the student, and the instructor. The department head/dean may convene an impartial committee in the discipline to review pertinent documents. Within 10 (ten) working days from the date of the student's appeal to the department head/dean, the department head/dean will respond to the student in writing. Should this procedure fail to resolve the appeal, the student must provide a written appeal to the Provost and Vice President for Academic Affairs within ten working days from the date of the school department head/dean's response. The Provost and Vice President for Academic Affairs will take the appeal to the Academic Review Committee, where further hearings may be conducted.

The appeals process is intended to provide a venue whereby students may voice a claim of discrimination, capricious or unfair dealings, or denial of due process.

Source: ABAC Catalog

## Attendance Policy

# Abraham Baldwin Agricultural College

Courses at ABAC are provided for the intellectual growth and development of students. The interaction with instructors and other students is an essential element of the learning process, and a high correlation exists between class attendance and course grades. Therefore, to attain maximum success, students should attend all their classes, be on time, and attend all scheduled course activities. Absence from class does not excuse students from full responsibility for classwork or assignments missed. Students must accept this responsibility.

**Individual instructors will establish attendance policies for each class, which are published in the course syllabus.** The penalty for absences is at the discretion of the instructor and may include failure of the course. Students who stop attending class without **officially withdrawing** will receive a grade for the course.

## Change of Schedule (Drop/Add)

During the drop/add period, students may change their schedule through Banner Web. Students are discouraged from changing schedules after classes begin. However, consideration is given to every request for a change in students' programs, and recommendations are made in accordance with the student's educational goals and individual needs. Students can contact Academic Support if they have difficulties making schedule changes or have questions.

If a schedule change becomes necessary after registration, all changes should be made during the official drop/add period at the beginning of the semester. The drop/add period is published in the official **Academic Calendar**.

**After the drop/add period, students must follow the withdrawal policy.** A student, who paid out-of-pocket, must **withdraw from all classes to receive a partial refund after drop/add.** Tuition and fee refunds are based on the date the student has withdrawn from all classes. **Click here to see the Withdrawal Refund Schedule** for more information. Questions about refunds can be directed to Student Accounts, [studentaccounts@abac.edu](mailto:studentaccounts@abac.edu).

## eCore Classes

eCore offers students the opportunity to complete undergraduate requirements in Core Areas A-E entirely online via public colleges and universities within the University System of Georgia (USG). eCore courses are taught by faculty from USG institutions within the system and are transferable within the USG as well as to most regionally accredited schools. Visit ABAC's eCore website or USG's eCore website for more information.

## Honor Graduates

Honor graduates are selected based on their overall GPA (OGPA) at the end of the previous term and on the following criteria.

• Honors for Baccalaureate Degrees		
	Cum Laude	3.50 - 3.69
	Magna Cum Laude	3.70 - 3.89
	Summa Cum Laude	3.90 - 4.00
• Honors for Associate Degrees		
	With Merit	3.50 - 3.69
	With Distinction	3.70 - 3.89
	With Honors	3.90 - 4.00

After graduation, posting of final grades, and verification of all degree requirements, honor status will be calculated and added to diplomas and transcripts of students who qualify.

Source: ABAC Catalog

## Honors Day

Honors Day was introduced to give public recognition to students who demonstrate high academic achievement. Students are selected for honors based on the following criteria:

1. Completing 45 collegiate level credit hours at ABAC with a minimum 3.25 overall grade point average (OGPA) recognizes a student as an Honor Student.
2. Completing 45 collegiate level credit hours at ABAC with a minimum 3.50 overall grade point average (OGPA) recognizes a student as a Superior Honor Student.

# Abraham Baldwin Agricultural College

3. Completing 45 collegiate level credit hours at ABAC with a minimum 3.75 overall grade point average (OGPA) recognizes a student as a Distinguished Honor Student.

Collegiate-level courses are numbered 1000 and above. Courses numbered below 1000 do not count toward the 45 collegiate level credit hours.

Source: ABAC Catalog

## Honors List

### President's Honor List

Superior achievement in academics is recognized each semester by the publication of a President's Honor List, which includes those students who complete 12 or more non-Learning Support credit hours with a semester institutional grade point average (SIGPA) of 4.0.

Excluded from the selection criteria:

- I grade and credit hours
- LS grades and credit hours
- Repeated courses with excluded grades and credit hours
- Grade changes processed after grades are posted in Banner

### Dean's Honor List

Excellence in academic achievement is recognized each semester by the publication of a Dean's Honor List, which includes those students who complete 12 or more non-Learning Support credit hours with a minimum semester institutional grade point average (SIGPA) of 3.5.

Excluded from the selection criteria:

- I grade and credit hours
- LS grades and credit hours
- Repeated courses with excluded grades and credit hours
- Grade changes processed after grades are posted in Banner

### Distinguished Achievement List

Excellence in academic achievement among part-time students is recognized each semester by the publication of a Distinguished Achievement List. To be included on the Distinguished Achievement List, students must complete between 6 and 11 semester hours of non-Learning Support course work with a minimum semester institutional grade point average (SIGPA) of 3.5.

Excluded from the selection criteria:

- I grade and credit hours
- LS grades and credit hours
- Repeated courses with excluded grades and credit hours
- Grade changes processed after grades are posted in Banner

Source: ABAC Catalog

## Registration

**Registration** is the process of choosing courses and creating a class schedule for the next semester using Banner. Your registration date and time depends on the number of credit hours you have earned, with priority given to students who are further along in their degree program.

Each fall and spring semester, Rush to Register (advisement and early registration event) occurs. During this time, students are encouraged to make an appointment to meet with their academic advisor to plan their course schedule for the next semester, so that they may register early during Priority Registration. Priority registration dates can be found in the **academic calendar**. Students are required to meet with an academic advisor each semester before they can register. Students can register by clicking on the Banner Web app inside of the **MyABAC portal**. Holds blocking registration in Banner Web may be viewed also. Students who experience difficulties registering or have questions can contact Academic Support by email, [asc@abac.edu](mailto:asc@abac.edu), phone, 229.391.4995, or by visiting us on the third floor of the Carlton Center.

# Abraham Baldwin Agricultural College

## Semesters and Credit Hours

**Credit Hour:** A credit hour is a unit of credit for a course, and is usually based on the number of hours per week in class. Most classes are three credit hours; however, some may be worth more or less. Typically, a four-year degree (bachelor's) requires 120 credit hours.

**Semester:** The period of time or term that a student takes a group of courses. ABAC offers three semesters: Fall, Spring, and Summer.

To graduate in four (4) years with a baccalaureate degree, a full-time student should take 15-18 credit hours per fall and spring semester or 30 hours per academic year (Fall/Spring/Summer). Taking 12 credit hours in a semester is considered full-time, but will increase students' time and cost to earn a degree. Students should plan to study a minimum of two (2) hours per week for each one-hour credit taken. Enrolling in 15 credit hours would require a minimum of 30 hours of study time each week.

## Withdrawals

**Dropping Courses:** The start of each term has a "Drop/Add" period. Drop/Add is the only time during which students may "drop" a course completely without either academic or financial penalties. After this period, students will need to officially "withdraw" from their courses, with academic and/or financial penalties, as stated below.

**Course Withdrawal:** A course withdrawal is the result of students' decisions to remove themselves from one or more, but not all, courses after the Drop/Add period ends. If the students withdraw prior to the withdrawal deadline, they receive a grade of W (withdraw) on their transcript. If the students withdraw after the deadline, they will receive a grade of WF (withdraw-fail) on their transcript. The withdrawal deadline is at the midpoint of the term, as detailed on the Academic Calendar.

**Note:** A grade of W has no effect on a student's GPA, but a grade of WF will factor into the student's grade point average (GPA) as a grade of F. Withdrawing from college courses can negatively impact the Standards of Academic Progress for Financial Aid. Students should discuss withdrawal with Academic Support and Financial Aid before withdrawing from a course. Click here for the online course withdrawal form.

**Withdrawal from a Co-Requisite Learning Support Course:** Students who wish to withdraw from a co-requisite Learning Support course must also withdraw from the collegiate-level course for which the Learning Support course is a co-requisite.

**Full Withdrawal:** Students who voluntarily withdraw from the College must first consult with Academic Support to begin the process and complete a "Student Full Withdrawal Form." Students who withdraw from the College prior to midterm will receive a grade of W (withdraw) in all courses in which they are enrolled. Students who withdraw from the College after the midterm will receive a grade of WF (withdraw-fail) in all courses in which they are enrolled.

Source: ABAC Catalog

## Emergency Withdrawal

If a non-academic emergency prevents a student **from completing their coursework** (e.g., severe medical problems, traumatic events) and when the timing or nature of the emergency prevents them from voluntarily withdrawing from their classes, they may request an Emergency Withdrawal. This guideline provides information for the student to submit the request and also provides information on the process.

**Emergency Withdrawals are subject to the following restrictions:**

- A student must initiate an application for an Emergency Withdrawal no later than one academic year after the semester in which the courses were taken.
- A student may be granted an Emergency Withdrawal for a maximum of two non-consecutive semesters of their enrollment at ABAC.
- A student may not request an Emergency Withdrawal after degree conferral.
- An Emergency Withdrawal usually applies to all courses for the semester, but in exceptional cases, an Emergency Withdrawal may be granted for some but not all of the courses. The request for a partial emergency withdrawal will need to be justified at the time of application.

**Emergency Occurred Before the Midpoint or Last Day to Withdraw**

A student is expected to voluntarily withdraw from their classes if an emergency occurs prior to the midpoint of the semester, regardless of the reason for the withdrawal (see Full Withdrawal). Whether or not a student had the ability to withdraw from classes before the semester midpoint is considered in determining the approval of an Emergency Withdrawal request. A student who lives on campus should apply for an Emergency Withdrawal to deem if a breach of contract is applicable.

For more information or to **apply for an Emergency Withdrawal**, visit: [www.abac.edu/EmergencyWithdrawal](http://www.abac.edu/EmergencyWithdrawal)

## Campus Housing and Residence Life



# Abraham Baldwin Agricultural College

- ABAC Lakeside
- ABAC Place
- Community Assistants
- Housing Facilities
- Immunizations

Abraham Baldwin Agricultural College offers on-campus housing at the Tifton campus only. Campus residence life is an important part of the college experience. On-campus living is much more than simply a convenience to students. Students living in a community of fellow students are positively influenced regarding retention, personal growth and development, participation in extra-curricular activities, and overall successful adaptation to the college experience. ABAC requires all freshmen to live on campus unless they meet one of the following criteria:

1. Earned a minimum of 30 semester hours of collegiate level credit after high school graduation and have satisfied Learning Support requirements,
2. Living with and commuting daily from the legal residence of a parent, legal guardian, or grandparent within a 50-mile radius of Tifton,
3. Married,
4. Single parent,
5. 21 years of age prior to September 1 of the academic year, or
6. Enroll only in courses online or on the Bainbridge site.

To be exempted from this requirement, a student must apply for exemption through the Housing Portal at <https://abac.starrezhousing.com/StarRezPortal>.

## ABAC Lakeside

ABAC Lakeside provides housing for 489 freshmen in two-person and four-person suites. Rooms in each suite are fully furnished with a bed, chest of drawers, desk, and chair. Kitchenettes in each suite contain a full-size refrigerator, microwave, and sink. All utilities, including wireless connectivity and cable television, are provided. A cyber café, social lounge, game room, laundry facilities, and community kitchen are located on the main floor of Lakeside. Study rooms are located throughout the building.

## ABAC Place

ABAC Place has 835 beds in apartment-style units. The majority of the apartment units are 4-bedroom, 2-bathroom, but a limited number of 3-bedroom, 2-bathroom, and 2-bedroom, 2-bathroom units are also available. Each private bedroom is fully furnished with a full bed, chest of drawers, built-in desk, and chair. The common living room is furnished with a sofa, love seat, and tables. Kitchens are equipped with dishwashers, microwaves, garbage disposals, full-size ranges, and refrigerators. Cable television and high-speed internet access are also available in each apartment unit. Laundry facilities and group study spaces are located on each floor of the apartment complex. ABAC Place also includes the John Hunt Town Center also known as Town Hall. This facility contains administrative offices, recreational facilities, group meeting space, a computer lab, and a convenience store.

## Resident Assistants (RAs)

Leadership and employment opportunities are available to on-campus residents through the Resident Assistant (RA) program. RAs receive free housing in either Lakeside or ABAC Place in exchange for assigned responsibilities as part of the Housing staff. Complete information on the RA program is available online at <http://www.abac.edu/housing>, or interested students can see the Residence Life and Housing Staff in John Hunt Town Center.

## Housing Facilities

Housing facilities at ABAC are managed by Corvias. Any facility-related issues at ABAC Place or Lakeside should be directed to the Corvias representative located in the John Hunt Town Center or by calling (229) 391- 5350. Residents may also submit work orders for specific issues via the work order link at <http://www.abac.edu/housing>.

Housing is available to students during the fall, spring, and summer semesters. All students must move out of housing during the break between the summer and fall semesters to allow Corvias and Residence Life the opportunity to prepare the building for the next academic year unless the student has registered for a 12-month housing contract. For more information about on-campus housing, contact the ABAC Housing office at (229) 391-5140 or visit <http://www.abac.edu/housing>.

# Abraham Baldwin Agricultural College

Residence Life has the responsibility of developing the community in on-campus housing while providing a safe, secure, and educational living environment for the student residing on campus. These ends are achieved through programmatic opportunities and a structured living environment. Residence Life also addresses issues of student conduct and community standards. The Residence Hall Association has been established to give the residents of on-campus housing the opportunity to provide input on their community and living experience.

## Immunizations

State law requires that each student living in on-campus housing be vaccinated against meningitis or to document that he/she is aware of the vaccine but elects not to be vaccinated. The meningitis vaccine may be obtained from a student's local health department or physician or through the ABAC Health Center.

## College Policies and Procedures Information

### College Policies and Procedures Information

The following policies and procedures are reproduced here for the convenience of students. This is not a complete list of ABAC policies. The Policy Manual of the Board of Regents, the ABAC Policy Manual, the College Catalog, and the ABAC website contain additional policies which govern the lives of students at ABAC. It is the student's responsibility to know and abide by all University System of Georgia and College policies.

- Student Role in Institutional Decision Making
- Statement of Student Rights and Responsibilities
- ABAC Parking Decals & Guidelines
- Policies and Procedures Governing Student Activity and Other Mandatory Student Fees
- Student Sexual Misconduct Policy
- Reporting Sexual Misconduct
- Policy & Programs to Prevent Drug & Alcohol Abuse
- Academic Freedom Policy
- Information Technology Acceptable Use Policy

## Student Role in Institutional Decision Making

### Student Role in Institutional Decision Making

Students at ABAC have the right to participate in policy making of the Institution. There is a minimum of two (2) student members on all College committees that make decisions related to students. These students, appointed by the president of the SGA, have full voting rights in the individual committees and are encouraged to be active participants. Student representatives on each committee are encouraged to report all committee actions and considerations to the SGA. This right is subject to supervision as delineated in the Policies of the Board of Regents of the University System of Georgia and the policies of this institution.

## Statement of Student Rights and Responsibilities

### Statement of Student Rights and Responsibilities

As a member of the ABAC community, students possess certain rights and responsibilities in their pursuit of a life-changing experience which affords them the opportunity to prepare for their role in the communities in which they will live and work. All members of the ABAC community bear a responsibility to contribute to an environment that is conducive to the educational experiences of teaching, studying, learning, and participating.

In their pursuit of a life-changing experience, students have the right to a safe and productive learning environment in which they enjoy freedom of speech, expression, and association. Students have the right to study, to pursue grievances, and to due process in student discipline. They have the right to privacy and the right to review their academic records as outlined by College policies and procedures.

Within this right, the College will release educational records only with written permission as outlined in the Family Educational Rights and Privacy Act of 1974 (FERPA) Institutional Policy (FERPA or Buckley Amendment).

## ABAC Parking Decals & Guidelines

# Abraham Baldwin Agricultural College

## ABAC Parking Decals & Guidelines

All ABAC locations have plenty of parking spaces for students, faculty, and visitors. It is the responsibility of all members of the campus community to acquaint themselves with the rules and regulations regarding parking on the Bainbridge and Tifton locations. The ABAC Police Department regulates traffic and parking on this campus pursuant to Georgia law 20-3-21.

The College reserves the right to refuse, restrict, or revoke the privilege of having a motor vehicle on College property. Abraham Baldwin Agricultural College is state property. Uniform rules of the road (OCGA Title 40) are applicable, as well as the appropriate rules and regulations of the Board of Regents. The College reserves the right to remove, at the owner's expense, or to lockdown with an immobilization device any vehicle that is illegally parked, abandoned, or determined to be a hazard by the ABAC Police Department. The registrant of a vehicle is legally responsible for the safe and proper use of said vehicle while on the campus.

Faculty/Staff parking areas are identified and clearly marked throughout the campus by the designation F/S or Employee Parking. All privately owned vehicles belonging to the Faculty/Staff will be parked in an authorized parking space or area designated for Faculty/Staff/Employee. ABAC does not assume any liability resulting from damage to a registrant's or visitor's vehicle, nor of damage resulting from a registrant or visitor's vehicle. The ABAC Police is the primary agency responsible for law enforcement and traffic/parking management on the ABAC campus.

The driver of any vehicle that becomes involved in an accident on ABAC property will stop their vehicle and contact the ABAC Police at (229) 391-5060. The driver will remain on the scene until the accident investigation is completed.

The speed limit in all parking lots on the Tifton campus is 10 MPH. Speed limits on roadways are posted.

All privately owned two- and three-wheeled motorized vehicles are subject to the provisions of the parking services regulations.

Student employees of all types are considered students as far as parking regulations are concerned.

Students may apply for a parking decal at the ABAC Police Department in Evans Hall or online at <http://www.abac.edu/campus-life/police-department/parking-decals> by clicking on parking decal sign up form.

All vehicles parked on campus are required to be registered with the ABAC Police Department.

### Traffic Appeals

- The Traffic Appeals Committee requires receipt of the Citation appeal within 7 calendar days of ticket issuance. The appeals are submitted electronically to the ABAC Police Office in Evans Hall in Tifton.
- All appeals must be submitted electronically. The Traffic Appeal Form can be found here: <https://www.abac.edu/campus-life/police-department/parking-decals/#Parking-Citation-Appeals>
- There is no hearing to attend.
- Immobilizations and tow fines will not be considered for appeal.
- Notifications of appeal decisions can be determined by contacting the ABAC Police Department the following Monday after the appeal is heard in traffic court.
- Traffic Appeals Committee meets every Thursday, with the exception of school holidays.
- Traffic appeals must be submitted by Thursday 3 PM of the day of traffic court to be considered on that docket or they will be heard the following Thursday.
- Decals must be acquired by the first week of class every semester.
- Students should only display one current decal on their vehicle.
- Decals are valid for one year. New decals are given every August for the new school year.

## Policies and Procedures Governing Student Activity and Other Mandatory Student Fees

### Policies and Procedures Governing Student Activity and Other Mandatory Student Fees

The College follows/uses the USG policy on the collection and use of mandatory student fees. This policy can be found at the following link: [http://www.usg.edu/business\\_procedures\\_manual/section24/C2050/#p24.3.1\\_mandatory\\_student\\_fees](http://www.usg.edu/business_procedures_manual/section24/C2050/#p24.3.1_mandatory_student_fees)

In keeping with that policy, the following procedures have been established for the administration of Student Activity Fee funds:

#### Responsibility for Administration of Funds

# Abraham Baldwin Agricultural College

*Authority:* Board of Regents policy dictates that “all mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed [of] at least 50 percent students.

Students shall be appointed by the institution’s Student Government Association. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution.” The President has delegated responsibility for allocation and accountability of Student Activity Fee (SAF) funds to the Vice President for Finance and Operations (VPFO) and the Provost and Vice President for Academic Affairs (VPAA). In turn, the VPFO and the VPAA rely heavily on the Comptroller and the Dean of Students, respectively, for day- to-day administration of funds.

*Purpose and principles for use of SAF funds:* In 2013, through a process that involved input from students, faculty, and administrators, ABAC developed a structured (tiered) approach to the allocation of funds received from Student Activity Fees. The goal was to develop an allocation model that:

1. Funds a range of current and future student activities that meet the student life and learning environment needs of students,
2. Provides a simple and transparent allocation process that meets BOR and ABAC policy requirements with respect to allocation of SAF, and
3. Assigns fiscal accountability and responsibility to the deans for the expenditure of funds for Student Activity Funds that are associated with certain co-curricular activities.

Revenues received from Student Activity Fees are allocated to three (3) categories:

1. **Category 1 - Budgeted reserves** - to be used to support capital needs in support of student activities. Management for this budget category shall reside with the Vice President for Finance and Operations.
2. **Category 2 - Institutional programs** - salary, benefits, and operating funds to support student activities associated with SGA, Intramural and Recreational Sports, Ambassadors, Aquatics, Campus Activity Board, Wellness Centers, Forest Lakes Golf Course, Phi Kappa Phi, Phi Theta Kappa, Student Publications, Student Radio Stations, and license fees. Management for this budget category shall reside with the Dean of Students.
3. **Category 3 - Academically-allied student activity programs** - programs that are tied directly to academic programs. Management for this budget category shall reside with the Academic Deans. Qualifying criteria for Category 3 are:
  - Clubs, teams, groups, etc. linked directly with the offering of an academic program, and
  - Clubs, teams, groups, etc. that are linked to regional or national organizations that have collegiate education as a part of their mission, and
  - Clubs, teams, groups, etc. that contribute to at least one of the following: leadership, career development, or scholarship.

The Vice President for Finance and Operations and the Dean of Students maintain a list of the organizations approved to receive funds within each of the categories listed above.

## Process

*Student Activity Fee Allocation Committee:* The President, or his designee, shall appoint a Student Activity Fee Allocation Committee (SAFAC) consisting of ten (10) persons to include the following:

- The President of the ABAC Student Government Association (SGA),
- Three (3) students to be selected by SGA,
- One (1) non-student member to be appointed by the Vice President for Finance and Operations,
- One (1) non-student member to be appointed by the Dean of Students,
- One (1) non-student member to be appointed by the Provost and Vice President for Academic Affairs, and

Three (3) student members to be appointed by the President.

*Allocation Process:* The Vice President for Finance and Operations shall be responsible for preparing the proposed Student Activities Budget, in accordance with the aforementioned allocation model. The annual budget shall be based upon best available projected revenue information. The annual budget shall reflect debits and credits to the Student Activity Reserve Account. Then, the Vice President for Finance and Operations, working with the Dean of Students, shall convene the Student Activity Fee Allocation Committee and seek its approval of the budget, in accordance with BOR and ABAC policies.

The student members of the SAFAC, under the direction of the Dean of Students, shall be responsible for the solicitation of student input prior to meeting when the SAFAC will take action on the proposed budget. The Vice President for Finance and Operations shall report to the Cabinet on the actions and recommendations of the SAFAC during annual budget development.

At the end of spring semester and before closure of the fiscal year, the Dean of Students, working with the Vice President for Finance and Operations, or his designee, shall prepare a final report on the expenditure of Student Activity Funds. The report shall include budgeted amounts, actual revenues, actual expenditure, and reserves on hand in accordance with the four (3) funding categories.

# Abraham Baldwin Agricultural College

## Accountability

*Reimbursement Timing.* ALL reimbursements or payments using SAF must be approved by the Dean of Students Office. It is recommended that all requests for reimbursement and payments from SAF funds be submitted within seven (7) days of the date on the receipt or invoice. In exceptional circumstances, the Vice President for Finance and Operations may approve reimbursement requests submitted after this deadline, solely at their discretion.

*Reimbursement Procedures.* It is the responsibility of the club or organization advisor to manage SAF funds in accordance with standard business policies and procedures of the Board of Regents, Abraham Baldwin Agricultural College, and the Policy of the SAFAC. All requests for expenditures or reimbursement of expenditures must be submitted to the Office of the Dean of Students. If the Dean of Students, or designee, approves the request, he/she will submit it to the ABAC Business Office for payment.

*Annual Reports.* All organizations receiving SAF funds will submit a report at the end of the budget year comparing the budget plan and actual expenditures over the academic year. Failure to submit a report by the deadline published by the Office of the Dean of Students shall constitute a major infraction of the Policy of the SAFAC and shall result in appropriate penalties.

*Investigations.* The SGA President, the Dean of Students, or the Vice President for Finance and Operations may call for a review of the finances of any student organization. The review will be conducted by the SAFAC.

*Sanctions.* If a review finds any misuses of funds, the following steps can be taken at the discretion of the Vice President for Finance and Operations:

1. For minor infractions (as defined by the Vice President for Finance and Operations), the club or organization will receive a written notice of the infraction and a warning of future possible consequences should additional infractions occur.
2. For repeated minor infractions, an amount equal to the total amount involved in the infractions shall be re-encumbered and an equivalent amount deducted from the organization's next budget.
3. For major infractions (as defined by the Vice President for Finance and Operations), the organization shall be prohibited from using its budget for the remainder of the fiscal year and shall be ineligible to request or receive budget funding in the following fiscal year.
4. For repeated major infractions, the organization shall be prohibited from using its budget for the remainder of the fiscal year, shall be ineligible to request or receive budget funding for the following three (3) fiscal years, and shall be referred to the SGA for consideration of possible charter suspension or revocation.

## Reporting Sexual Misconduct

### 6.7.2 Reporting Sexual Misconduct

USG encourages the reporting of all Sexual Misconduct as soon as possible. While there is no statute of limitations on an institution's ability to respond to a report, the ability to respond diminishes with time as information and evidence may be more difficult to secure. [https://www.usg.edu/policymanual/section6/C2655/#p6.7.2\\_reporting\\_sexual\\_misconduct](https://www.usg.edu/policymanual/section6/C2655/#p6.7.2_reporting_sexual_misconduct)

#### 6.7.2 (A) Institutional Reports

An institutional report occurs when the institution has notice of a complaint. That notice occurs in two instances:

1. When a Responsible Employee receives a complaint; or
2. When the Title IX Coordinator or their designee receives a complaint.

Any individual may make a report, but the institution does not have notice of the report until information is known to a Responsible Employee or the Coordinator. The report may be made directly to the Coordinator in multiple formats to include: online submission portal, writing, email, phone, letter, fax, interview, or other methods that provide the basis of the complaint of sexual misconduct. There is no specific information required to constitute a report; however, the report should contain as much information as can be provided. Reporting options can be found on the Title IX website.

Complainants, or anyone with knowledge of Sexual Misconduct, may file a report with a Responsible Employee or the Coordinator. That Responsible Employee must provide a complete reporting of all information known to them to the Coordinator. Responsible Employees informed about Sexual Misconduct allegations should not attempt to resolve the situation, but must notify and report all relevant information to the Coordinator as soon as practicable.

Upon receipt of an institutional report, the Coordinator will contact the Complainant. That contact will discuss the availability of supportive measures, the invitation to discuss their wishes with respect to implementation of supportive measures, and explain the process of filing a complaint. An institutional report does not automatically prompt an investigation.

The Coordinator's identity and contact information shall be published by each institution prominently on the institution's website, as well as in any relevant publication. Each institution may choose to have Deputy Title IX Coordinators to whom reports may be made, as well.

# Abraham Baldwin Agricultural College

The Coordinator shall notify the System Director of any allegation(s) of Sexual Misconduct that, standing alone as reported, could lead to the suspension or expulsion of the Respondent(s). The System Director will work with the institution to determine whether any support services or interim measure(s) are necessary and to assign an investigator who will work under the direction of the System Director or designee, if directed by System Director. If an allegation is not initially identified as one that would lead to the suspension or expulsion of the Respondent(s), but facts arise during the course of the investigation that could lead to the Respondent's suspension or expulsion, the Title IX Coordinator shall notify the System Director or designee. The System Director shall have the discretion to oversee the handling of the complaint.

## 6.7.2 (B) Confidential Reports

Confidential Employees or Privileged Employees may receive reports of Sexual -based Misconduct without the requirement to report that information to the Coordinator, except as dictated by law or professional standards. Upon request by the Complainant, Confidential Employees and Privilege Employees may make a report to the Coordinator within the degree of specificity dictated by the Complainant.

Nothing in this provision shall prevent an institution staff member who is otherwise obligated by law (i.e, the Clery Act) to report information or statistical data as required.

## 6.7.2 (C) Law Enforcement Reports

Because Sexual Misconduct may constitute criminal activity, a Complainant also has the option, should the Complainant so choose, of filing a report with campus or local police, for the Complainant's own protection and that of the surrounding community. The institution may assist the Complainant in reporting the situation to law enforcement officials. Filing a criminal report does not automatically constitute an institutional report.

## 6.7.2 (D) Anonymous Reports

Each institution shall provide a mechanism by which individuals can report incidents of alleged Sexual Misconduct anonymously. Individuals should understand, however, that it will be more difficult for the institution to respond and take action upon anonymous reports.

## 6.7.2 (E) Complaint Consolidation

Each institution may consolidate complaints as to allegations of Sexual Misconduct against more than one Respondent, by more than one Complainant against one or more Respondents, or cross-complaints between parties, where the allegations of Sexual Misconduct arise out of the same facts or circumstances.

Parties shall have the opportunity to request or object to the consolidation; however, the institution shall have the authority to make the final determination. For the purpose of this Policy, consolidation may occur during the investigation and/or the adjudication phases of the Sexual Misconduct process.

## 6.7.2 (F) Complaint Dismissal

Each institution is permitted, but not required, to dismiss complaints on the following grounds:

1. The alleged conduct, even if proved, would not constitute sexual misconduct;
2. The Complainant notifies the Coordinator in writing that they would like to withdraw the complaint;
3. The Respondent is no longer enrolled or employed by the institution; or
4. There are circumstances that prevent the institution from gathering evidence sufficient to reach a determination regarding the complaint.

The parties shall receive simultaneous written notice of the dismissal and the reason(s) for the dismissal. The parties shall have a right to appeal the institution's decision to dismiss the complaint.

## 6.7.2 (G) Retaliation

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

## 6.7.2 (H) False Complaints

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

# Abraham Baldwin Agricultural College

## 6.7.2 (I) Amnesty

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

Nothing in this amnesty provision shall prevent an institution staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

## 6.7.3 Responding to Reports of Sexual Misconduct

### 6.7.3 (A) Support Services

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

### 6.7.3 (B) Interim Measures

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

### 6.7.3 (C) Emergency Removal

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

### 6.7.3 (D) Jurisdiction

Each USG institution shall take necessary and appropriate action to protect the safety and well-being of its community. Sexual misconduct allegedly committed is addressed by this Policy when the misconduct occurs on institution property, or at institution-sponsored or affiliated events, or off-campus, as defined by other Board or institution conduct policies.

### 6.7.3 (E) Advisors

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions, and guidance to the party, but may not actively participate in the process except as outlined in BOR 6.7.4 (E). All communication during the Sexual Misconduct process will be between the institution and the party and not the advisor. With the party's permission, the advisor may be copied on all communications.

### 6.7.3 (F) Informal Resolutions

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

### 6.7.3 (G) Timeframe

# Abraham Baldwin Agricultural College

Efforts will be made to complete the investigation and resolution within 120 business days. Temporary delays and limited extensions may be granted by the institutions for good cause throughout the investigation and resolution process. The parties will be informed in writing of any extension or delay and the applicable reason. The institution shall keep the parties informed of the status of the investigation.

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## 6.7.4 Responding to Reports of Sexual Harassment Pursuant to Title IX

Title IX regulations require special handling of complaints of sexual harassment, as defined in the regulations and listed below. The following section outlines the required specialized handling of these matters that may differ from an institution's handling of Sexual Misconduct, as defined in this Policy. Unless expressly mentioned in this section, other provisions of this Policy shall apply to all alleged Sexual Misconduct.

Other Title IX sex-discrimination allegations are handled pursuant to other applicable Board and/or institutional policies.

### 6.7.4 (A) Definition of Sexual Harassment

Under Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. "Sexual assault" as defined by the Clery Act and "dating violence," "domestic violence," and "stalking" as defined by the VAWA Amendments.

### 6.7.4 (B) Jurisdiction

Alleged misconduct is addressed by Title IX when the misconduct occurs against a person in the United States on institution property, or at institution-sponsored or affiliated events where the institution exercises substantial control over both the Respondent and the context, or in buildings owned or controlled by a student organization that is officially recognized by the institution.

### 6.7.4 (C) Formal Complaints

A Formal Complaint is a written document filed by the Complainant or signed by the Coordinator alleging sexual harassment, as defined by Title IX and its implementing regulations, against a Respondent and requesting that the institution open an investigation. In order to file a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing.

### 6.7.4 (D) Informal Resolution

Formal Complaints may be resolved informally, except in the instance of an allegation by a student against an institution employee. The following must be met in order to proceed with the informal resolution process:

1. The parties have received written notice of the allegations
2. The parties have received written explanation of the informal process to include, but are not limited to:
  - a. Written agreement of the parties to initiate the informal resolution process;
  - b. Written notice that the parties may withdraw from the process at any time prior to the agreement of the terms of the resolution;
  - c. Written notice that the final resolution precludes any further institutional actions on the allegations
3. The institution has agreed to engage in the informal resolution process.

### 6.7.4 (E) Advisors

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process except to conduct cross-examination at the hearing. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

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

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## 6.7.5 Investigations



# Abraham Baldwin Agricultural College

All Sexual Misconduct investigations involving a student Respondent shall follow the investigation process set forth in Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings.

All Sexual Misconduct investigations involving an employee Respondent shall be addressed utilizing Board and institutional employment policies and procedures including Human Resources Administrative Practice Manual, Prohibit Discrimination & Harassment.

## 6.7.6 Hearings, Possible Sanctions, and Appeals

All Sexual Misconduct hearings, sanctions, and appeals involving a student Respondent shall follow the hearing and resolution process set forth in this Policy and Section 4.6.5, Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings.

All Sexual Misconduct adjudication involving an employee Respondent shall be addressed utilizing Board and institutional employment policies and procedures including Human Resources Administrative Practice Manual, Prohibit Discrimination & Harassment.

## Policy & Programs to Prevent Drug & Alcohol Abuse

### Policy & Programs to Prevent Drug & Alcohol Abuse

#### Alcohol and Drugs on Campus Policy

In accordance with Georgia laws governing the manufacture, sale, use, distribution, and possession of alcoholic beverages, illegal drugs, marijuana, controlled substances, or dangerous drugs on college campuses and elsewhere, including the Drug-Free Postsecondary Education Act of 1990, the Board of Regents encourages its institutions to adopt programs designed to increase awareness of the dangers involved in the use of alcoholic beverages, marijuana, or other illegal or dangerous drugs by University System of Georgia (USG) students and employees. Such programs shall stress individual responsibility related to the use of alcohol and drugs on and off the campus.

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

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

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

To prevent the use of illicit drugs and the abuse of alcohol, the ABAC Student Code of Conduct prohibits the unlawful manufacture, distribution, sale, possession, or use of illicit drugs and alcohol by students on College property or as part of any College-related activities.

#### Health Risks

Abuse and dependence upon alcohol and other psychoactive drugs are classified as organic mental disorders by the American Psychiatric Association and the World Health Organization, and as such they are associated with distressing psychological, behavioral, and biological symptoms; impairment in one or more important areas of functioning; or significantly increased risk of suffering, death, pain, or important loss of freedom.

#### Counseling Services

The ABAC Counseling Center provides individual counseling to ABAC students for substance abuse and other personal concerns. There is no charge for this service. Clients are informed of the nature and purpose of any assessment, treatment, educational or training procedure and are given freedom of choice with regard to participation. When the Counseling Center is not able to provide the necessary services, clients are informed of alternative resources and appropriate referrals are made.

To the extent permitted by law and ethical standards, all information received in counseling is considered confidential and is not disclosed to any other person or campus unit without the written permission of the clients.

In matters of student discipline, the Counseling Center staff may provide assessment and consultative services to clients, colleagues, or units of the College in ways which improve the campus environment, maintain the anonymity of clients, and preserve the confidential nature of all counseling relationships.

#### Education

# Abraham Baldwin Agricultural College

The College provides alcohol and sexual assault education through Vector Solutions, an online course. This training is designed to assist students in making appropriate choices with respect to alcohol use and sexual misconduct.

## Sanctions

In addition to possible fines and imprisonment for violation of local, state, and federal drug and alcohol laws, students are subject to sanctions under the ABAC Student Code of Conduct for violation of policies governing alcohol and other drugs. These sanctions may include but are not limited to fines, community service, mandatory courses on drug and alcohol abuse, parental notification, probation, and suspension or expulsion from the College. The following policies of the Board of Regents of the University System of Georgia also apply to ABAC students who violate drug and alcohol policy: Section

4.6.3 of the Board of Regents Policy Manual states the following:

*The Board of Regents has determined that the use of marijuana, controlled substances or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia. Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of institutions of the University System, are hereby charged with the responsibility of enforcing compliance with local, state and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.*

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which, through its officers, agents or responsible members, knowingly permits, authorizes or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, is hereby declared to be in violation of the laws of this state and shall have its recognition as a student organization withdrawn and, after complying with the constitutional requirements of due process, shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt.

Such organization shall also be prohibited from using any property or facilities of the institution for a period of at least one (1) year. Any lease, rental agreement or other document between the Board of Regents or the institution and the student organization which relates to the use of the property leased, rented or occupied shall be terminated for knowingly having permitted or authorized the unlawful actions described above.

All sanctions imposed by this policy shall be subject to review procedures authorized by the Board of Regents Policy 8.6 Application for Discretionary Review (BOR Minutes, Feb. 2015)

An appeal to the Board of Regents shall not defer the effective date of the adverse action against the student organization pending the Board's review unless the Board so directs. Any such stay or suspension by the Board shall expire as of the date of the Board's final decision on the matter (BOR Minutes, 1989-90, p. 384).

This Policy amendment is intended to implement The Student Organization Responsibility for Drug Abuse Act of 1990.

Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances or other illegal or dangerous drugs, shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. All sanctions imposed by the institution shall be subject to review procedures authorized by BOR Policy 6.26 Application for Discretionary Review (BOR Policy Manual 4.6.4, BOR Minutes, Feb. 2015)  
Source: <https://www.usg.edu/policymanual/section6/C2714/>

## Academic Freedom Policy

### Academic Freedom Policy

ABAC subscribes to the "1940 Statement of Principles on Academic Freedom and Tenure" published by the American Association of University Professors. With respect to academic freedom and related responsibilities, these principles are as follows:

- The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.
- Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.
- Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

# Abraham Baldwin Agricultural College

- College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.
- In the classroom, faculty members should make every effort to create an environment in which intellectual diversity is valued and students have the assurance that they will not be penalized for expressing opinions or beliefs that differ from others' views.
- Students who feel they have been penalized because of expressed opinions or beliefs have the right to file a formal written complaint to this effect with the appropriate school dean. The complaint will be investigated and a determination will be made as to whether disciplinary action is necessary. If students remain unsatisfied with the outcome of the investigation, they have the right to appeal in writing to the Provost and Vice President for Academic Affairs.

Source: <http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>

## Information Technology (IT) Acceptable Use Policy

### Information Technology (IT) Acceptable Use Policy

ABAC IT resources must be used in accordance with applicable licenses and contracts, and according to their intended use in support of the College's mission.

All users must comply with federal, state, and local laws, as well as University System of Georgia and ABAC policies, when using ABAC IT resources.

#### Acceptable Use

##### Employees and Student Employees

With the exception of incidental personal use, as defined below, ABAC IT resources must be used only to conduct the legitimate business of the College (e.g. scholarly activity, academic instruction, research, learning, business operations).

Incidental personal use of ABAC IT resources by College employees is permitted if the personal use does not interfere with the execution of job duties, does not incur costs on behalf of the College, and is not unacceptable as defined in the Unacceptable Use section below.

##### Students

ABAC students may use ABAC's networks for recreational and personal purposes to the extent that such use is not unacceptable as defined in the Unacceptable Use section below and does not adversely affect network service performance for other users engaged in academic, research, or official business activities.

#### Unacceptable Use

ABAC employees, including students acting as employees, are prohibited from the following actions when using ABAC IT resources:

- Unauthorized use of IT resources for commercial purposes or personal gain
- Transmitting unapproved commercial or personal advertisements, solicitations, or promotions

All users are prohibited from using ABAC IT resources in a manner that results in a violation of law or policy or potentially adversely affects network service performance. Examples of unacceptable use include, but are not limited to, the following:

- Activities that violate federal, state, or local law
- Activities that violate any College or Board of Regents policy
- Actions that lead to the destruction or damage of equipment, software, or data belonging to others or the College
- Circumventing information security controls of College IT resources
- Releasing malware
- Intentionally installing malicious software
- Impeding or disrupting the legitimate computing activities of others
- Unauthorized use of accounts, access codes, passwords, or identification numbers
- Unauthorized use of systems and networks
- Unauthorized monitoring of communications

# Abraham Baldwin Agricultural College

This list is not complete or exhaustive. It provides examples of prohibited actions. Any user in doubt about the acceptable use of ABAC IT resources should contact the Office of Technology Services for further clarification and assistance at [techsupport@abac.edu](mailto:techsupport@abac.edu) or 229.391.5400.

For the complete Information Technology Acceptable Use Policy, please reference the Abraham Baldwin Agricultural College policy repository: ABAC 11.3.1 - Information Technology Acceptable Use Policy.

## Institutional Student Conduct

These procedures apply to matters relating to student misconduct, except matters relating to academic dishonesty, which may be covered under separate institutional policies. ABAC shall inform students of its procedures governing student misconduct complaints and investigations.

- Standards
- Academic Conduct Code
- Non-Academic Conduct Code
- Reports of Student Misconduct
- Process for Investigating and Resolving Disputed Reports

## Standards

### Investigation and Disciplinary Proceedings

ABAC Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings reflect the Georgia Board of Regents Policy, Section 4.6.5 at: <http://www.usg.edu/policymanual/section4/policy/C332>

This Policy establishes minimum procedural standards for investigations and resolutions of alleged student conduct violations, which each institution must incorporate into its respective student conduct policies. The purpose of this Policy is to ensure uniformity in the quality of investigations while providing for due process that affords fairness and equity in all student conduct investigations. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments.

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

Students participating in Study Abroad programs are expected to follow the ABAC Student Code of Conduct while also complying with the laws of the region they are visiting. See the Study Abroad Handbook for clarification.

### Non-Discrimination and Anti-Harassment

Abraham Baldwin Agricultural College is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, University System of Georgia policy, and College policy, the College prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the College Community (as defined below) on campus, in connection with a College program or activity, or in a manner that creates a hostile environment for any member of the College Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the College.

## Academic Conduct Code

The information does not supersede or replace information contained in the official **College Catalog**. The information is included in the Student Handbook for ease of access by students.

- Academic Dishonesty
- Appeal of Grades
- Disciplinary Procedures
- Honor Code

# Abraham Baldwin Agricultural College

- Multiple Offenses

## Academic Dishonesty

Academic irregularities include, but are not limited to, giving or receiving unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information.

## Academic Disciplinary Procedures

The following procedures are designed to adjudicate situations involving alleged academic misconduct, recognizing the interest of each of the parties involved:

1. In any situation in which an instructor suspects academic dishonesty, the instructor should initiate a conversation with the student as soon as possible to assess if further investigation is appropriate.
2. If a student admits responsibility in a case of suspected academic dishonesty which does not involve a grade penalty significant enough to alter the student's final grade in the course, the faculty member may handle the case on an informal basis by talking with the student and the student acknowledging the penalty to be imposed, if any.
  - The instructor will fill out an Academic Misconduct Report on the website of the Dean of Students or CARE Team. The incident will be documented.
  - Faculty will notify their Department Head or academic Dean about the incident.
3. In all cases of suspected academic dishonesty in which the student does not admit responsibility or in which the student requests a hearing, the faculty member will contact the Dean of Students. The Office of the Dean of Students will conduct a hearing. The purpose of the proceedings will be to provide a facilitated discussion about what may have occurred. The student(s) believed to have engaged in academic dishonesty and the Dean of Students will be the only participants in the hearing. No audio or video recordings of these proceedings will be permitted. Following the discussion, the designee will submit a form summarizing the results of the proceedings to the Office of the Provost and Vice President for Academic Affairs.
  - The faculty member and student(s) may reach an agreement about the matter and, if dishonesty is involved, may determine the appropriate consequences.
  - If no resolution is agreed upon, the Dean of Students will make a decision. The alleged dishonesty could lead to suspension or expulsion, and the matter will be resolved according to the process outlined in Section IV above (Investigation and Disciplinary Proceedings).
  - Prior to any finding of responsibility on the part of the student, the faculty member shall permit the student to complete all required academic work and shall evaluate and grade all work except the assignment(s) involved in the accusation of dishonesty. However, the faculty member may take any action reasonably necessary to collect and preserve evidence of the alleged violation and maintain or restore the integrity of exam or laboratory conditions.
  - A student may not withdraw from a course to avoid penalty of plagiarism or other forms of academic dishonesty.
  - If a student is found not responsible for academic misconduct, the hearing body will refer the paper, assignment, or test to the appropriate department head/school dean, who will facilitate a resolution concerning a fair grade for the work in question.

Upon a finding or acceptance of responsibility, the following sanction will be imposed:

1. If the instructor has published a minimum academic sanction for academic dishonesty in the course or in a written syllabus or other document distributed to members of the class, this minimum sanction will be followed.
2. In the absence of a published minimum sanction, the student will receive, at a minimum, a grade of zero for the work involved.
3. The offense will be documented with the Office of Student Affairs.

## Honor Code

Students are responsible for following ABAC's Honor Code.

ABAC Stallions conduct themselves with honor and integrity at all times and expect their fellow Stallions to do so as well. A Stallion does not lie, steal, or cheat. Nor do they allow others to do so.

Academic integrity is the responsibility of all ABAC faculty and students. Faculty members and students should promote academic integrity. Further, faculty members should include clear instruction on the components of academic integrity and clearly define the consequences for cheating and plagiarism in their course syllabi.

# Abraham Baldwin Agricultural College

## Multiple Offenses

If a student is found responsible for academic misconduct as a second offense, the minimum sanction will be:

- A grade of "F" in the course, and
- Student Conduct Probation for a defined period of time by the Dean of Students.

If a student is found responsible for academic misconduct as a third offense (or more), the minimum sanction will be:

- A grade of "F" in the course,
- Suspension from the College for a minimum of one academic semester (excluding summer session), and
- More significant sanctions as deemed appropriate by the Provost and Vice President of Academic Affairs or their designee.

## Non-Academic Conduct Code

- Alcohol
- Amnesty
- Drugs
- Tobacco
- Damage to Property
- Disorderly Assembly
- Disorderly Conduct
- Falsification of Records
- Explosives
- Fire Safety
- Weapons
- Hazing
- Joint Responsibility for Infractions
- Misuse of Student Identification Cards or Permits
- Theft
- Unauthorized Entry or Use of College Facilities
- Traffic Violations
- Inappropriate Use of College Computing Facilities and Equipment
- Student Housing Policy

## Alcohol

The possession, consumption, and/or manufacture of alcoholic beverages on Abraham Baldwin Agricultural College property is prohibited.

If a student is under the age of 21 and determined to be under the influence of alcohol, he/she will be legally cited for underage consumption of alcohol and the case will be referred to the appropriate legal authorities for disposition by the appropriate judicial process. The student will also face administrative sanctions as a violation of the Student Code of Conduct.

A student in an intoxicated state manifested by boisterousness, rowdiness, obscene or indecent appearance, or by vulgar, profane, lewd language or other disorderly behavior may be cited and referred to the appropriate authorities for disposition by the appropriate disciplinary process.

No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age of 21.

## Amnesty

# Abraham Baldwin Agricultural College

Students are encouraged to report violations of the law and/or the student code of conduct, notwithstanding their own improper use of alcohol or drugs. Any student(s) who voluntarily and in good faith reports information to ABAC faculty or staff prior to any investigation concerning use of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members in regard to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

## Damage to Property

Malicious or unnecessary damage or destruction of property belonging to Abraham Baldwin Agricultural College, its visitors, or to a member of the college community is prohibited.

Improper disposal of any form of litter is prohibited.

Unauthorized writing on or defacing of College property is prohibited.

## Disorderly Assembly

The Board of Regents (BOR) Policy Manual, Section 12.2, states, "Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held at any USG institution is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment" (BR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98).

No person or group of persons shall obstruct the free movement of other persons about the campus, interfere with the authorized use of facilities, or prevent the normal operation of the College.

This section should not be construed so as to deny any students the right of peaceful assembly, within reasonable time, manner, and place regulations (See Freedom of Expression Policy in this Handbook).

## Disorderly Conduct

Disorderly or obscene conduct or breach of the peace on College property or at any function sponsored or supervised by the College or any recognized College organization is prohibited.

No person shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus.

Any classroom behavior that interferes with the instructor's ability to conduct class, failure to conform to the faculty member's announced expectations for the classroom, or the ability of other students to learn.

Conduct on College property or at functions sponsored or supervised by the College or any recognized College organization which materially interferes with the normal operation of the College or the requirements of appropriate discipline is prohibited.

No student shall enter or attempt to enter any dance, social, athletic, or any other event sponsored or supervised by the College without credentials for admission (official ABAC identification card ticket, invitation, etc.) or in violation of any reasonable qualifications established for attendance. At such College functions a student must present proper credentials to properly identified College faculty or staff upon request.

Conduct and/or expressions which are obscene, or which are offensive to the prevailing standards of an academic community are prohibited.

No student shall interfere with, give false name to, or fail to cooperate with any properly identified College officials while these persons are in performance of their duties.

Verbal or sexual harassment, terroristic threats or abuse, and sexual assault are prohibited.

No student shall deliberately fail to heed a disciplinary summons, oral or written, to report to an administrative official or student conduct committee.

Failure to comply fully with a disciplinary sanction is prohibited.

The use of cell phones, pagers, or any other electronic devices in a manner that causes a disruption in the classroom, library, or other college facilities is prohibited unless permitted by the faculty member.

## Drugs

The possession or use (without valid medical or dental prescription), manufacture, distribution, or sale of any drug controlled by federal or Georgia law is prohibited.

Possession and/or use of drug paraphernalia, including but not limited to any form of bong or smoking device, such as a hookah is prohibited.

# Abraham Baldwin Agricultural College

## Explosives

No student shall possess, furnish, sell or use explosives of any kind on College property or at functions sponsored or supervised by the College or any registered College organization.

## Falsification of Records

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged any record, form, or document used by the College.

## Fire Safety

No person shall tamper with, damage, or disconnect any fire safety equipment.

No student shall set or cause to be set any unauthorized fire in or on College property.

The possession or use of fireworks on College property or at events sponsored by or supervised by the College or any registered College organization is forbidden. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

The unlawful possession, sale, furnishing, or use of any incendiary device is prohibited.

No student shall make, or cause to be made, a false fire alarm or issue a false bomb threat.

Remaining in a campus facility during a fire alarm without permission by the appropriate authorities is strictly prohibited.

## Hazing

All forms of hazing activities that are defined as hazing shall be banned. Hazing is defined as any action taken or situation created, intentionally, whether on or off campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations included, but are not limited to, use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on or off campus, wearing public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, ritual or policy or the regulations and policies of the Board of Regents, ABAC, and Georgia state law.

## Inappropriate Use of College Computing Facilities and Equipment

Rules and regulations regarding appropriate use of College computing facilities and equipment as specified in the Policy on Student Use of Technology Resources are considered to be a part of the Student Code of Conduct. Students are responsible for being aware of these policies and of abiding by them. (See Policies section on Student Use of Technology Resources in this Handbook.)

## Joint Responsibility for Infractions

Students who knowingly act in concert to violate the Student Code of Conduct (SCC) may be disciplined jointly, except where sanction could lead to suspension or expulsion, in which case students shall be dealt with individually.

Under the Student Code of Conduct, students are liable for the actions of their visitors if the student is aware of, or in the presence of the visitor when the visitor violates articles of the SCC.

## Misuse of Student Identification Cards or Permits

Lending, selling, or otherwise transferring a student identification card or parking permit is prohibited.

The use of a student identification card or parking permit by anyone other than its original holder is prohibited.

No student may obtain under false pretenses any additional student identification cards or permits.

The creation of a fake identification card or parking permit as well as the altering of a valid student identification card or parking permit is prohibited. The replication and distribution of the same is also prohibited.

Failure to surrender a College identification card or permit to a properly identified and authorized College official is prohibited.

Intentionally damaging an ABAC identification card is prohibited. It is the student's responsibility to have a damaged card replaced.



# Abraham Baldwin Agricultural College

Failure to display ID during campus break, holidays, weekends, and evenings (7:00 PM to 7:00 AM) is prohibited.

## Student Housing Policy

Abraham Baldwin Agricultural College offers on-campus housing at the Tifton campus only. Campus residence life is an important part of the college experience. On-campus living is much more than simply a convenience to students. Students living in a community of fellow students are positively influenced regarding retention, personal growth and development, participation in extra-curricular activities, and overall successful adaptation to the college experience. ABAC requires all first-year students to live on campus unless they meet one of the following criteria:

- Earned a minimum of 30 semester hours of collegiate level credit after high school graduation and have satisfied Learning Support requirements,
- Living with and commuting daily from the legal residence of a parent, legal guardian, or grandparent within a 50-mile radius of Tifton,
- Married,
- Single parent,
- 21 years of age prior to September 1 of the academic year, or
- Enroll only in courses on the Bainbridge site.

To be exempted from this requirement, a student must apply for exemption through MyABAC's Housing Portal at: <https://abac.starrezhousing.com/StarRezPortal/Default.aspx?Params=L9ezzPcQnQuRGKTzF%2b4sxeNblvAA%2b26c>. The Guide to Residential Living, provided to each student online, contains procedures and rules for living in College residence halls. This booklet, the Housing Contract, and any "house rules" which have been approved by the Dean of Students and posted in the residence halls are considered a part of the Student Code of Conduct.

Minor infractions of Residence Life & Housing policies and procedures will be dealt with through informal conferences with Residence Life staff. Students subject to an informal conference conducted by a member of the Residence Life staff are accorded the following procedural protections:

- Written notice of charges prior to the scheduled conference.
- An explanation of the evidence against them.
- An opportunity to respond to evidence against them and to produce evidence on their behalf.
- The right to request administrative review of their case at the next highest level.

In cases where the alleged misconduct may result in expulsion, suspension, or disciplinary removal from College housing, the case shall be adjudicated according to the procedures outlined in this Student Handbook.

## Theft

No students shall sell anything not their own without written permission of the owner.

No students shall take, attempt to take, or keep in their possession items of Abraham Baldwin Agricultural College property or items belonging to students, student groups, College employees, or visitors without proper authorization.

The illegal or unauthorized use of another's personally identifiable information is prohibited. Violations include, but are not limited to, knowingly and willfully assuming and using any and all personal identifying information, including photographs, without the consent or authorization of said owner for the purpose of misrepresenting oneself. Using, selling, or transferring that information to obtain any benefits, credit, goods, services or other items of value in the name of said owner or to otherwise do harm to said owner is a violation of the Code of Conduct.

## Tobacco

In accordance with the University System of Georgia (USG) policy (BOR Policy Manual, Section 9.1.7), all USG institutions became tobacco free on October 1, 2014. Use of all forms of tobacco, including e-cigarettes and vapors, is prohibited on all campus property.

## Traffic Violations

Traffic regulations as specified in the ABAC Parking and Traffic Regulations booklet are considered part of the Student Code of Conduct. These rules and regulations will be used as a standard for all cases pertaining to the Traffic Appeals Committee. (See section on Traffic Appeals Committee in this Handbook.)

## Unauthorized Entry or Use of College Facilities

# Abraham Baldwin Agricultural College

No student shall make unauthorized entry into any building, office, or other facility; nor shall any student remain without authorization in any building after normal closing hours.

No student shall allow, aid, or assist persons in making unauthorized entry into any building, office, or other facility.

No student shall make unauthorized use of any facility. Upon appropriate notice by officials, authorization for the use of facilities may be withdrawn or otherwise restricted.

The possession of illegal articles on College property or in campus facilities is prohibited.

No student shall knowingly use College or student organization owned equipment, supplies, or property without proper authorization.

## Weapons

The University System of Georgia (USG) prohibits all weapons on property owned or leased by the USG and its institutions, except as specifically provided herein or as provided in federal or state law. <https://www.usg.edu/policymanual/section6/C2675/>

Exceptions:

Prohibited weapons do not include sporting equipment possessed for legitimate use in formal or informal athletic or exercise activities.

Law enforcement officers, active military personnel, and other similar personnel may possess weapons as authorized by federal or state law to do so.

Any person who is 18 years of age or older or currently enrolled in classes in a USG institution may possess an electroshock weapon on the campus(es) of that institution but may only make use of such electroshock weapon in defense of self or others.

Weapons carry license holders may possess weapons while under the license holder's physical control in a motor vehicle, in a locked compartment in a motor vehicle, in a locked container in a motor vehicle, or in a locked firearms rack in a motor vehicle.

A weapons carry license holder may carry a handgun in any building or on any real property owned or leased by the USG and its institutions; provided, however, that such exception shall:

- (i) Not apply to buildings or property used for athletic sporting events or student housing, including, but not limited to, fraternity and sorority houses;
- (ii) Not apply to any preschool or childcare space located within such buildings or real property;
- (iii) Not apply to any room or space being used for classes related to a college and career academy or other specialized school as provided for under Georgia Code Section 20-4-37;
- (iv) Not apply to any room or space being used for classes in which high school students are enrolled through a dual enrollment program, including, but not limited to, classes related to the "Move on When Ready Act" as provided for under Georgia Code Section 20-2-161.3;
- (v) Not apply to faculty, staff, or administrative offices or rooms where disciplinary proceedings are conducted;
- (vi) Only apply to the carrying of handguns which a licensee is licensed to carry pursuant to subsection (e) of Georgia Code Section 16-11-126 and pursuant to Georgia Code Section 16-11-129; and
- (vii) Only apply to the carrying of handguns which are concealed.

### Campus Carry

Georgia House Bill 280, commonly referred to as the "campus carry" legislation, takes effect as of July 1, 2017. For more information on this new law (which amends O.C.G.A. § 16-11-127.1) and how it will be implemented on University System of Georgia campuses, please read Chancellor Wrigley's guidance to the USG community, dated May 24, 2017. Below you will find additional information in response to common topics of inquiries that members of the USG community have posed.

First, it is important to reiterate that House Bill 280 establishes that anyone who is licensed to carry a handgun may do so – in a concealed manner only – anywhere on Georgia's public college and university campuses, except in certain areas that are specifically listed in the law. If an area of campus is not mentioned in one of those exceptions, license-holders may carry guns there. Unlike "campus carry" laws in some other states, HB 280 does not give colleges and universities in Georgia discretion to prohibit handguns on their campuses or to add any additional exceptions to the ability to carry handguns beyond those already contained in the law.

More detailed information can be found at [https://www.usg.edu/hb280/additional\\_information](https://www.usg.edu/hb280/additional_information)

## Reports of Student Misconduct

# Abraham Baldwin Agricultural College

ABAC adheres to the USG Policy 4.6.5.1 on reporting student misconduct. ABAC provides clear notice to students and other campus community members as to how to file complaints of misconduct.  
Link: [https://www.usg.edu/policymanual/section4/C332/#p4.6.5\\_standards\\_for\\_institutional\\_student\\_conduct\\_investigation](https://www.usg.edu/policymanual/section4/C332/#p4.6.5_standards_for_institutional_student_conduct_investigation)

## 4.6.5 Standards for Institutional Student Conduct Investigation and Disciplinary Proceedings

This Policy establishes minimum procedural standards for investigations and resolutions of alleged student conduct violations, which each institution must incorporate into its respective student conduct policies. The purpose of this Policy is to ensure uniformity in the quality of investigations while providing for due process that affords fairness and equity in all student conduct investigations. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process clauses of Fifth and Fourteenth Amendments.

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

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

### 4.6.5.1 Reports of Student Misconduct

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

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

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

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

- Confidentiality:** Where a Complainant (where applicable) requests that their identity be withheld or the allegation(s) not be investigated, the institution should consider whether or not such request(s) can be honored while still promoting a safe and nondiscriminatory environment for the institution and conducting an effective review of the allegations. The institution should inform the requesting party that the institution cannot guarantee confidentiality and that even granting requests for confidentiality shall not prevent the institution from reporting information or statistical data as required by law, including the Clery Act.
- Retaliation:** Anyone who has made a report or complaint, provided information, assisted, participated or refused to participate in any investigation or resolution under applicable Board or institution policy shall not be subjected to retaliation. Anyone who believes they have been subjected to retaliation should immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation shall be subject to disciplinary action, pursuant to the institution's policy.
- False Complaints/Statements:** Individuals are prohibited from knowingly giving false statements to an institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, in violation of applicable Board or institution policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated pursuant to the institution's policy.
- Amnesty:** Students should be encouraged to come forward and report violations of the law and/or student code of conduct notwithstanding their choice to consume alcohol or drugs. Information reported by a student during the conduct process concerning their consumption of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to meet with staff members regarding the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction. Nothing in this amnesty procedure shall prevent a university staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

## Process for Investigating and Resolving Disputed Reports

### 4.6.5.2 Process for Investigating and Resolving Disputed Reports

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

# Abraham Baldwin Agricultural College

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

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

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

## Interim Measures

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

1. Change of housing assignment;
2. Issuance of a "no contact" directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and
6. Other measures designed to promote the safety and well-being of the parties and the institution's community.

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

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

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

## Investigation

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

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

1. The Complainant (where applicable) and Respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file.
2. Upon receipt of the written notice, the Respondent shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct. Any Complainant (where applicable) shall also be provided three business days to respond to or to supplement the notice.
3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.

# Abraham Baldwin Agricultural College

4. If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint should be dismissed.
5. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
6. The initial investigation report shall be provided to the Respondent and the Complainant (where applicable). This report should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. For purposes of this Policy, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.
7. The final investigation report should be provided to the misconduct panel or hearing officer for consideration in adjudicating the charges brought against the Respondent. A copy shall also be provided to the respondent and Complainant (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

## Resolution/Hearing

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

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

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

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

1. Where the Hearing Officer or Hearing Panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the Hearing Officer or Hearing Panel may establish special procedures for providing testimony from a separate location. In doing so, the Hearing Officer or Hearing Panel must determine whether there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the Hearing Officer or Hearing Panel will disregard or discount the testimony.
2. Formal judicial rules of evidence do not apply to the investigatory or resolution process.
3. The standard of review shall be a preponderance of the evidence.
4. Institutions should maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings, and/or video recordings.
5. Following a hearing, both the Respondent and Complainant (where applicable) shall be simultaneously provided a written decision via institution email (where applicable) of the outcome and any resulting sanctions. The decision should include details on how to appeal, as outlined below. Additionally, the written decision must summarize the evidence relied on in support of the outcome and the rationale for the resulting sanction. The same form will be completed, regardless of whether the student opts for a hearing panel or an administrative proceeding.

## 4.6.5.6 Appeals

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

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

# Abraham Baldwin Agricultural College

(or appeal), including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by a conflict of interest or bias by the Title IX Coordinator, Conduct Officer, investigator(s), decision maker(s); or (3) to allege that the finding was inconsistent with the weight of the information. The appeal must be made in writing, must set forth one or more of the bases outlined above, and must be submitted within five business days of the date of the final written decision. The appeal should be made to the institution's President or their designee.

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

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

Appeals received after the designated deadlines above will not be considered unless the institution or Board of Regents has granted an extension prior to the deadline. If an appeal is not received by the deadline the last decision on the matter will become final.

#### 4.6.5.7 Recusal/Challenge for Bias

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

## Student Accounts

The Office of Student Accounts makes providing professional, responsive and efficient service to the students of Abraham Baldwin Agricultural College a priority. We are determined to meet this commitment.

We provide financial services that enable the institution to more effectively fulfill our mission of research, teaching and learning, and outreach. We are honored to serve the ABAC campus!

ABAC students are the backbone of our institution. Below are key services we provide specifically to students to help you meet your financial responsibilities while pursuing your educational goals:

1. We assess, bill, and collect your tuition, fees, and other charges.
2. We issue refunds from credit balances on your student account.
3. If your education is being paid for by a third party such as a government or company, we bill the sponsor on your behalf.
4. We assist you with the set up of the ABAC payment plan.
5. We can assist you in setting up a direct deposit for your excess funds.

- Methods of Payment
- Refund Policy Priority Order
- State Department of Vocational Rehabilitation
- Tuition and Fees
- Veterans' Services

## Methods of Payment

Acceptable methods of payment are as follows:

- Web check/electronic check via the eStallion student account
- Web credit card via the eStallion student account (MasterCard, American Express, Visa, Discover)
- Check or money order via US Postal Service delivered to the following address:

Abraham Baldwin Agricultural College  
ABAC #42  
2802 Moore Highway

# Abraham Baldwin Agricultural College

Tifton, GA 31793

- Cash, check, money order, or credit card (MasterCard, American Express, VISA, Discover) in person at the Cashier's Window on the second floor of Branch Hall in the Office of Student Accounts.

ABAC uses an electronic billing system, eStallion, through Stallion email accounts to notify students of any outstanding balances. Students are encouraged to check their email account on a regular basis, as this is the official means of sending billing notification even after the enrollment period may have ended. eStallion provides students easy access to their student financial accounts and to pay tuition and fees. Students may also set up authorized user accounts for parents and other individuals who will be paying on their behalf. Students, or authorized users, may pay on-line using MasterCard, Discover Card, VISA, and American Express. The cardholder will pay a credit card transaction fee of 2.85% of payment amount, or a minimum of \$3.00, regardless of place or time of payment. Alternatively, on-line payments can be made via Webcheck or an ACH transaction, with no additional fees.

Students will be required to acknowledge that they understand and agree to the Financial Agreement Authorization in Banner. This authorization is a legally binding agreement that explains the student's responsibility in regard to the student's financial account with Abraham Baldwin Agricultural College.

The student receivable process begins when charges are posted to a student's account. If the student's account is not paid by the due date, a past due balance hold will be placed and further collection efforts will be made to collect the amount owed. If the account is sent to a collection agency, additional fees will be added to the balance due. In addition, a delinquency report may be filed with a credit bureau.

## Refund Policy Priority Order

Students who withdraw from college may be entitled to a refund depending on the date of withdrawal. Any refund to which students receiving financial aid may be entitled will be first applied against accounts in the following priority:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal PLUS Loans
- Federal Pell Grants
- Federal SEOG
- Other Title IV financial aid programs
- Other federal, state, private or institutional sources of aid
- Student

## State Department of Vocational Rehabilitation

Students who have a physical or an emotional disability may receive financial assistance to attend college through their nearest vocational rehabilitation office. For details, students may contact the Office of Student Accounts or their local rehabilitation office.

## Tuition and Fees

Abraham Baldwin Agricultural College tuition and fees are assessed according to the policies of the Board of Regents of the University System of Georgia. Registration is not complete until all tuition and fees have been paid. Students are responsible for determining account balances and securing payment by the established payment deadline. The College's website is the most up-to-date reference for registration and payment deadlines, but notices are also sent to College email accounts. ABAC email is an official means of communication with students.

Failure to fulfill financial obligations may result in denial of readmission, registration, certification of attendance, transcripts, graduation, etc. Official transcripts will not be issued and graduation will be denied for students whose accounts are delinquent. The College reserves the right to cancel a student's registration for non-payment at any time after the payment deadline.

ABAC reserves the right to use a collection agency and to pursue legal action to collect any debt. Once an account is placed in collection or legal action is pursued by the collection agency, the student will be liable for all collection fees, which will be in addition to the amount of the original debt. At this point, the student will no longer be able to pay the College directly, and any communication or correspondence with the College about such debt must be directed through the collection agency.

ABAC Net Price Calculator is available to view at the following web page: <http://tools.abac.edu/npc>.

### Tuition and Fee Schedule

# Abraham Baldwin Agricultural College

Students who are enrolled in fewer than fifteen (15) semester hours within a semester are charged by the credit hour. Additional tuition is not charged for semester hours greater than fifteen (15) semester hours within a semester; eCore classes do not count toward the fifteen (15) semester hours. Students are classified either as a resident or non-resident of Georgia for tuition purposes in accordance with the regulations of the Board of Regents of the University System of Georgia. Tuition and fees can be found here: <https://www.abac.edu/funding/tuition-and-fees/>.

## Tuition:

Georgia Resident, 15 or more hours	\$1,602.00
Georgia Resident, 14 or fewer hours	\$106.80 (per semester hour)
Non-resident, 15 or more hours	\$5,918.00
Non-resident, 14 or fewer hours	\$394.53 (per semester hour)
eCore classes	\$159.00 (per semester hour)

## Mandatory Fees Per Semester:

### Tifton

Fee	Students taking six (6), or more semester credit hours*	Students taking fewer than six (6) semester credit hours*
Access Card	\$20.00	\$20.00
Activity	\$50.00	\$25.00
Athletic	\$88.00	\$44.00
Health	\$63.00	\$30.00
Technology	\$50.00	\$25.00
Transportation	\$30.00	\$30.00
<b>Total</b>	<b>\$301.00</b>	<b>\$174.00</b>

### Bainbridge

Fee	Students taking six (6), or more semester credit hours*	Students taking fewer than six (6) semester credit hours*
Access Card	\$20.00	\$20.00
Activity	\$50.00	\$25.00
Technology	\$50.00	\$25.00
Transportation	\$30.00	\$30.00
<b>Total</b>	<b>\$150.00</b>	<b>\$100.00</b>

\*Students attending Bainbridge are not subject to the athletic or health fees.

The cost of textbooks and supplies will vary with the courses selected by the individual student.

## Special Fees and Charges

Each returned check given to the College by an individual will result in a service charge of \$20. If three (3) checks are returned for the same student or family, no other checks will be accepted by the College.

An orientation fee of \$40 will be charged to each student entering ABAC for the first time. For more details, please visit <https://www.abac.edu/admissions/orientation/>.

Housing charges are subject to the contract signed. For more details, click on the link: <https://www.abac.edu/campus-life/residence-life-and-housing/>.

Meal plan requirements vary by student status. For detail on the meals plans available, visit <https://www.abac.edu/campus-life/dining-services/>.

Other fees are associated with particular classes; examples include science labs, golf and bowling courses.



# Abraham Baldwin Agricultural College

All tuition, fees, or other charges are subject to change at the end of any academic term.

## Veterans' Services

Veterans can receive assistance with applying for educational military benefits in the Office of Student Accounts, located on the Tifton campus. All veterans, active duty service members, members of the reserves, and dependents of veterans, should contact the Office of Student Accounts immediately upon deciding to enroll in the college so that proper administrative procedures can be initiated.

Students who wish to be considered for Veterans' Benefits at ABAC must present a copy of their form DD-214 and Certificate of Eligibility from Veteran Affairs to the Office of Student Accounts for evaluation.

## Student Life

ABAC provides various types of student activities that offer training and leadership, afford opportunities for fun recreation, and promote the growth and development of the student. These activities enhance and support the academic life of the College, and students who participate in College-sponsored extra-curricular activities generally perform better in the classroom than students who do not participate. There are many choices, so consider your options and get involved.

- ABAC Ambassadors
- Athletics and Recreation
- Campus Activities Board (CAB)
- Inter-Club Council & Student Clubs (ICC)
- Student Communications Media
- Student Government Association (SGA)

Student Life

## Baldwin Players

### Baldwin Players

Any student whose interests include carpentry, sound and light technology, public relations, clothing design, theatrical production, or acting should consider joining the Baldwin Players on the Tifton campus. The Players stage two (2) college-produced productions each year. Auditions are announced well in advance and are open to all students. For more information, interested students should contact the School of Arts & Sciences.

## ABAC Ambassadors

The Ambassadors, a select group of students chosen at the beginning of each fall semester for their enthusiasm, premier leadership ability, and exceptional communication skills, represent ABAC. The ABAC Ambassadors provide official campus tours, host visiting dignitaries, and assist with on-campus functions. The Ambassadors are the face of ABAC. Applications are available online or can be picked up from the Office of Technology Services in Tift Hall on Tifton site or from the Executive Director at Bainbridge site. Mandatory personal interviews and a social are critical in the highly competitive selection process.

## Athletics and Recreation

Intercollegiate athletics, both male and female, are an integral part of student life at ABAC. The College participates in eight (8) intercollegiate sports—baseball, men's golf, men's and women's tennis, men's and women's cross-country, softball, and women's soccer. These intercollegiate sports teams are located on the Tifton campus.

Each full-time student is invited and strongly encouraged to try out for collegiate athletic teams.

ABAC is a member in good standing of Region XVII of the Georgia Collegiate Athletic Association and the National Junior College Athletic Association. The "Golden Stallions" and "Fillies" are always strong competitors against the best college competition available. All home athletic contests are free to all current students with an ABAC ID, so come out and support your teams. Please visit <http://athletics.abac.edu/landing/index> or call (229) 391-4930 for more info.

### Campus Recreation

ABAC offers all current students the opportunity to engage in campus recreation through Intramural Sports programming, Thrash Wellness Center, the Legacy Foundation Swimming Pool, and outdoor sports fields on the Tifton campus. The Student Wellness Center in Bainbridge is also available.

### Intramurals

# Abraham Baldwin Agricultural College

Intramural participation is entirely voluntary, and students are encouraged to become involved, whether for competition or fun, in a group or as an individual; no additional fees are required. Intramural activities include basketball, bowling, softball, flag football, soccer, tennis, dodgeball, volleyball, and other events. The desire for fun, exercise, social contact, and friendly competition in a wholesome, satisfying atmosphere furnishes the stimulation for the activities and tournaments offered. ABAC has been a member of the National Intramural Recreational Sports Association (NIRSA) since 1980 and has a full- and part-time director on staff. This office is committed to providing quality recreational engagement opportunities. For more information on ABAC's Campus Recreational Sports, visit <https://athletics.abac.edu/intramurals/landing>, or contact Recreational Sports in Tifton or in Bainbridge.

## **ABAC Thrash Wellness Center and Foundation Legacy Swimming Pool**

Thrash Wellness Center and the Legacy Foundation Swimming Pool have recently been renovated on the Tifton campus, and all students, faculty & staff are encouraged to incorporate new equipment and facilities into their routine toward a fit and healthy lifestyle. More information on hours of operation and guidelines can be found at [https://abac.prestosports.com//Facilities/Thrash\\_Wellness\\_Center](https://abac.prestosports.com//Facilities/Thrash_Wellness_Center) and [https://abac.prestosports.com//Facilities/Foundation\\_Legacy\\_Pool\\_Comp](https://abac.prestosports.com//Facilities/Foundation_Legacy_Pool_Comp)

**Sports Field Regulations** [https://abac.prestosports.com/Facilities/Intramural\\_Fields](https://abac.prestosports.com/Facilities/Intramural_Fields)

- Recreational Fields reserved for current ABAC Students, Faculty and Staff only.
- Fields may be closed by college officials when conditions necessitate.
- Must provide valid ABAC ID at all times - No Exceptions

## **Bainbridge Student Wellness Center**

Students have access to this facility for the promotion of fun, fitness and wellness.

## **Forest Lakes Golf Club at ABAC**

Forest Lakes Golf Club, located at 80 Moorman Drive in Tifton, is owned by the ABAC Foundation and operated by ABAC. The course is maintained by an elite group of turfgrass students who use the golf facility as a learning lab for future employment in the turfgrass and golf course management industry. Forest Lakes Golf Club features a challenging, yet beautiful layout that encompasses many different aspects of the surrounding environment.

- Hours of Operation, Course Details, and Cost can be found at <https://www.abac.edu/forest-lakes-golf-club/>

## **Lake Baldwin**

School of Agriculture and Natural Resources Aquatics Laboratory Regulations: <https://www.abac.edu/beyond-the-classroom-sanr/?search=lake%20baldwin#Lake-Baldwin>

**Fishing:** Restricted to ABAC students only. Permit Required.

- Students must secure a fishing permit from the ABAC Wildlife Society - Yow Building.
- When: Daylight to Dark
- Bait: Only artificial lures, worms, and crickets allowed. Bait fish are not permitted.
- Creel Limits: Bream any size - 25, Bass over 12" - 4, all other bass must be returned to lake.
- Swimming: Not permitted.

**Boating:** Not permitted (except as a part of a class or a supervised camp or group outing). Regulations will be strictly enforced. Violations could result in a \$25 fine, a voided permit, and/or disciplinary action.

## **Campus Activities Board (CAB)**

ABAC's Campus Activities Board (CAB) plans and administers recreational, social, cultural, and educational activities for students. Any student can become a member of CAB. We highly encourage ABAC students to participate in campus events, provide feedback, and get involved in the process of making Abraham Baldwin Agricultural College a more student-centered campus. Contact Campus Activities Board on either the Tifton or Bainbridge locations for more information.

## **Recognized Student Organizations (RSOs)**

With approximately 60 student clubs and organizations, ABAC should have at least one group to match the interests of every student. Most major fields of study have an affiliated club, which sponsors activities and programs to supplement students' learning in the classroom. Phi Kappa Phi and Phi Theta Kappa cater to honors students. The College Republicans, Young Democratic Socialists, and College Democrats provide opportunities for students to debate and participate in current events. The Cultural Latinx Club and IMPACT focus on various cultural interests. Other clubs, such as the Baptist Collegiate Ministries (BCM) emphasize the spiritual side of college life. So, choose a club (or start a new one!) that looks interesting.

# Abraham Baldwin Agricultural College

The Student Government Association oversees mandatory bi-monthly meetings with our Recognized Student Organizations (RSOs) during Fall and Spring semesters with ABAC's student club/organization leaders. Joint SGA/RSO meetings on the Tifton campus serve as a resource, leadership forum, and advocacy group for recognized student organizations. The joint SGA/RSO meetings strive to ensure that student groups at ABAC work cooperatively and within the guidelines set forth by the institution. The meeting schedule is communicated in advance to the students via Office of Student Affairs and SGA communications and is subject to change based on the ABAC academic calendar.

## Student Communications Media

### The Stallion

ABAC's student newspaper has been the state's top college newspaper in its class for more than 30 years. Members of the newspaper staff provide news, features, sports stories, entertainment, photography, cartoons, editorial comment, and advertisements relative to the ABAC locations and its people. The Stallion also creates Stallion TV, producing video stories about ABAC and providing live coverage of college events such as graduation. The Stallion office and TV studio are located on Tifton campus. Participation is open to all interested students. The Stallion Newspaper website is <https://www.abacstallion.com> and the advisor is Dr. Tom Grant ([tgrant@abac.edu](mailto:tgrant@abac.edu)). Stallion TV can be viewed at: [https://www.youtube.com/channel/UCSb3VSf59\\_rISeNXKeXarMg](https://www.youtube.com/channel/UCSb3VSf59_rISeNXKeXarMg)

### Pegasus

ABAC's award-winning literary magazine is issued during spring semester. Pegasus features poetry, essays, fiction, feature articles, art, and photography by ABAC students, faculty, staff, and alumni.

Submissions are solicited from Georgia high school students and undergraduate students from Georgia colleges, as well. In addition to publishing the magazine, Pegasus hosts a number of well attended events during the school year, such as open mic nights and readings from visiting writers.

The Pegasus office is located on the Tifton campus. Opportunities are available for students who want to contribute material to the magazine, work on editing and publishing, or participate in events. No prior experience is necessary.

### Adroit

The annual creative arts journal of ABAC at Bainbridge, Adoit, is an artistic forum for students, faculty, staff, alumni, and the community. The journal features poetry, fiction and non-fiction prose, art, and photography.

### WPLH (103.1 FM)

Operated by students, the ABAC Tifton campus radio station, WPLH, features a full-time broadcast schedule, which offers a wide variety of musical genres and styles, news, features, and other entertainment. The broadcasting studio and office are located in Tifton. Student DJs and managers are always needed for the station. If interested, send an email to: [wplh@stallions.abac.edu](mailto:wplh@stallions.abac.edu) or call (229) 391-4977.

## Student Government Association (SGA)

The Student Government Association (SGA) is the voice of the students at ABAC and provides many opportunities for leadership. The SGA fulfills its purpose to act as an agent in the presentation of matters of student welfare, to advise in all matters affecting the affairs of the student body, and to promote and further the interests of the student body. The SGA office is located on the second floor of Branch on the Tifton campus or the Library on the ABAC at Bainbridge site.

## Student Services

ABAC provides a wide variety of services to students to support the academic mission of the College and enhance student life. The following is an overview of services. If you cannot find what you need, please check the ABAC website or contact the Office of Student Affairs.

- Academic Support
- Accommodation & Disability Services
- Campus Alert Systems
- Computer Services and Technology
- Course Materials (Textbooks)
- Counseling Center
- Dining Services
- Financial Aid
- Gold Card

# Abraham Baldwin Agricultural College

- Health Center
- Libraries
- Mail Center
- Multicultural Education
- Safety App: LiveSafe
- Student Computing Recommendation
- Tutoring Center
- Work Opportunities

## Academic Support

Occasionally, college students encounter academic and personal obstacles that can feel overwhelming and derail their college plans. Academic Support can help. Academic Support is the "go-to" department for students and houses the Academic Support Counselors, Accommodation & Disability Services, the Counseling Center (Mental Health Counseling), the Tutoring Center, and the Testing Center. We are committed to helping students achieve their full academic potential from orientation to graduation through an approach that focuses on the whole student. Please visit [www.abac.edu/academics/academic-support](http://www.abac.edu/academics/academic-support) for additional information or email [asc@abac.edu](mailto:asc@abac.edu) or call 229-391-4995.

### Quick Links

- Academic Support Counselors
- Accommodation & Disability Services
- Counseling Center
- Testing Center
- Tutoring Center

## Accommodation & Disability Services

Accommodation & Disability Services is dedicated to providing students with a disability equal opportunity to participate in ABAC programs, courses, and activities through reasonable accommodation services. The office, a part of Academic Support, supports students, staff, and faculty with accommodation requests, implementation, guidance, and general information. Finding support while attending college does not have to be a challenge. Don't hesitate to contact ADS if you have any questions or to set up an appointment to discuss accommodations needed due to a disability, learning disorder, or temporary medical condition.

Accommodation & Disability Services

Location: Carlton, 3rd Floor, Suite 314

Phone: 229.391.5132

Email: [ads@abac.edu](mailto:ads@abac.edu)

Students at the Bainbridge Site can contact the main office above, visit the Mobley Administration Building, or call 229-243-3021.

### RESOURCES

[Register with Accommodation & Disability Services](#)

[Service & Emotional Support Animals](#)

### MISSION

The mission of Accommodation & Disability Services is to provide confidential services that meet the emotional, psychological, and physical needs of ABAC students regardless of culture, race, gender, ability, or sexual orientation.

Student Services: Accommodation & Disability Services

## Disability-Related Accommodations

# Abraham Baldwin Agricultural College

In compliance with the Americans with Disabilities Act (ADA), ABAC is committed to providing reasonable accommodations to students with documented disabilities. Disabilities may include ADD or AD/HD, autism spectrum disorders, brain injuries, chronic medical conditions, communication disorders, hearing impairment, learning disabilities, mobility impairment, psychological disorders, and visual impairment. The purpose of an accommodation is to provide equal access to the academic material and equal access to demonstrate mastery of the material. If you have a disability or learning disorder and need accommodations, please contact Accommodation & Disability Services.

Accommodation & Disability Services (ADS) on the Tifton campus is located on the third floor of Carlton, Suite 314, and can be reached by calling (229) 391-5132 or emailing [ads@abac.edu](mailto:ads@abac.edu). Students on the Bainbridge site can contact the Accommodations Coordinator located in the Administration Building at 229-243-3021 or ADS on the Tifton campus for assistance. A student will need to meet with the Accommodations Coordinator, who can help gather documentation of the disability or refer to an appropriate resource for assessment. Once documentation of the disability is approved, ADS will provide the student with an accommodation letter detailing the approved accommodations. This letter is given to each of the student's instructors to implement the approved accommodations. Disability accommodations can be approved and started at any point in the semester; however, accommodations are not retroactive and begin when the accommodation letter is presented to each instructor within a reasonable timeline.

For more information, visit the Accommodation & Disability Services website.

## Campus Alert Systems

The ABAC Campus Alert Systems allows site administrators to communicate quickly with students, faculty, and staff in both Tifton and Bainbridge locations in the event of an emergency at any of the ABAC locations or affecting its operations such as class cancellations, site closures, severe weather or security incidents. Further, ABAC utilizes O365 email for communication to all students, faculty, and staff for emergency communications.

ABAC also utilizes an emergency siren system located at the Tifton campus for emergency alerts, primarily for weather-related events. The Tifton campus also provides LiveSafe mobile device application to all its students, faculty, and staff without cost to get notifications during an emergency and to be able to report incidents to ABAC Police which is always monitored. The ABAC home page provides the most recent emergency updates; National Oceanic Atmospheric Administration (NOAA) weather radios are posted in strategically-located offices and buildings at the various ABAC sites; telephone trees (where assigned individuals call others to relay emergency messages) are utilized; and announcements are broadcast over police vehicle PA systems when warranted.

## Computer Services and Technology

Do you have questions about where to access computers? Are you having issues getting online? If so, Visit Tech Support for assistance with troubleshooting connection problems. Tech Support is located on the 1st Floor of Conger in Tifton.

All ABAC computers have high-speed internet access and Microsoft Office. Pay-for-Printers are available around campus for your printing needs. Phil stations are available on the Tifton campus for adding funds to your Gold cards. You can also add money to your Gold card online.

Wireless internet access is available in many academic buildings. Visit Tech Support for assistance with troubleshooting connection problems.

### Office 365 for Email

All students are given an ABAC email account and assigned a Stallions email address upon acceptance to the College. This email account is the official means of communication between the student and ABAC faculty and staff. Students should check their account frequently to keep up to date on College announcements and other communication. For information regarding account issues, setting-up email on your mobile device, etc. visit <http://www.abac.edu/myabac>.

### GeorgiaView (D2L) for On-Line Learning and Classroom Support

All online course instructors use GeorgiaView (D2L). Also, many instructors use GeorgiaView as an online resource for classroom enhancement in traditionally-taught courses. To access your login for GeorgiaView. Go to the MYABAC Portal ([my.abac.edu](http://my.abac.edu)) look for the GeorgiaView icon and follow the directions.

### Helpful Links

ABAC's home page is located at <http://www.abac.edu>. To access MYABAC Portal go to [my.abac.edu](http://my.abac.edu).

Student Computing Recommendation

## Counseling Center

The mission of The Counseling Center is to foster the development and emotional well-being of ABAC students through personal behavioral health counseling. The Counseling Center provides individual counseling, group counseling, prevention and outreach, consultation, and crisis response across the ABAC Tifton and Bainbridge campuses. See below for more information or to schedule an appointment with a mental health counselor.

Counseling Center

# Abraham Baldwin Agricultural College

Location: Branch 201 Suite

Phone: 229.391.5135

Email: [counseling@abac.edu](mailto:counseling@abac.edu)

Bainbridge Students can also contact

Ronnie Burke

[rcburke@windstream.net](mailto:rcburke@windstream.net)

229.309.9032

## Helpful Resources

[Schedule an Appointment](#)

[ABAC's Wellness Hub \(LetsChat@ABAC\)](#)

[Frequently Asked Questions](#)

[Emergency Mental Health Resources](#)

## Textbook Purchases

Course materials, (new, used, and digital) can be purchased at The Stallion Shop in Tifton and Bainbridge or online at <https://bookstore.abac.edu>. Course materials that are part of our Inclusive Access program will be charged to the student's account and provided digitally through GeorgiaView. Please see your nearest location for more information or visit <https://bookstore.abac.edu>.

## Dining Services

In Tifton, ABAC is proud to offer a dining program complete with signature brands and menu selections that entail just about every item you can imagine whether it's a hot and hearty breakfast, a home-style dinner, or a fun filled special event for you and your friends. Purchases can be made in all dining locations by using cash, credit cards, or Dining Dollars.

## Donaldson Dining Hall

The main dining location for students with meal plans in Tifton, the Donaldson Dining Hall, which offers breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on weekends.

## Aggie's Convenience Store

The Aggie's C-Store, located in Tifton in Town Hall, ABAC Place, provides a wide selection of grab and go meals, sandwiches, salads, and smoothies as well as supplies to stock your refrigerator and residence hall pantry.

## Surcheros Fresh Mex

By the patio outside Donaldson Dining Hall, you'll find the first and only on-campus location of Surcheros Fresh Mex. Surcheros offers freshly prepared Tex-Mex favorites Monday-Thursday 10:30 a.m.-9 p.m., Friday 10:30 a.m.-3:30 p.m. Check out their website, [surcheros.com](http://surcheros.com), for the full menu. Your dining dollars are welcome at Surcheros.

## Financial Aid

- [Appeal Process](#)
- [Availability of Funds](#)
- [College Level Examination Program \(CLEP\) Tests](#)
- [Eligibility](#)
- [English as a Second Language \(ESL\)](#)
- [Evaluation Periods and Communication](#)
- [Grants](#)

# Abraham Baldwin Agricultural College

- HOPE Scholarship
- Loans
- Nursing Students
- Satisfactory Academic Progress (SAP)
- Scholarships
- Status
- Students' Rights and Responsibilities
- Unusual Enrollment History (UEH)

The Office of Financial Aid has two locations: 1) First floor of Carlton Center (Tifton) and 2) Mobley Administrative building (Bainbridge). Please visit the office nearest you. Through a program of institutional, state and federal aid, ABAC can assist a qualified student in obtaining a college education. Students with limited resources can be offered a package which will help further their education beyond the high school level. One purpose of the Financial Aid Program is to recognize students who appear to have outstanding potential (merit-based awards). Another purpose is to provide assistance to students who, without such aid, would be unable to attend college (need-based awards).

Financial aid is awarded on the basis of financial need and scholastic achievement. The college uses the Free Application for Federal Student Aid (FAFSA) to determine financial need. The FAFSA is available online at <http://www.FAFSA.gov>. Male students receiving state financial aid are required to comply with the Selective Service registration procedure. Students must certify that they are not in default on any Title IV educational loans, do not owe a repayment on any Title IV educational grants, and have not borrowed in excess of loan limits. Students must be working toward a degree to receive federal financial aid. The school defines an academic year as 24 credit hours and 30 weeks of instruction for financial aid purposes and a student must take 12 or more credit hours each semester to be considered as a full-time student.

Enrollment Schedule	Enrollment Hours	Payment Status
Full-Time	12 or more	100%
Three-Quarter-Time	9-11	75%
Half-Time	6-8	50%
Less-than-Half-Time	5 or less	25%

Applicants for financial aid are requested to have the results from the FAFSA and all other required documentation in the Office of Financial Aid by May 1 for returning students and July 1 for new students to ensure completed processing for fall term. Applications received after this date will be considered provided funds are available, in the order of the date of receipt. Students enrolled less than full-time will receive full consideration for financial aid. In planning for their college years, students should understand that all financial aid programs operate on a first come, first served basis. **Students are encouraged to make application for financial aid (merit or need-based) at least 10 weeks in advance of the time they intend to enroll.** Failure to apply on a timely basis may significantly reduce the amount of aid students receive.

Eligibility for receiving financial assistance at ABAC is determined by comparing the cost of attending college with the ability of the students (and parents or spouse) to satisfy these expenses. Cost of attendance is calculated for each of several groups of students at ABAC using criteria such as resident status and living accommodations. For each of these student groups, cost of attendance includes anticipated expenses such as room and board, books and supplies, personal expenses, and the ability of the students (and parents or spouse) to contribute to college expenses. The ability of the students (and parents or spouse) to contribute to college expenses (also called the Expected Family Contribution) is determined by the U.S. Department of Education using criteria established by that agency. Factors used in determining ability to pay include, but are not limited to, all appropriate assets and income (earned and unearned). The factors vary from year-to-year.

A FAFSA must be filed for each year that students wish to be considered for aid. Awards for each year are based upon proper completion and timely filing of the FAFSA; completion of the verification process, if warranted; the availability of federal, state and/or institutional funds; and eligibility for the individual programs for which students are applying and the applicant's continued enrollment and ability to maintain satisfactory academic progress. The amount of assistance may increase or decrease from one year to the next depending upon educational costs, the financial circumstances of the family and the level of program funding. Eligibility does not carry over from one year to the next.

A number of applications are randomly selected for verification purposes each year. When students' applications are selected, they will be required to submit documentation as requested to verify specific information from their financial aid application. Failure to submit the appropriate documentation in a timely manner will prevent the award of federal financial aid.

## Financial Aid Appeal Process

# Abraham Baldwin Agricultural College

Students with mitigating circumstances may appeal financial aid ineligibility in writing. All students must complete the Satisfactory Academic Progress Appeal form and submit all the documentation requested on the form. Failure to supply all the requested documentation by the appeal deadline will result in a continued suspension until the next appeal deadline for a future semester. All appeals should be forwarded to the Office of Financial Aid by the published deadline.

Mitigating circumstances are defined as unanticipated and unavoidable events or situations beyond students' control that prevent them from successfully meeting the standards of academic progress. If an appeal is granted, students are expected to adhere to all the stipulations set forth in the reinstatement letter as well as any academic plans that are required for the students to regain compliance with the standards as outlined above. Students who regain eligibility and subsequently fail to maintain progress or fail to abide by the stipulations for reinstatement are no longer eligible for appeal.

If the appeal is denied, the students will need to enroll using their own resources until they are in compliance with the measures of academic progress for financial aid.

## Levels of Appeal

### Financial Aid Office

Students may submit a written appeal, including any appropriate third-party documentation of the circumstances. Students are encouraged to present at least one letter of support from their academic advisor or a faculty member familiar with their situation. A financial aid counselor will notify students in writing of a decision within two (2) weeks of submission of all requested documents. The financial aid counselor reviewing the file reserves the right to advise students as to their course load and the possible need for counseling and/or academic advisement.

The Financial Aid Office will hear only one appeal per student per circumstance.

### Director of Financial Aid

Students who have had their initial appeal denied by a counselor may request a meeting with the Director of Financial Aid to present additional information that may not have been included in the initial appeal. The Director will inform such students in person and/or in writing of the appeal decision. The Director will read only one appeal per student per circumstance.

### Student Financial Aid Appeals Committee

Students who have been denied by both a counselor and the Director of Financial Aid are eligible to appeal to the Student Financial Aid Appeals Committee if they can reasonably show that one of the following has occurred:

- The student has not received due process or
- The student is the object of discrimination or
- The student has not been treated in an equitable manner or
- The decision of the Financial Aid Counselor or Director of Financial Aid was arbitrary and capricious

Students seeking to appeal to the Student Financial Aid Appeals Committee should do so in writing. The written appeal should contain an explanation of why an additional appeal should be heard, based on the criteria above. The written appeal should be submitted to the Financial Aid Office at least two weeks before the beginning of the semester for which the student is seeking to be reinstated. The Committee meets to review appeals once at the beginning of each semester and will notify students in writing of their appeal decision. The decision of the Student Financial Aid Appeals Committee will be final.

## Availability of Funds

The Office of Financial Aid awards aid on a first-come first-served basis. Students who have their financial aid awards cancelled for failure to satisfy the standards of academic progress should be aware that receipt of originally awarded funds following reinstatement depends upon whether those funds have been awarded to other students and are available.

## College Level Examination Program (CLEP) Tests

If credit is earned via a CLEP test, the results are recorded by course, course number, and semester hours earned. Successful CLEP tests are credited toward graduation. Successfully completed tests will be counted in the maximum timeframe to complete a program but not in the GPA or successful completion calculation. A grade of K is awarded for successful CLEP tests in which students earn the minimum score.

## Eligibility

### Determining Title IV Aid Eligibility



# Abraham Baldwin Agricultural College

ABAC has established policies and procedures to determine whether the documentation obtained supports the student's explanation and demonstrates that the student did not enroll for the purpose of receiving a Title IV credit balance payment. ABAC must document the decision in the student's file.

## **Eligibility Approved**

If the documentation supports an assertion that the student did not enroll in multiple schools/programs solely to obtain the credit balance payment, the student is eligible for additional Title IV funds. ABAC must document its determination in the student's file and process the student's Title IV aid accordingly.

## **Eligibility Denied**

The student loses eligibility for all Title IV aid if both of the following are true: (1) The student did not earn academic credit at one or more of the prior schools. (2) After reviewing a student's submitted UEH Appeal Form, ABAC determines that the documentation fails to disprove that the student enrolled in multiple programs solely to obtain the credit balance payment.

ABAC must document its determination in the student's file and provide the student with an opportunity to question and appeal the decision. The Office of Financial Aid will also provide students with information about regaining eligibility. Reinstatement of Eligibility

All students who have lost eligibility for all Title IV aid and would like to appeal for reinstatement must complete a UEH Appeal Form. If granted, students must adhere strictly to all conditions of their reinstatement.

*Note: The school's policies require that the student complete academic credit as at least a part of the basis for a UEH appeal and potential reinstatement of Title IV aid.*

When students regain eligibility under these provisions, eligibility for Pell Grant and campus-based aid begins in the payment period during which the students regained that eligibility. For Direct Loans, eligibility begins with the period of enrollment during which the students regained eligibility.

## **English as a Second Language (ESL)**

English as a Second Language courses are not required for degree completion and, therefore, do not increase the maximum timeframe for program completion

## **Evaluation Periods and Communication**

The Office of Financial Aid will evaluate satisfactory academic progress at the end of each term. All credit hours are measured whether the student received financial aid or not to pay for those credits. Students will not receive credit hours earned for courses that are audits. Withdrawals and Incompletes are counted as attempted courses and these grades will negatively affect a student's satisfactory academic progress.

All communications regarding satisfactory academic progress will be sent by email after all grades have been posted and the evaluations complete. The status is also posted in the Financial Aid Status section of students' Banner accounts.

## **Grants**

### **Federal Pell Grant**

This federal aid program is designed to assist undergraduate students who demonstrate they are unable to attend college without financial assistance. This form of financial assistance is a grant with no repayment required. Applicants must be enrolled at ABAC in a degree program and be citizens or permanent United States residents. The amount of the grant is governed by financial need and the cost of attending ABAC for an academic year. The duration of the students' eligibility for a Pell Grant is limited to the time students are enrolled in an undergraduate degree program of four (4) years or less and are making satisfactory academic progress. Application is made by completing the FAFSA online.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

Grants ranging from \$100 to \$4,000 per academic year are available through this federally funded program. These grants are awarded to students who have demonstrated financial need. Funding for this program is limited, so not all students who are eligible will receive a SEOG award. Application is made by completing the FAFSA.

### **Helping Outstanding Pupils Educationally (HOPE)**

The HOPE Scholarship and Zell Miller Scholarship are funded by the Georgia Lottery for Education and are available to eligible Georgia high school graduates. Students may gain HOPE eligibility by having a 3.0 overall GPA at the 30th, 60th, or 90th attempted hour. Full time enrollment is not a requirement.

Students attending public colleges or universities receive a HOPE Award Amount based upon a per hour rate payable up to 15 hours at the institution they are attending. Grade point eligibility for entering freshmen is based on a minimum 3.0 HOPE GPA as calculated by Georgia Student Finance Commission (GSFC) and meet specific rigor course requirements; and for Zell Miller, the requirements are either a minimum 3.7 Zell Miller

# Abraham Baldwin Agricultural College

grade point average, as calculated by GSFC, combined with a minimum score of 1200 on the math and reading portions of the SAT test or a minimum composite score of 26 on ACT as determined by the high school and reported to the GSFC, or the student was the salutatorian or valedictorian at their high school.

ABAC students currently receiving HOPE or Zell Miller may renew the scholarship based on ABAC's certification of their grade point eligibility on their course work attempted and the completion of their financial aid application. All HOPE Scholarship recipients must have a 3.0 GPA and Zell Miller must have a 3.3 GPA (however, they can continue with HOPE if they fall below 3.3 and have at least a 3.0) at the end of having attempted 30 hours, 60 hours, 90 hours, AND at the end of each spring semester, to continue their eligibility. If new students are enrolled in fewer than twelve (12) credit hours for each of their first three (3) terms in a row, they are considered a three-term checkpoint and are checked at the end of the third term. After the three-term checkpoint is applied once to students, the end-of-spring checkpoints must be applied to the students regardless of the number of hours enrolled each term.

Students who have lost HOPE eligibility may regain it upon having attempted 30 hours, 60 hours and 90 hours, if their GPA has reached 3.0 and it can only be regained once. But HOPE eligibility cannot be gained or regained at the end-of-spring checkpoint. HOPE Scholarship recipients will have a paid-hours limit in addition to an attempted hours limit. The total cumulative credit hours for which students can receive payment from any combination of credit hours from the Dual Enrollment (through spring term 2011) program plus HOPE Grant hours plus HOPE Scholarship hours are 127 semester hours.

Students applying for HOPE must complete a FAFSA or the GSFAPPS (state application at <https://www.gafutures.org/hope-state-aid-programs/state-aid-applications>). Transfer students who previously received HOPE at other institutions will be evaluated based on their GPA on all previous course work attempted after high school graduation. HOPE recipients who wish to enroll as transient students at other HOPE eligible institutions are eligible to receive HOPE funds at the host institution.

## HOPE Scholarship

To maintain eligibility for the HOPE Scholarship, degree-seeking HOPE scholars have the following additional GPA requirements, as set forth by the State of Georgia: Such students will be required to demonstrate a minimum overall GPA of 3.00 and degree seeking Zell scholars are required to demonstrate a minimum overall GPA of 3.30 when they have attempted 30, 60, and 90 hours and at the end of the spring term.

## Loans

### Federal Direct Parents Loan to Undergraduate Students (PLUS)

Parents may borrow up to the cost of attendance minus any other financial aid per academic year on behalf of eligible dependent students. Applicants do not have to demonstrate financial need. Application is made by completing the FAFSA and Direct Parent Loan Application.

### Federal Direct Loans

Students may qualify for a "subsidized" Federal Direct Loan which is based on financial need. The federal government will pay the interest on the subsidized loan while students are in college. Students may qualify for an "unsubsidized" Federal Direct Loan, regardless of need. Interest will accrue on unsubsidized loans during the in-school and repayment periods. Dependent undergraduate students can borrow up to \$5,500 as a freshman; up to \$6,500 as a sophomore; and \$7,500 as a junior or senior in a bachelor's degree program. Independent undergraduate students and students whose parents are unable to obtain the PLUS Loan can borrow up to \$9,500 as a freshman (at least \$6,000 of this amount must be unsubsidized); up to \$10,500 as a sophomore (at least \$6,000 of this amount must be unsubsidized); and up to \$12,500 as a junior or senior in a bachelor's degree program (at least \$7,000 of this amount must be unsubsidized). Applicants will complete the FAFSA to determine eligibility. Direct Loans for first-time borrowers carry a variable interest rate, capped at 8.25%. An origination fee of varying amounts may be deducted from the students' loan proceeds. Repayment is not required as long as students are enrolled at least half-time. Students will have a six-month grace period after they cease to be enrolled before repayment must begin. The total outstanding loans that dependent undergraduate students may have cannot exceed \$31,000. Independent undergraduate students may borrow up to a total of \$57,500.

These annual loan limit amounts are the maximum yearly amounts students can borrow in both subsidized and unsubsidized loans. Students can have one type of loan or a combination of both. Students cannot borrow more than their cost of attendance minus any other financial aid received. Also, students must be enrolled at least half-time in a qualifying program of study and must complete online Entrance Counseling and a Master Promissory Note.

## Nursing Students

Nursing students should be aware that additional requirements must be met for the successful completion or entry into the program. Students must consult with their advisor to ensure they are on track for successful completion of the program.

*Note: All nursing students who transfer credit to ABAC must also be in compliance with the GPA Rule, Two-thirds (2/3) Successful Completion, and 150% Maximum Timeframe at the time of admission.*

## Satisfactory Academic Progress (SAP)

# Abraham Baldwin Agricultural College

The Higher Education Act of 1965, as amended by Congress, mandated institutions of higher education to establish minimum standards of “satisfactory progress” for students receiving financial aid. The College makes these standards applicable to all institutionally awarded federal and state funds to include Federal Pell Grant, Federal Supplemental Educational Grants, Federal Work-Study, HOPE Scholarships, Federal Direct Student Loans, and Federal Direct Parent Loans to Undergraduate Students (PLUS), for the purpose of maintaining a consistent policy for all students receiving assistance.

Effective with the beginning of the Spring Term 2011, the following standards will apply to all students receiving any type of financial aid outlined above. Satisfactory academic progress must be maintained by satisfying three (3) requirements: the GPA Rule, the two-thirds (2/3) Successful Completion Rule, and the 150% Maximum Time Frame Rule.

## First Semester and Transfer Recipients

To receive federal financial assistance for the first time at ABAC, each eligible person will have met the admission requirements of the College.

## Continuing Recipients

Students will be expected to achieve certain minimum levels of progress toward the successful academic completion of course requirements for a degree or certificate. Progress is measured both quantitatively and qualitatively. At ABAC, standards for maintaining such progress are as follows:

### GPA Rule

To maintain eligibility for financial aid, students must maintain a minimum OVERALL GPA (OGPA) of 2.0. The OGPA will be checked at the end of each term for satisfactory academic progress. The OGPA includes grades of A, B, C, D, F, and WF. WF (withdrew with a failing grade) counts as an F. All grades for repeated coursework will count in the GPA calculation. All courses that are transferred in from another institution will also count in the overall GPA evaluation. Students do not earn quality points for incomplete grades until the grade is resolved. Learning Support, repeated, and transfer courses are included in the calculation of the GPA.

### Two-thirds (2/3) Successful Completion

Students must successfully complete a minimum of two-thirds of the cumulative credit hours attempted. Satisfactory completion is defined as a letter grade of A, B, C, D, S or IP. Unsatisfactory completion is defined as a letter grade of F, I, U, W, or WF. Learning Support, repeated, and transfer courses are included in the calculation of completions.

### 150% Maximum Timeframe

Federal regulations limit receipt of federal financial aid to no more than 150% of the course work required for any particular degree or certificate. Learning Support credits, transfer credits, and repeated credits will all be included in the hourly limitation.

Program Requirements	Maximum Attempted Credit Hours
30	45
60	90
120	180

## Scholarships

### Foundation Scholarships

Each scholarship offered via the Abraham Baldwin Agricultural College Foundation, Inc. will be awarded on the basis of pre-determined criteria mutually agreed upon by the College, the Foundation, and the Donor that recognize the donor’s affiliation with the institution while supporting the needs of ABAC and its students. These criteria include, but are not limited to, prior academic achievement and exceptional leadership. Economic need is not a criterion for the selection of recipients except where specifically stated. Scholarships are generally awarded for a two-semester period, with half of each award payable each semester unless specifically otherwise allowed by scholarship criteria. In the case of scholarships that carry awards for more than one semester, recipients must maintain a minimum grade point average (GPA) established by the College throughout the period of the award and must not drop below a full load during the semester unless otherwise allowed by scholarship criteria. Transfer to another institution will result in the termination of a scholarship. Withdrawal will result in termination unless withdrawal was for circumstances beyond the student’s control. Unused portions of a scholarship resulting from withdrawal during a semester, failure to maintain the prescribed GPA, or suspension will revert to the scholarship fund. Reinstatement of the scholarship after withdrawal must be initiated by students where permitted by the fund agreement; however, a request for reinstatement of a forfeited scholarship award does not guarantee reinstatement. Any deviation from this standard requires written approval from the Vice President of Enrollment Management and the Foundation’s Chief Operating Officer. Scholarships are awarded based upon availability of funds, as determined by the Abraham Baldwin Agricultural College Foundation, Inc. All scholarships may not be available for award during a given academic year. Detailed information for ABAC Foundation Scholarships and the application process may be obtained online at <https://www.abac.edu/funding/#Scholarships>.

### External Scholarships

# Abraham Baldwin Agricultural College

The ABAC website provides links to several financial aid related websites. These websites can be used by ABAC students for assistance in locating outside scholarship sources. For further information on this service, contact the Office of Financial Aid. This listing of outside sources of financial aid is provided as a service to ABAC students. Students are encouraged to actively research and seek out other possible sources of financial aid and/or scholarships.

## Financial Aid Status

### Financial Aid Warning Status

The Financial Aid Warning status is used for students who are not meeting (1) the overall GPA or (2) two-thirds (2/3) completion requirement for the first time. Students who are placed on financial aid warning are not required to appeal. Financial aid warning is an automatic grace period that allows students one term to satisfy the standards of academic progress. A student can be placed on warning only once.

### Financial Aid Suspension Status

Students who are not making satisfactory progress at the end of the semester they are on Financial Aid Warning will be placed on Financial Aid Suspension and will not be eligible for financial aid until they are again making progress. Students may appeal if they have extraordinary circumstances.

### Financial Aid Probation Status

All students who have been reinstated to financial aid eligibility through appeal are reinstated on a provisional basis. Students who are reinstated on provisional/probationary status and are expected to satisfy the standards of academic progress after one term of attendance will not require an academic

plan. Students who are reinstated on provisional/probationary status and are not expected to satisfy the standards of academic progress after one term of attendance will require an academic plan.

Provisional/probationary students for purposes of financial aid will continue to be eligible for financial aid as long as the students adhere to the reinstatement conditions and academic plan as outlined in the agreement.

The purpose of the academic plan is to ensure the students satisfy the standards of progress within a specified time period or are able to complete a program of study successfully within a specific time frame.

## Students' Rights and Responsibilities for Financial Aid

Students receiving financial aid have rights and responsibilities. Student applicants must, without exception, report any of the following changes to the Office of Financial Aid:

- withdrawal from school
- transfer to another school
- any change in enrollment status
- name changes
- address change or parents' address change
- joining military service

Students are responsible for obtaining, completing, and filing the proper financial aid application, statements, forms, etc., each year on a timely basis. Students have the right to seek and receive full information and counseling from the Office of Financial Aid in regard to any financial aid matter. If the family's financial circumstances have changed due to death, divorce, marriage, disability, long-term unemployment or low income, students' eligibility may change. Students must take the initiative in notifying the Office of Financial Aid of these changes.

Correct information must be provided on all financial aid forms. False reporting of information on financial aid application and/or forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code. Students applying for financial aid must return all additional documentation, verification, corrections, and/or additional information requested by either the Office of Financial Aid or the agency to which the financial aid application or confidential statement was submitted. Students are responsible for reading and understanding all forms requiring signature and for obtaining copies of them. Students must accept responsibility for all agreements signed. Students are also responsible for understanding the College's refund policies and procedures.

## Unusual Enrollment History (UEH)

Beginning with the 2013-14 award year, the U.S. Department of Education added the Unusual Enrollment History (UEH) Flag to the Institutional Student Information Record (ISIR). The purpose of the UEH Flag is to identify instances of potential fraud and abuse of the Federal Pell Grant Program. Although some students have legitimate reasons for unusual enrollment histories, other students may enroll in post-secondary schools long enough to receive credit balance payments, leave the institutions, and repeat the process at other schools.

# Abraham Baldwin Agricultural College

Students with an unusual enrollment history, based on the school's criteria, will have one of the following UEH flags and C codes on their ISIRs.

UEH Flag Value	C Code	Comment Code	Flag Description	School Action to Resolve Flag
N	No	None	Enrollment pattern not unusual	No school action required.
2	Yes	359	Possible enrollment pattern problem	School must review enrollment/academic and financial aid records for past four (4) years.
3	Yes	360	Questionable enrollment pattern	School must review enrollment/academic and financial aid records for past four (4) years.

## Gold Card

Your ABAC Gold Card is your official ABAC ID card. In addition to being a required photo ID for ABAC events and services, you can use your Gold Card to make purchases where services are available. All students are expected to carry a picture ABAC ID with them whenever they are on an ABAC location. Do not lend your ID to anyone for any reason. IDs must be surrendered to any ABAC college official (ABAC Police, faculty, staff, RA, etc.) upon request. IDs will be required to enter the ABAC Dining Hall and other campus activities. Fake IDs are prohibited and the student will be turned over to the Office of Dean of Students for sanctioning. In Tifton, Gold Cards are made in the John Hunt Town Center. At the Bainbridge Site see Student Services in the Mobley Administration Building.

New IDs will be issued each fall. Lost IDs will incur a \$25 charge, while damaged IDs are replaced at no cost. Money must be deposited into your ABAC Gold Card general dollars account in order to activate the debit card function. Deposits can be made at several locations using the allocated deposit machines. Deposits of \$50 minimum, can be made at the cashier's window on 1st floor of Carlton Center in Tifton. When purchases are made, the amount of the purchase is automatically deducted from the Gold Card account up to the available balance. There are no interest charges, monthly service charges, or annual maintenance fees to use your card.

### Lost, Stolen, or Replacement Cards

Report immediately any lost or stolen card or unauthorized card usage in person to the ABAC Gold Card office during regular business hours. After hours, contact ABAC Police at (229) 391-5060 and then return to the Gold Card Office the following business day to purchase a new card. You are responsible for all usage of the card prior to proper notification.

If possible, in all circumstances of card replacement, the old card should be turned in to be destroyed. There is no charge for the replacement of damaged cards. There is a fee of \$25 for all lost cards.

Damaged cards are replaced at no cost as long as the damaged card is returned. New IDs are issued each fall. Residential students will receive new cards upon check in to the residence halls. Commuter students on the Tifton campus may pick up their Gold Cards beginning the second week of July from the John Hunt Town Center.

### Photo Submissions

Visit the Gold Card webpage for online photo submission guidelines at <https://www.abac.edu/campus-life/residence-life-and-housing/gold-card-id-photo-submission>. Students may also have a picture taken at the Gold Card Office in the John Hunt Town Center.

### Discounts

A number of local businesses including restaurants, provide discounts to ABAC students with their ABAC Gold Cards.

## Health Center

The Tifton campus provides students with health care services and health-related educational programs consistent with its mission and reflecting the needs of the campus community. The Health Center is located in the Health Sciences Building in Tifton. The Health Center is staffed by nurse practitioners and registered nurses who provide care for acute illnesses and minor injuries.

Health Center Hours:

Monday - Thursday, 8:00 a.m. - 5:00 p.m.

Friday, 8:00 a.m. - 2 p.m.

# Abraham Baldwin Agricultural College

The Health Center is open from the first day of classes until the final day of final examinations each semester for patient care. The Health Center is open during semester breaks for immunizations and access to records. Visit the Health Center website at <https://www.abac.edu/campus-life/health-center> for updated information on hours and services. Students with serious illness or injury should seek emergency health care in the community or call "911".

Charges may apply to cover the cost of some medical supplies, laboratory tests and medications. The Health Center has a limited formulary of the most commonly used prescription and non-prescription medications used in college health. Students seeking health care in the community by referral from the Health Center are responsible for any costs incurred.

## Student Health Insurance Plan

ABAC's Student Health Insurance Plan (SHIP) is a comprehensive health insurance plan available to students. This plan complies with the Affordable Care Act (ACA) requirements. Health insurance is required of athletes, international students holding J or F visas and nursing students. All other students should strongly consider obtaining health insurance from this or another source. Parents and students may find ABAC's SHIP is an affordable alternative for health insurance. More information can be found regarding SHIP at <https://www.abac.edu/faq/student-health-insurance>.

## Using Health Insurance at the Health Center

The Health Center accepts all major insurances. Students are encouraged to bring their health insurance cards to the clinic when they come for services. Insurance will be filed for clinic visits. The cost of the visit is applied to the deductible, and the Health Center does not bill the patient for the unpaid balances.

## Required Immunizations

Students must submit a certificate of immunization to the Admissions Office prior to admission to the College. This form is part of the admission requirements.

MMR	Students born in 1957 or later must prove immunity to measles, mumps, and rubella by taking two (2) Measles, Mumps, and Rubella (MMR) vaccinations or by providing laboratory evidence of immunity.
Tdap	Students must have taken a Tetanus-Diphtheria-Pertussis (Tdap) booster within 10 years of acceptance.
Varicella	Students must prove immunity to varicella (chicken pox). This proof may be established by giving a history of chicken pox or shingles illness to a health care provider with the date of illness or by taking two (2) varicella vaccinations or by providing laboratory evidence of immunity.
Hepatitis B	Students under the age of 19 years must prove immunity to Hepatitis B. This proof may be established by taking three (3) Hepatitis B vaccines or providing laboratory evidence of immunity.
Meningitis	Students planning to reside in campus housing must receive information regarding meningococcal disease. The Center for Disease Control (CDC) recommends a meningococcal conjugate (MenACWY) vaccine for first-year college students living in residence halls. If they received it before their 16th birthday, they need a booster dose for maximum protection before going to college. Otherwise, students must sign a form that documents that they decline the vaccine.

*Note: Students are strongly encouraged to make a copy of their immunization records and keep these records among their important papers.*

## Libraries

The ABAC Libraries are dedicated to providing library resources that meet student academic needs. In alignment with the Libraries' mission and Collection Development Policy, the Libraries contain resources that support and augment the College's curriculum. All materials except for equipment, special collections and course reserves are stored on open shelves. Items in the physical collections are catalogued and shelved according to the Library of Congress Classification System. Physical items are loaned to currently enrolled students with their Gold Card. Physical resources that are not available through the ABAC Libraries may be requested via Gil Express Interlibrary Loan. Access to online collections is provided through the Georgia Virtual Library and GALILEO (Georgia Library Learning Online). Students access GIL and GALILEO using their College email account and password. LibGuides are available to help guide students and faculty through research. These guides are topic specific to help students find information easier.

The ABAC Libraries provide access to wifi, computers, printers, photocopying, etc. The Libraries also provide study spaces, library instruction, one-on-one reference, and research assistance. Help is available for technology in the library.

# Abraham Baldwin Agricultural College

For more information about library services on each location, hours, policies, and events, please visit: <https://www.abac.edu/academics/abac-libraries/>

## Mail Center

The ABAC Mail Center is located in The Stallion Shop on the first floor of Carlton Center. Any residential student can receive mail and/or packages in the Mail Center at no charge. The mailing address is Student name, 2802 Moore Highway, ABAC 1000, Tifton, GA 31793. The Mail Center window is open for service during normal ABAC business hours.

## Refund Policy Priority Order

Students who withdraw from college may be entitled to a refund depending on the date of withdrawal. Any refund to which students receiving financial aid may be entitled will be first applied against accounts in the following priority:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal PLUS Loans
- Federal Pell Grants
- Federal SEOG
- Other Title IV financial aid programs
- Other federal, state, private or institutional sources of aid
- Student

## Safety App: LiveSafe

LiveSafe puts a mobile security system in the hands of students at the Tifton campus so they can feel involved and empowered to do something when they see something. Users can send texts, photos, videos and precise location information to report incidents ranging from routine maintenance needs to suspicious activity to safety threats. LiveSafe's cloud-based command dashboard receives tips in real-time and allows the ABAC Police to respond via secure, live messaging. <https://www.abac.edu/campus-life/police-department/?search=livesafe#Campus-Safety>

### *LiveSafe in 3 Easy Steps*

1. **Download** - Search for and download "LiveSafe" from the Apple App or Google Play app stores. Open LiveSafe on your device.
  2. **Sign up and verify your account** - Register using your mobile phone number or tap "use email" to sign up with your email instead. Follow the verification instructions (either via SMS text if registering with your phone number or via email if using your email account). Once verified, fill out your profile and create a password. Tap "next."
  3. **Select your organization** - Your organization should appear at the top of the list if it is nearby. Otherwise, search for and select it. You'll know you are in the right place when you see your organization's logo at the top. When prompted, enable push notifications and location services to receive full benefits of the LiveSafe app. You're set!
- **Share info with safety and security.** Submit tips related to safety concerns and attach a photo, video, or audio file. You can even do it anonymously.
  - **Access resources.** Have quick access to emergency information, site resources, and more.
  - **Tab navigation: Home.** Keeps ABAC-related functionality in one place within the app.
  - **Get LiveSafe.** Download "LiveSafe" from the App Store or Google Play. Register and fill out your profile. Select ABAC. You're set!
  - **Request help in an emergency.** Quickly access emergency numbers. Safety officials can leverage location-data in an emergency, allowing for faster response times.
  - **Help ensure you get home safely.** Request a police escort.
  - **Tab navigation: SafeWalk and Notifications.** Makes it easier to quickly start a peer-to-peer SafeWalk and access broadcast messages.

## Student Computing Recommendation

# Abraham Baldwin Agricultural College

ABAC strongly recommends that all students own, lease, or have access to a laptop computer that can be used to complete their coursework. Proficiency in the use of technology is a key element of a comprehensive ABAC education. The student computer recommendation will ensure students are fully prepared with the knowledge and skills needed to pursue successful careers.

What type of laptop is recommended?

The minimum specifications are based on a 4-year program of study. ABAC recommends purchasing or having access to a PC/Windows-based laptop. Apple Macs can be used but may have some software limitations. Chromebooks and Linux based systems are not supported at ABAC.

This official laptop recommendation allows for students to utilize financial aid to purchase a device. Students can view and print the recommendation specifications at: <https://link.abac.edu/TechSpec>

## Tutoring Center

The Tutoring Center (TC), located in Carlton 306, is certified through the College Reading and Learning Association (CRLA), ensuring all tutors are trained and qualified to help students. We employ peer tutors that meet specific qualifications and are then trained in tutoring skills; tutors can help with most courses taught at ABAC. The TC facility also has whiteboards, computers, study rooms, and smart tables, making it excellent for studying, group work, and computer use.

For more information or to schedule an appointment, visit: <https://www.abac.edu/academics/academic-support/tutoring-center/>

## Work Opportunities

### Federal Work-Study Program (FWS)

Students who complete the FAFSA and qualify for FWS may work on campus or at an approved off-campus location to help earn money to satisfy educational expenses. To qualify for FWS, students must be permanent residents or citizens of the United States, registered at ABAC, show financial need, and make satisfactory academic progress. Federal Work-Study is awarded on a first come, first served basis.

### Regular Work Program

Jobs are also available to students under the regular program of work. The College provides information concerning these opportunities. Please check the Human Resources website for jobs available for FWS and regular positions, listed under Student Job Listings.