





The Student Handbook is a resource guide including important information that you will need while navigating the University of West Georgia (UWG) as a student. This document includes information about campus expectations, resources, safety procedures, students' rights and responsibilities, and much more. Familiarize yourself with the contents to ~~provide~~ ~~MI~~ ~~who~~ ~~MI~~

A student is responsible for registering under the proper classification as an in-state or out-of-state student. A student classified as out-of-state who believes that they are entitled to be reclassified as in-state may petition for a change in status. The petition must be filed no later than September 1 for fall; February 1 for spring, and June 1 for summer in order for the pIMt

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

Accessibility Services Office	678-839-6428
Assistant Vice President for Student Life/Dean of Students	678-839-6423
Bookstore	678-839-6523
Campus Life	678-839-6423
Campus Recreation (UREC)	678-839-5500
Career Services	678-839-6431
Center for Academic Success (CAS)	678-839-6280
Center for Student Involvement and Inclusion (CSII)	678-839-6526
Counseling Services	678-839-6428

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

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

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

UWG requires certain immunizations of all students. All new students (i.e., freshman, transfers, and others) attending regularly scheduled classes or receiving resident credit will be required to submit a Certificate of Immunization prior to attending classes. The certificate will be kept on file and will be valid throughout the tenure of the student's enrollment. A medical doctor needs to fi

At UWG, we have several ways t

Hardship withdrawals r

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

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

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

[UWG Counseling Center](#): Offers mental health support and access to free, individualized counseling on campus.

[Integrative Wellness](#): An initiative that offers UWG student's choices and flexibility in managing their mental wellness ranging from minor to severe.

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

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

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

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

Student groups and student organizations, along with the officers, may be held collectively or individually responsible when violations of the code, by those associated with the organization or group have received the tacit or overt consent or encouragement of the organization or of its leaders, officers, or spokespersons. Individuals charged with

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

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

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

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

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

is coordinated by the UWG Center for Student Involvement and Inclusion. This space overlooks the southeast corner of University Stadium and allows students t

Drinking games (including but not limited to beer pong) and the use of devices intended to accelerate the consumption of alcohol (including but not limited to funnels or beer bong) are prohibited.

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, the use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the [USG](#) or its affiliates is expressly prohibited. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates.

Outdoor amplified sound, including speakers, radios, DJ, etc, may only occur during the operational hours in connection with activities or events on the UWG Athletic Complex property.

No sales activities or solicitation are allowed on the University campus, including any/all tailgating areas, without permission from [Auxiliary Services](#).

Tailgating for basketball and baseball is permitted in parking lots and green space in and around these facilities. All general policies, procedures and guidelines outlined herein are to be followed.

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

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

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

following:

Requesting an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade, or a recommendation from an instructor.

Making any changes (including adding material or erasing material) without the express permission of the instructor, on any test paper, problem set, or class assignment being submitted for re-grade.

Willfully damaging the efforts or work of other students.

Stealing, defacing, or damaging academic facilities or materials.

Collaborating with other students planning or engaging in any form of academic misconduct.

Submitting any academic work under someone else's name other than your own.

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

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

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

reevaluation of the reporting instructor's decision. Student Conduct sanctions range from written warning to suspension or e



The University of West Georgia (UWG) strives to create a safe and inclusive campus environment where students are welcome to explore, thrive and succeed. The Wolf Code is a holistic overview of community expectations including the values that reinforce how students are expected to behave. The following regulations serve as a preventative measure to ensure that the campus community is knowledgeable on local, state, and federal laws along with UWG policies and procedures. Unfamiliarity is not an excuse for infractions of the regulations and the university will not tolerate academic misconduct or non-academic misconduct. Students, registered student organizations, and groups are expected to adhere to conduct regulations and University has the authority to enforce them, terms students agree to abide by through their enrollment.

Student conduct is governed by the Code, university policy and applicable law. Students involved in criminal matters may be sanctioned by the University in addition to any sanctions that may be imposed by a court of law. However, the relationship a Student has with the state or federal court system does not alter the Student's relationship with the university unless the Student is also found responsible for violating university Policy.

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

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

University of West Georgia

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

An upper level, University official.

An individual that assists a student or an organization with conduct hearing proceedings. An Advisor is any individual the student or organization chooses.

The possible violations of the Student Code of Conduct. Allegations are investigated and may result in a charge if the preponderance meets the threshold.

An option to ask for someone else to review the case and hearing documents and determine if there is grounds for a change to the outcome or sanctions.

Standard university operational day (Monday through Friday, 8:00 a.m. – 5:00 p.m.)

a violation outlined in the Student Code of Conduct.

Refers to the Assistant Dean of Students, or designee, responsible for the oversight and administration of the student conduct process.

The Clery Act requires all colleges and universities receiving federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the university's annual security report. Under the Act, institutions must provide survivors of sexual assault, domestic violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights. Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

The term refers to the Student Code of Conduct.

Person reporting possible student misconduct or academic dishonesty. The University may also act as a Complainant.

University employees who have been designated by the institution to talk with a Complainant or Respondent in confidence. Confidential Employees must only report that the incident occurred and provide

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

An individual assigned by the Student Conduct Coordinator, Title IX Coordinator, Dean of Students or Assistant Dean of Students to review all materials related to a specific case and meet with all appropriate parties related to a specific incident.

Begins the first day of classes on the student's first semester of enrollment and continues until a student graduates or withdraws permanently.

Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to the touching of a person's intimate parts (i.e., genitalia, groin, breasts, or buttocks); touching a person with one's own intimate parts; or forcing a person to touch the person's own or another person's intimate parts. This provision also includes "fondling" as defined by the Clery Act.

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.

The standard of proof used in the University of West Georgia's student conduct process. In order for a student to be found responsible for a violation, the evidence must indicate that it is more likely than not that the violation occurred.

Includes, but is not limited to, holding, no matter the duration, any prohibited item in hand or having such items in one's property, room, vehicle, or other area and where the person owning or controlling the property, room, vehicle, or other area knew or should have reasonably known the item was present. Possession may also include drinking, eating,

health centers, pastor

Knowingly transmitting an STD or HIV to another individual through sexual activity;

Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or 8. Sexually-based bullying.

(i.e., student on student): Refers to unwelcome verbal, nonverbal, or physical conduct based on sex (including gender stereotypes), determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to participate in or to benefit from an institutional education program or activity in violation of Title IX.

(other than student on student): unwelcome verbal, nonverbal, or physical conduct, based on sex (including gender stereotypes), that may be any of the following:

Implicitly or explicitly a term or condition of employment or status in a course, program, or activity;

A basis for employment or educational decisions; or Is sufficiently severe, persistent, or pervasive to interfere with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or to benefit from an institutional program or activity.

The University System of Georgia (USG) and the University of West Georgia also prohibit unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a USG education program or activity in violation of Title IX.

Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, sexual harassment and stalking.

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

an individual who has been accepted for admission to the University and maintains a continuing relationship with the University by being enrolled in classes or being eligible to 10 enroll in classes. Students also include but are not limited to Dual enrolled, Ignit

A peer-level hearing body which is comprised of and chaired by students. The Student Conduct Board meets during the academic year as needed and is responsible for hearing student conduct cases involving alleged violations of the Student Code of Conduct. Cases involving sexual misconduct are heard by a panel of faculty and staff.

Office of Community Standards staff member responsible for guiding the Student Conduct Board through the hearing process and following outlined Student Code of Conduct protocol to ensure a consistent process.

The procedure usually held prior to a formal administrative or Student Conduct Board

Failure t

Failure to present and surrender a student identi

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

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

University

Communications and Marketing.

Failure to pay fees, charges, and fines within the specified time.

Failure to maintain one's current local address with the Registrar.

Failure to respond to, and cooperate with, University officials in the carrying out of the conduct process.

Violating the terms of any sanction imposed in accordance with this code.

Failure to report for any conference, meeting, or appointment when required to do so by any University official acting in the performance of their duties.

Failure to comply with interim suspension measures.

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

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Policies and regulations of various divisions of the university are provided to foster a safe campus community. These include, but are not limited to, the University policy prohibiting sexual misconduct and diversity

Violation of Center for Student Involvement and Inclusion [policies](#).

Violation of Campus Center policies
(<http://www.westga.edu/urec/index.php>)

Violation of Housing and Residence Life policies (including Housing and Greek Village regulations). (www.westga.edu/housing).

Violation of University of West Georgia [Sexual Misconduct Policies](#).

Violation of other published University policies not specifically named above.

Encouraging others, conspiring with, or cooperating with others, in the violation of University rules or regulations.

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

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

The university will ensure a prompt, fair, and impartial review and resolution of report

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

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

- a. . The preponderance of evidence standard will be used for decisions in each conduct case. The focus of inquiry in student conduct proceedings shall be whether or not the charged student is responsible for violating the Student Code of Conduct. Preponderance of evidence includes a review of all facts, evidence, information, and statements relevant to the case. These are evaluated with consideration of what more likely happened than not. In summary, preponderance of evidence occurs when the evidence or information presented would lead a reasonable person to conclude that it is more lik

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

Parties to an investigation and resolution proceeding shall receive written notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to r

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

- a. Informal Resolution: if a student chooses an informal resolution they accept responsibility based on the report as written. Sanctions will be determined by the hearing officer.
- b. Formal Hearing by Single Administrator: responsibility is determined by the preponderance of evidence standard, sanctions are determined by the administrator. Administrator will share the outcome and potential sanctions in writing with the student(s).
- c. Formal Hearing by Student Conduct Board: responsibility is determined by a majority vote of the student conduct board, and is based on the preponderance of evidence standard. Findings and recommended sanctions are shared by the Board Chair with the Hearing Officer. The Hearing Officer will notify the student in writing of the case outcome and any potential sanctions.

5. If a student wishes to appeal the decision which results from a Formal Hearing, the student should submit an appeal form to the Assistant Dean of Students. The [form](#) must be completed within five (5) business days from the date the outcome letter was sent. The Assistant Dean of Students or their designee will then have five (5) business days to respond to the student regarding the appeal.

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- c. A student may choose to have their Disciplinary hearings presided over by a Hearing Officer or Conduct Board. The UWG Conduct Board is made up of a Conduct Board Chair and at least two Conduct Board members. During a Conduct Board hearing, the Hearing Officer takes on the role of University Representative along with the addition of a Student Conduct Board advisor.
- d. The hearing officer or conduct board chair may exclude any person from

the hearing o

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

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

An appeal can be submitted based on the following grounds:

- 6/11/11 a. Procedural Error: to allege procedural error(s) within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias.
- b. Finding inconsistent with the weight of information: a decision or sanction was issued that is inconsistent with the weight of the information presented in the hearing.
- c. New Information: to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing.

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

- a. Affirm the original finding(s) and sanction(s)
- b. Affirm the original finding(s), but issue a new sanction(s)
- c. Remand the case back to the decision-maker to correct a procedural or factual

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. To allege that the finding was inconsistent with the weight of the information.

The appeal must be made in writing, must set forth one or more of the bases outlined above, and must be submitted within five(5) business days of the date of the final written decision. The appeal should be made to the institution's President or their designee.

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

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

CONTACT INFORMATION

CENTER FOR STUDENT

DOMESTIC VICTIMS SERVICES	(470) 215-9946
OFFICE OF COMMUNITY STANDARDS	(678) 839-2466
OFFICE OF STUDENTS	(678) 839-6423
OFFICE OF TITLE IX	(678) 839-4977

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