



**UNG** | UNIVERSITY of  
NORTH GEORGIA™  
THE MILITARY COLLEGE OF GEORGIA

# HANDBOOK *2025-2026*

## FRATERNITY & SORORITY LIFE



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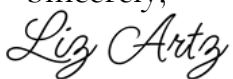
Dear University of North Georgia Fraternity and Sorority Life Community,

Welcome to the Fraternity and Sorority Life community at the University of North Georgia! Involvement in fraternities and sororities provides students with the opportunities to make new friends, develop leadership skills, serve the community, and enhance campus life. Fraternities and sororities are built on a foundation of scholarship, service, and leadership, which align with our mission and institutional values. Our campus community believes that by participating in social fraternities and sororities, students will have a higher level of engagement and feel more connected to the institution.

This Fraternity and Sorority Life handbook is designed to assist members of fraternities and sororities with managing their organizations in accordance with policies and procedures established by UNG. Each fraternity and sorority must familiarize themselves with the content and comply with policies, procedures, and expectations. Chapter officers are responsible for educating individual members, including new members, and alumni/ae about these policies. Chapters may be held responsible for the actions of members and guests that do not comply with stated policies. We recommend that fraternities and sororities review the Fraternity and Sorority Life Handbook regularly at chapter and new member meetings as well as prior to coordinating an event. Ultimately, this document is designed to promote ethical leadership and encourage standards critical to the success of the organizations and their members.

We hope that the information provided will help you to successfully lead your chapter. The Fraternity and Sorority Life team looks forward to partnering with your group to promote academic, personal, and organizational excellence. By working together, we feel confident that your organizations will thrive and leave a positive, long-lasting legacy at the University of North Georgia. Go Nighthawks!

Sincerely,

A handwritten signature in cursive script that reads "Liz Artz".

Liz Artz

Director of Fraternity and Sorority Life

# Office of Fraternity & Sorority Life Contact Information

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## Recognized Fraternities and Sororities

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### PANHELLENIC COUNCIL CHAPTERS

Alpha Gamma Delta

Delta Phi Epsilon

Delta Zeta

Kappa Delta

Phi Mu

Sigma Kappa



### INTERFRATERNITY COUNCIL CHAPTERS

Delta Chi

Kappa Sigma

Phi Delta Theta

Pi Kappa Alpha

Pi Kappa Phi

Sigma Chi

Sigma Nu

Sigma Alpha Omega Christian Sorority

### ASSOCIATE CHAPTERS

Chi Phi Fraternity

# Office of Fraternity & Sorority Life Vision and Mission

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## Vision

*Fraternity and Sorority Life is a premier holistic student engagement experience provided to students at UNG, focused on developing students into responsible leaders for a diverse and global society.*

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## Mission

As a functional area of the Office of Student Involvement and a unit of the Division of Student Engagement and Success, Fraternity and Sorority Life provides meaningful opportunities for personal growth in the areas of leadership, philanthropic endeavors, academic achievement, and professional development. This is accomplished through an intentional developmental approach to advising all of our members, chapters, and councils. While our primary focus is supporting the fraternity and sorority population, we are committed to being an exceptional campus, community, and fraternal partner.

### Multi-Campus Structure and Home Campus Designation

The University of North Georgia is a regional multi-campus institution, as such there is neither a “main campus” nor “satellite campuses.” Historically, when North Georgia College and State (a 4-year institution founded in 1873) consolidated with Gainesville State College (a 2-year institution founded in 1964) in January of 2013, there were structural differences that still affect each campus’s offering and opportunities today. Since most fraternities and sororities were established prior to consolidation, their “home campus” was inherently Dahlonega. It is the desire of the University to expand the fraternity and sorority experience to the Gainesville Campus when we have the staffing means and student interest to do so. As such, those organizations that charter on the Gainesville Campus will have a home campus designation of GVL.

#### With that growth in mind:

- Due to the institution’s desire to provide one UNG experience while honoring and celebrating the personality and varying opportunities each campus presents, Fraternity and Sorority Life will operate across both the Dahlonega and Gainesville campuses as one fraternity/sorority community.
- There will not be multiple chapters of one inter/national organization, rather each inter/national organization will need to decide, in consultation with the University, which campus will be the chapter’s home campus. To promote the successful operation of fraternal organizations on both campuses, organizations are expected and required to host and promote the majority of chapter meetings, fundraising events, philanthropic endeavors, developmental initiatives, and recruitment opportunities on their home campus, wherever or when required through their own organization or their designated governing council. However, organizations, regardless of home campus, have the same rights and privileges, and are expected to follow the same student organization procedures.

# Office of Fraternity & Sorority Life Responsibilities

## Services Provided to Chapters/Councils

The same fundamental rights and privileges of RSOs:

- Right to use the phrase “University of North Georgia” when referring to its chapter.
- Use of University facilities for meetings and functions upon reservation on all campuses.
- Ability to request and spend allocated Student Activities Fee monies according to Student Government Association guidelines.
- Reserve available equipment for programming (i.e., sound system, projector, etc.).
- Access to an organization page and publicity in UNG Connect.
- Right to publicize meetings and events on campus, in keeping with campus posting rules.
- Ability to recruit members on campus.
- Opportunity to record involvement through the Co-Curricular Transcript in UNG Connect.
- Access to resources in the Office of Student Involvement (such as a printer, copier, art supplies, dry-erase signs, etc.).

- University mailbox for member chapters.
- Create and distribute academic performance reports and statistics.
- Training, advising, and mentoring to the student governing councils
- Advising on recruitment/intake for councils and individual chapters
- Training for chapters’ executive councils through educational sessions
- Extensive advising and support for new groups on campus
- Support of individual goals of each organization through helping to find methods of collaboration with other fraternities and sororities, and/or community and university partners
- Supports our councils in hosting programs and events that both forward the mission of our office, and also increase access to the fraternity and sorority experience
- Annual FSL Awards program to reward chapters and individuals for distinction in various categories within the Standards of Excellence Program
- We are not a disciplinary body or office. While we do support our chapters should they find themselves in precarious situations, Fraternity and Sorority Life does not provide sanctions. Those are through councils or the Office of Student Integrity.

## Personnel Responsibilities

The fraternity/sorority program is supported by the University through the allocation of one full-time professional staff member, a Director of Fraternity and Sorority Life. Due to the intrinsic nature of fraternities and sororities focusing on peer-governance, the Director works alongside the governing councils to manage and support the chapters and individual members.

- Designs, implements, and evaluates the strategic vision and operational effectiveness of our fraternity/sorority program, in support of the University's mission and institutional priorities. This includes, but is not limited to, expansion and extension efforts, leadership development, training and education, student success and retention initiatives, etc.
- Advise and support as well as provide the vision for the advisement of the governing councils, Order of Omega, membership recruitment, recruitment/intake processes, and programming initiatives.
- Enhances student safety in collaboration with the Dean of Students, Office of Student Integrity, and Title IX through managing crisis response, institutional/organizational liability, and interpreting and educating fraternity/sorority members, chapters, and advisors on University policies, risk management, and harm reduction strategies.
- Executes administrative tasks and manages the operational systems of the fraternity/sorority program. This includes overseeing all budgets, fraternity/sorority endowed scholarships, chapter rosters, grade reports, and the Standards of Excellence program.
- Develops leadership opportunities and trainings, including, but not limited to, council transitions, risk management and prevention, health and wellness, academic success, and diversity, equity, and inclusion etc.
- Assists the council's coordination of key community programs, such as National Hazing Prevention Week, Greek Week, New Member 101, FSL End of the Year Banquet, community service initiatives, etc., and assesses the effectiveness of these programs.
- Collaborates with campus partners to coordinate Fraternity and Sorority Life representation at key campus events and participates in Division and University committees, as needed.
- Designs outreach programs, creates marketing and promotional materials, maintains the website, and oversees social media accounts to support community efforts.
- Provides referrals and assistance to fraternities and sororities regarding campus regulations, policies, procedures, fiscal responsibility, and programmatic issues.

## Governing Councils

- Fraternities and sororities at UNG are governed by one of two councils which are also designed to serve as the voice of the member chapters they serve and to advocate on their behalf - Interfraternity Council and Panhellenic Council. Together they are charged with the governance and successful management of the fraternity/ sorority community and its initiatives. Each council is comprised of the executive board and the chapter delegates - the executive board members are elected student leaders from the member chapters they represent, and the chapter delegates are elected by their chapter.

### Interfraternity Council



#### **Interfraternity Council (IFC):**

The Interfraternity Council governs international/national men's fraternities who currently or have previously held membership in the North-American Interfraternity Conference (NIC).

#### **Mission:**

The Interfraternity Council at the University of North Georgia exists to advance the success of its member chapters and to promote the progress of the fraternity experience. With this aim, the IFC actively encourages Interfraternalism and collaboration with other fraternity/sorority governing councils and student governance bodies.

#### **Fraternal Organizations/ Chapter Name**

Delta Chi / North Georgia

Kappa Sigma / Rho Prime

Phi Delta Theta / Georgia Iota

Pi Kappa Alpha / Psi

Pi Kappa Phi / Delta Beta

Sigma Chi / Theta Epsilon

Sigma Nu / Kappa



# Panhellenic Council



## **Panhellenic Council (CPC):**

The Panhellenic Council governs intern/national women's organizations who hold membership in the National Panhellenic Conference (NPC).

### **Mission:**

The object of the Panhellenic Association shall be to develop and maintain women's sorority life and interfraternity relations at a high level of accomplishment. In doing so the Panhellenic Association will work with chapters, staff, and national organizations to promote superior scholarship, work towards high moral and social standards, and support member organizations in their endeavors.

### **Sorority Organizations / Chapter Name**

Alpha Gamma Delta / Theta Delta

Delta Phi Epsilon / Gamma Omega

Delta Zeta / Xi Xi

Kappa Delta / Epsilon Gamma

Phi Mu / Alpha Upsilon

Sigma Kappa/ Kappa Lambda

# RECOGNITION

Inherent to their organizational nature, fraternities and sororities at UNG provide students opportunities for academic excellence, engagement, educational opportunity, and leadership development through a student-focused environment. As a co-curricular program that develop students into leaders for a diverse and global society, the University supports and maintains a mutually beneficial relationship with fraternal organizations – defined as social, professional, and service fraternities and sororities, which are not associated with a specific college or department.

The University expects fraternal organizations to align individual members actions and organizational operations with the espoused values of their inter/national organization, as well as the values of the University. The fraternity/sorority community cultivates the development of leadership skills and enhance members' lives through a philosophy of shared governance with stakeholders: Students, fraternity/sorority staff, campus and community partners, advisors, alumni/ae, and inter/national headquarters.

The foundation of this agreement is based on honoring the following expectations by all parties:

## Recognition Requirements

- Follow the UNG extension and expansion procedures identified to establish a chapter at the University of North Georgia, which includes recruiting and training advisors the semester prior to an organization's ability to establish.
- Must acquire membership in and be an active member of one of the governing councils: the Interfraternity Council or Panhellenic Council. If a newly establishing chapter requires membership in a different governing organization, as long as there are two or more member organizations, an additional governing council can be established.
- Register with the Office of Student Involvement as a Recognized Student Organization (RSO). Once the group has complied with all the requirements outlined in the RSO Manual and applied for registration, they will be permitted to reserve meeting and event space.

# Responsibilities

- Renews registration annually with Office of Student Involvement and completes all requirements for RSOs.
- Have one (1) active faculty/staff advisor and one (1) active chapter advisor
- Maintain good standing with its national/international organization, including carrying appropriate liability insurance. Fraternities and sororities are not in good standing if their charter has been suspended or terminated.
- Submit current proof of general liability insurance, including a Certificate of Insurance evidencing the coverage.
- Maintain academic good standing as outlined in the FSL Academic Improvement Policy.
- Maintain good standing by one of the governing councils.
- Maintain good standing with the Office of the University of conduct and integrity.
- Comply with all University, Student Involvement and Fraternity and Sorority Life policies and procedures, including but not limited to, Events with Alcohol, Anti-Hazing, Student Organization Conduct, etc.
- Provide notice and details to the Office of Fraternity & Sorority Life within 24 hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct related issue involving the chapter or any of its members and the inter/national organization.
- Are required to have all new members participate in Hazing Prevention Course during their new member term; have 70% of chapter attend the FSL mandated education per semester; designated officers participate in risk management and harm reduction education provided by FSL.
- Submit and maintain up-to-date contact information for all chapter officers and advisors within two weeks of officer elections
- Submit and maintain an up-to-date membership roster with Fraternity and Sorority Life (see section below).
- Pay any fees and fines to the FSL office and council by the due date outlined or risk facing loss of organization status.
- All fraternity/sorority members are required to complete the Anti-Hazing Compliance Form on an annual basis and have a signed Academic and Judicial Waiver on file with FSL.
- Student leaders participate in both required and optional training and development opportunities provided by the inter/national organization.
- Participate in the UNG Standards of Excellence Program and maintain compliance within level one on an annual basis.
- Comply with all UNG and FSL rules, policies, and regulations, in addition to all applicable local/state/federal laws.

## Roster Information

Social fraternities and sororities should maintain accurate rosters on file with the Office of Fraternity & Sorority Life. By providing an accurate roster for your organization, FSL can account for chapter members for verification of academic standards and acknowledgements for awards programs. Also, FSL will refer to the organization's roster to apply fees to the organization and students who appear on the organization's roster will be charged council fees.

Every social Greek organization must update rosters whenever a change occurs. Roster updates are required when members graduate, transfer, or return to campus, as well as after new members join the organization. When membership changes occur, the chapter president should update the roster within one week of change. The chapter president and vice-president are the only members who may make changes to the chapter's roster.

### Deadlines for Updating Rosters

1. Social fraternities and sororities need to have updated rosters by the end of Fall and Spring student organization registration periods.
2. New members should be added to the roster form within one week post primary recruitment and/or intake.
3. Officer and member status changes should be made within one week of change.
4. Advisor information should be updated within 30 business days.

## Loss/Withdraw of University Recognition

- Any fraternity or sorority that fails to comply with the provisions of this section may lose its recognition or may be subject to disciplinary action by Fraternity and Sorority Life. To regain recognition, the department(s) may impose other requirements to be met by the organization.
- The Office of Student Involvement is responsible for removing a Registered Student Organization's recognition for the following:
  - Continuous inactive status
  - Discriminatory practices
  - Violations of RSO policies and/or procedures
- Violations of the Student Organization Code of Conduct can result in disciplinary action or suspension by the institution via the Office of Student Integrity, which includes instances of alcohol misuse, hazing, etc.
- If a fraternal organization wishes to voluntarily go inactive, it may withdraw its recognition by informing the Office of Fraternity and Sorority Life.

# Advisor Expectations

Organizations must have at least two advisors. Should an advisor position become vacant at any time, the organization has 30 days to find a suitable replacement. Advisors are subject to approval and/or removal by the University of North Georgia.

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## **Advisors are expected to adhere to the following:**

- Be knowledgeable of chapter policies and current academic standing.
  - Be familiar with The Code of Student Conduct, the mission of The University of North Georgia, and relevant University policies, rules, and regulations applicable to the chapter.
  - Serve as a mentor to the members of the organization.
  - Provide notice and details to the Office of Fraternity and Sorority Life within twenty-four (24) hours of receiving notice of any investigation, sanction, probation, discipline, or misconduct-related issue involving the chapter or any of its members and the inter/national organization.
  - Follow the standards and training of your prospective organization and evaluate how they coincide with the University of North Georgia policies.
  - Comply with the following policies/regulations:
    - Student Code of Conduct
    - Alcohol & Other Drugs Policy
    - Hazing Policy
    - Chapters to fully initiate their new members and hold any probates/initiation in 6 weeks of receiving their bid.
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## MEMBER EXPECTATIONS

*Students at the University of North Georgia are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.*

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### **Fraternity and sorority members are expected to:**

1. Acknowledge that the primary purpose for being at the University of North Georgia is to pursue a higher education and to maintain high academic standards.
  2. Know and understand the ideals and values of the chapter and incorporate them into daily life.
  3. Continuously support a positive new member education program that is alcohol free.
  4. Not support or participate in any form of hazing as described in the hazing policy, the Student Code of Conduct, and the laws of the state of Georgia.
  5. Adhere to the Student Code of Conduct
  6. Practice bystander intervention where at risk behavior is displayed.
  7. Know and understand the Policies and Procedures of the Office of Fraternity & Sorority Life.
  8. Abstain from the use and support of the use of illegal drugs and substances on or off chapter or university property.
  9. Not associate with or support any non-recognized Fraternities and or Sororities.
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# ACADEMIC REQUIREMENTS

Every chapter must maintain a chapter (i.e., new member and active member combined) semester grade point average (GPA) of 2.5. Chapter grade reports will be issued by the Fraternity and Sorority Life (FSL) team within one month of each semester's (fall and spring) graduation. Chapter grade reports including grades for each member will be made available to Chapter Presidents, Chapter Advisors, and National Headquarters. Each member and/or new member must acknowledge and sign the grade release form before FSL provides the reports.

Chapters not meeting the minimum 2.5 GPA requirement will be placed on one of three academic level statuses, based on how many semesters the chapter has not met the minimum GPA. The FSL staff will notify the chapters in writing if they are placed on any of the following academic levels.

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## **Level 1:**

Chapters that meet the cumulative GPA of 2.5 standard or higher during a given semester. These groups will be eligible for various incentive programs.

## **Level 2:**

Chapters whose GPA fall below a 2.5 for one semester. Organization will receive academic warning. Organization must create an academic scholarship plan within two weeks of receiving the semester grade report and submit the document to the FSL team. The scholarship plan should include strategies to improve the chapter's academic performance and must be approved by the Advisor, national headquarters, and FSL.

## **Level 3:**

Chapters whose GPA fall below the cumulative GPA of 2.5 for two semesters. Organization may be placed on social probation up to one academic semester. While on social probation, the chapter is unable to organize and participate in social events. Social events include, but not limited to: Greek Week, parties, mixers, socials, etc. Additionally, the group must submit an updated scholarship plan by including at least one additional academic improvement strategy and submit the document to the FSL team within two weeks of receiving the grade report. The updated scholarship plan should be reviewed and approved by the Advisor, national headquarters, and FSL. The plan must include academic strategies tailored to meet the members specific needs.

**Level 4:**

Chapters whose GPA fall below the cumulative GPA of 2.5 for three semesters. These organizations will be placed on suspension for up to one academic semester. During the suspension period, the organization is unable to participate in recruitment/ intake events nor hold social events. The organization must also revise the current scholarship plan by including at least two additional, academic improvement strategies and submit the document to the FSL team within two weeks of receiving the grade report. The updated scholarship plan should be reviewed and approved by the Advisor, national headquarters, and FSL team. Chapters will have one semester to improve the cumulative GPA and meet the sanction requirements for that level. Chapters will either return to good standing, remain on current level standing, or move to the next level standing based on their success of meeting the standards. Organizations that are unable to improve their GPA to a 2.5 after three semesters may be removed indefinitely from the fraternity and sorority life community.

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## **Appeal Process Regarding Academic Level Standings**

All appeals for all levels should be made to the Dean of Students and/or their designee in writing. Appeals must be filed within ten (10) business days of notification of academic level status. The written appeal should include the minimum information:

1. Name of Chapter/Organization
2. Name of the chapter officer submitting the appeal
3. Officer contact information
4. Exact nature of appeal
5. Rationale for the appeal (i.e., appealing specific sanctions, refuting the validity of sanctions, etc., any mitigating circumstances relevant to the appeal, any new information related to the grade reports or member statuses, any additional documentation relevant to the appeal status.



# EXPANSION & REINSTATEMENT

To maintain a strong and thriving fraternity/sorority community, extension and expansion will need to be considered by the institution as is supported by enrollment projections, current student interest, and the need to enhance the opportunities of fraternal organizations available to students. While the University does not wish to infringe on the right for any group to assemble and meet, either initiated by students or a national/international organization, the University has the ultimate approval on whether we can support establishing or re-establishing a fraternal organization based on staffing and resources.

While the fraternity and sorority community at the University of North Georgia operates as one community, expansion and extension for the various campuses will be handled separately. Currently, the University can only establish chapters on the Dahlonega and Gainesville campuses, and there are no plans in the foreseeable future to establish chapters whose home campus is Oconee, Cumming, or Blue Ridge.

The following procedures are in place to ensure expansion/extension of fraternal organizations occurs in a manner, which includes a carefully developed plan that is aligned with the educational mission of UNG and can be adequately supported by the University. Additionally, it is our desire to protect the interests of inter/national organizations prior to issuing an invitation to establish and/or be recognized as a Student Organization. Therefore, adherence to and demonstrated success in this policy's components must be heavily considered in selecting a group to affiliate with UNG Fraternity and Sorority Life Community. This expansion/extension policy is designed to provide for an intentional and successful partnership when establishing a new chapter for both the University and the national/international organization.

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## Procedures for all National/International Petitioning Organizations

Establishment processes are determined per Council, but initial contact for expansion shall be made to the Office of Fraternity & Sorority Life. If colonization policies are not outlines in a governing council constitution, or if the organization requesting to colonize does not align with a particular governing council, then the petitioning group will follow the requirements as determined and outlines by the Office of Fraternity & Sorority Life.

- Letter of Intent- Provide current, written letter(s) of intent from the alumni(ae)/graduate chapter or the national/international organization to the Office of Fraternity & Sorority Life, detailing the desire to establish and on which campus.
- Establishment Prospectus- Submit, in addition to the letter, an establishment prospectus. This should include, at the minimum, a detailed support plan (including national and local staff/volunteer support), timeline of desired establishment, requirements a new group must achieve to be chartered, minimum expectations of members, developmental training offered/required, and a plan to recruit and train advisors.
- Interest Groups- The Office of Fraternity & Sorority Life works diligently with current students who express interest in creating a new fraternal organization to identify a national/international partner. Should a student reach out to a national/international organization, FSL office needs to be notified on that conversation immediately. As such, national/international partners should NOT be meeting with UNG student without prior notification to the FSL office.

## Campus Specific Process

Once materials are submitted to the Office of Fraternity and Sorority Life, the following steps may be taken based on the campus the national/international partner has expressed interest in:

- Gainesville- While the University is in the early stages of establishing chapters whose home campus is Gainesville, Fraternity and Sorority Life staff, with the approval of the Vice President of Student Affairs, can solidify establishment agreements without a vote of the respective council. In alignment with the University's desire to provide more traditional involvement opportunities to students on the Gainesville campus, the strategic growth plan of the Gainesville campus solely relies on the needs of the Gainesville students and the desire of the institution, over the approval of other member organizations within that council.
- Dahlonega- Once the University has approved the petitioning fraternal organization's ability to be supported by Fraternity and Sorority Life, the appropriate council's extension/expansion processes will be followed:
  - National Panhellenic Conference (NPC) groups shall occur through a Formal Expansion Plan, in alignment with the NPC Manual of Information and is detailed in the UNG Panhellenic Council bylaws.
  - North-American Interfraternity Conference (NIC) shall occur through a Formal Expansion Plan, which is detailed in the UNG Interfraternity Council's bylaws.
- If extension/expansion is neither desirable nor feasible at this time, the petitioning group may reapply at a later date.
- Council Recommendations
- When appropriate, the Council will vote on a recommendation to give to the University. The recommendation shall either be favorable or unfavorable - a favorable recommendation is not an invitation to establish.

### Final Decision

After reviewing all materials submitted and the recommendation of the Council, if applicable, the petitioning group may be given an invitation to establish. If an invitation is not extended, the petitioning group may reapply after one academic year.

# **Procedures for all National/International Petitioning Organizations**

A fraternity or sorority that receives a sanction of Disciplinary Suspension shall have the opportunity to seek reinstatement of that chapter to full recognition with all rights and responsibilities associated with such recognition. In order to seek reinstatement, a chapter must satisfy all requirements as outlined by the disciplinary sanctions. Eligible chapters must petition the Office of Fraternity & Sorority Life for reinstatement following the terms of Disciplinary Suspension.

Reinstatement will be based on the written responses contained in the petition, is subject to no further appeal, and is determined solely by the Director of Fraternity & Sorority Life or designee.

Even where a chapter satisfies all requirements as outlined by the disciplinary sanctions, and submits the required Reinstatement Petition, the Director of Fraternity & Sorority Life retains the discretion to grant or deny the Petition.

## **Reinstatement Petition Contents**

- The fraternity or sorority must have established a working relationship with the Office of Fraternity & Sorority Life and adhere to minimum expectations set forth by the Director of Fraternity & Sorority Life.
- The fraternity or sorority must identify which council they will seek recognition from.
- The purpose and activities of the fraternity or sorority must be compatible with the mission of the Office of Fraternity & Sorority Life.
- The fraternity or sorority must submit current proof of general liability insurance, including a Certificate of Insurance evidencing the coverage.

# Recruitment Guidelines

Chapter members must realize that bringing new members into an organization is based upon potential new members/potential new member's possession of specific qualifications. Individual chapters must be guided by selection standards which will promote the building of a strong and effective chapter.

UNG promotes a values-based recruitment experience, which aligns with Fraternity and Sorority Life's four main principles – service, scholarship, leadership, and lifelong friendship. Fraternities and sororities must execute recruitment practices and events that are values-based. We believe this is essential for potential new members to find the best suited organization for them and for the chapters to find members who can contribute to advancing the organization's mission. Based on these criteria, we hope that organizations and potential new members will form lasting bonds that help develop members beyond just their college years.

## Recruitment Definitions

Recruitment is defined as a program (and a period of time) of membership selection by Fraternal organizations most notably Interfraternity Council (IFC) and Panhellenic Association organizations.

- Formal Recruitment is the major recruitment period of the year with specific scheduled events. This occurs in the Fall semester.
- Informal Recruitment is a less structured period where chapters can recruit new members. Often chapters hold informational meetings and recruitment events during informal recruitment.
- Continuous Open Bidding, also known as "Open Recruitment", begins after the conclusion of Formal/Informal Recruitment and continues throughout the academic year.
- When the designated recruitment period has ended, chapters are still able to extend bids of membership, however no bids may be given when there is less than six (6) weeks left in a given semester. A separate new member education program must be submitted evidencing that the potential new member will be initiated by the before finals week begins in that semester.
- Initiation of new members/aspirants must occur within the semester in which bids are accepted. No longer than 6 weeks after distributing a bid.

## **Recruitment Guidelines**

- In conjunction with the Panhellenic Association and the Interfraternity Council (IFC), the Office of Fraternity & Sorority Life will determine a Formal and Informal Recruitment Period during the fall and spring semesters.
- No formal recruitment activities are to occur until the beginning of the Formal/Informal Recruitment Period, each semester.
- To be eligible for membership in a fraternity or sorority, a student must:
- Have a 2.5 GPA (some chapters expect higher as designated by their inter/national and local policies).
- Be a Full-Time UNG degree seeking student.
- Eligibility for membership must be verified by the Office of Fraternity & Sorority Life. Failure to comply will result in possible disciplinary action through the Office of Student Integrity.
- In the event recruitment activities begin without the knowledge and approval of the Office of Fraternity & Sorority Life and/or the chapter has not adhered to the Recruitment Guidelines, recruitment activities will cease immediately, and the chapter may be referred for disciplinary action.
- No alcohol and/or drugs, or paraphernalia are allowed at any recruitment event.
  - This includes:
    - drinking games with or without alcohol
    - drug/alcohol advertisements.
- Men are not allowed to assist in recruitment within women's recruitment.
- Women are not allowed to assist in recruitment within men's recruitment.

## **Guidelines of New Member Education Period (All Councils)**

- Academic performance by new member class must take priority over new member activities. No new member education activities can take place between the hours of 10:00 PM and 8:00 AM each day nor can they be scheduled to conflict with academic commitments.
- All forms of hazing are prohibited.
- All potential new members/new members must be initiated within six (6) weeks.
- Initiation must occur no later than the Sunday prior to the final exam week of each semester, whichever comes sooner. All initiation activities must occur within this time frame unless otherwise approved by the Office of Fraternity & Sorority Life.
- At any given time, the Office of Fraternity & Sorority Life or governing council may request an updated chapter roster.
- No alcohol shall be present at any new member activity or ritual of the chapter, nor should alcohol ever be given as a gift from Big Brother/Sister to Little Brother/Sister or vice versa.

# Standards of Excellence

Standards of Excellence (SOE) is the Office of Fraternity & Sorority Life's accreditation and assessment program, which is designed to evaluate our chapters and the overall community's performance. It was originally created in 2017 and implemented for the 2017-2018 academic year. Each year the program is reviewed and edited by a committee, if needed, to ensure it is accomplishing what it was created to do – ensure a common set of principles for all fraternal organizations a part of Fraternity & Sorority Life. This program is also how chapters are evaluated for the annual awards. Lastly, SOE should serve as a guide for chapters to be the best fraternity/sorority they can be, as it was created with industry best practices in mind.

The SOE Packet is updated at the beginning of every academic year and distributed to the chapter presidents. A training is usually provided by Fraternity and Sorority Life on SOE for new presidents, but it is ultimately the chapter's responsibility to seek assistance if needing clarification.

The SOE has three levels in which chapters are awarded points. All chapters must complete Level 1 as that is our baseline requirements for all groups to be recognized by the Office of Fraternity & Sorority Life and remain active on campus.

Levels 2 and 3 are areas where chapters can shine and earn points for going above and beyond the base standards.

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# Awards

Through the information obtained through the SOE, chapters can earn awards of excellence given out at the annual FSL banquet. Individuals are also recognized at the awards banquet.

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## Annual Chapter Awards

Chapters earning top scores through the SOE can earn the following awards:

- **Academic Excellence-**
  - This award is given to the Panhellenic and IFC chapter with the highest GPA each semester.
- **Campus Engagement Excellence-**
  - This award is given to the Panhellenic and IFC chapter who has the most members involved outside of their organization and participates in on-campus events.
- **Leadership Excellence-**
  - This award is given to the Panhellenic and IFC chapter who hold the most leadership positions in student organizations.
- **Service Excellence-**
  - This award is given to the Panhellenic and IFC chapter that completes the most service hours within the community.
- **Philanthropic Excellence-**
  - This award is given to the Panhellenic and IFC chapter that raises the most money for their philanthropy.
- **Chapter of the Year-**
  - This award is given to the Panhellenic and IFC chapter that excels in the six (6) sections scored in the SOE.

# Individual Member Awards

Fraternity and Sorority Life also recognizes individual member excellence with awards for students, faculty/staff, and advisors through a nomination process. Individuals can be nominated by others, and they can nominate themselves, which requires them to upload a recommendation letter from someone else. If there is an individual who is deserving of the award from type of member organization, multiple individuals can be honored; the awards are as follows:

- **Emerging Leader of the Year -**
  - This award seeks to recognize an emerging leader who just finished their first year of membership or is in their first year of membership, has shown commitment to their chapter through their involvement, and has a promising future in the chapter.
- **Council Officer of the Year -**
  - This award seeks to recognize one officer from each of the governing councils (IFC/Panhellenic/UGC) who: embodies the values of their organization, has been an exceptional leader through their work on the council, possesses a true passion for fostering inter-fraternalism, and has made a significant impact during their tenure to help improve the overall culture of our community. The IFC/Panhellenic/UGC officer must have served on the 2023 board for both semesters.
- **Chapter Officer of the Year -**
  - This award seeks to recognize one fraternity and one sorority executive officer who: embodies the value of true interfraternalism, has been an exceptional leader through their work in their position, and has made a significant impact during their tenure to help improve the overall culture of their chapter. The officer must have served their tenure in the 2023 calendar year (their term just ended in Dec/Jan) or in the 2023-2024 academic year (their term is ending at the end of this semester).



- **Chapter President of the Year -**
  - This award seeks to recognize one fraternity and one sorority president who: epitomizes the values of their organization, holds to the highest regards their personal ethics and morals, has successfully led the organization over hurdles and removed barriers prohibiting the group's success, and has truly put the chapters needs first. The president must have served their tenure in the 2023 calendar year (their term just ended in Dec/Jan) or in the 2023-2024 academic year (their term is ending at the end of this semester).
  
- **The Fraternal Legend Award -**
  - This award seeks to honor seniors in the fraternity and sorority community who have gone above and beyond being a leader in their chapter, council, and/or campus community. These fraternal members have been so influential in their contributions that some may call them legendary or a fraternity/sorority legend. Overall, these leaders have left their mark on UNG, and the impact they have made will be remembered for many years to come.
  
- **Fraternity and Sorority Member of the Year -**
  - This award seeks to recognize one member of each council's affiliate membership each year who: embodies the values of their organization, has been an exemplary leader at UNG, and has made significant contributions to the fraternity/sorority community or their chapter, regardless of position titles.
  
- **Alumni or Faculty/Staff Advisor of the Year -**
  - This award seeks to recognize an alumnae/I and/or faculty/staff advisor who: exemplifies the mission, values, and purpose of their organization, contributes significantly to the success of the chapter, demonstrates superb mentorship for members of the chapter, goes above and beyond to support the chapter and its members to connect with resources on campus, helps elevate the chapters' success on campus.

## FSL Financial Accountability System

Below is a table of the financial penalty structure for the Office of Fraternity & Sorority Life. In addition to the fines that are listed below, which are implemented and collected by FSL, individual governing councils may impose fines in compliance with their own constitutions and bylaws.

### Per Organization Penalty Structure

Name of Fine	Description	Fining Structure				
		Chapter Membership Size			Recurring Additional Fines	
		1-25 Members	26-75 Members	76+ Members		
Chapter Roster Update	Chapter rosters must be maintained by the chapter. Chapters not in compliance will be subjected to a financial penalty assessed by FSL.	\$25	\$50	\$75	\$25 per week payment is late	
Chapter Leadership Update	Chapters must maintain an accurate chapter leadership roster. This must be updated within one (1) week of any leadership change. Chapters not in compliance will be subjected to a financial penalty assessed by FSL.	\$25	\$50	\$75	\$25 per week payment is late	

FERPA: Academic and Conduct Release	<p>The FERPA: Academic and Conduct Release Forms must be completed by every chapter member.</p> <p>Chapters not in compliance will be subjected to a financial penalty assessed by FSL.</p>	\$25	\$50	\$75	\$25 per week payment is late
New Member Education Plan	<p>Chapters are responsible for turning in their new member education plans in on time and via their council guidelines. Chapters not in compliance will not be allowed to begin their new member process and be subjected to a financial penalty assessed by FSL.</p>	\$25	\$50	\$75	\$25 per week payment is late
Social Event Attendance	<p>Events with alcohol attendance lists should be turned in to FSL no later than 12 hours after event ends. Chapters not in compliance will be subjected to a financial penalty assessed by FSL.</p>	\$25	\$50	\$75	\$25 per week payment is late
Standards of Excellence	<p>In addition to points being deducted from the overall organization's SOE score, chapters not in compliance will be subjected to a financial penalty assessed by FSL.</p>	\$25	\$50	\$75	\$25 per week payment is late

## Per Member Penalty Structure

Name of Fine	Description of Fine	Fining Structure	
		Per Member Fine	Recurring Additional Fines
Non-Hazing Compliance Waiver	This waiver must be signed by all members each Fall as well as all new members must sign upon accepting a bid from an organization. The chapter will be subject to a per member financial penalty assessed by FSL for any member failing to do so.	\$10 per member	\$25 per week payment is late
Hazing Prevention Course	All new members are required to complete the new member education for the semester in which they join. The chapter will be subject to a per member financial penalty assessed by FSL for any member failing to do so.	\$20 per member	\$25 per week payment is late
All Greek Speaker	All members are required to attend the All Greek Speaker education when it occurs. The chapter will be subject to a per member financial penalty assessed by FSL for any member failing to do so.	\$10 per member	\$25 per week payment is late

# Health, Safety, and Well-Being

## Mental Health

The University of North Georgia and Fraternity and Sorority Life have a deep concern for and interest in the mental health and well-being of all students. As such we strive to provide resources to benefit our students in the challenges they face.

## Student Counseling

## Mental Health Resources

## Live Well UNG

If you are experiencing an emergency, please contact UNG Public Safety at 706-864-1500 and/or Georgia Crisis and Access Line at 1-800-715-4225 for an on-call therapist.

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## Concern for a Student

If you have concerns for a fellow student regarding physical, emotional, or mental well-being, or if you believe that any member of the UNG Community may be harming themselves or others, you should report this via

**See Something/Say Something.**

This concern may include significant anxiety or depression, misuse of substances, uncharacteristic behavior, or signs of suicidal thoughts or thoughts that may lead to harms of others. The following are examples of things that should be reported:

- Difficulty adjusting to environment
- Highly disruptive person
- Significant change in academic performance
- Potential risk to self
- Potential risk to others
- Hazing
- Bullying
- Misuse of alcohol
- Misuse of drugs
- Person not complying with policy
- Physical Assault
- Sexual Assault
- Relationship Violence
- Reported Child Abuse
- Theft
- Weapons

Are you concerned about a student who may benefit from University resources or other outreach? Report it using this form. These concerns may include a recent hardship or unique personal circumstances. You can also use this form to report unusual behavior that you believe indicates the student needs support services, potential alcohol/drug abuse, or other issues. Some of the resources that could be extended are Student Counseling Services, Student Disability Services, Career Services, Dean of Students, etc.

If you are unsure of which form you should use to report your concern, rest assured, that the important thing is that you report the concern so that something can be done. Use this comprehensive form to report anything.

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## **Educational Resources**

This section provides a list of resources on a multitude of topics designed to help student leaders and advisors learn more about risk reduction and management. It is highly recommended that chapter members and chapter officers review these topics regularly and before each related chapter event.

- Holmes Murphy-
  - A fraternity and sorority risk management and insurance company. This link provides educational resources on a broad number of topics to fraternal student leaders and their advisors.
- Holmes Murphy Event Planning Guide-
  - A fraternity and sorority risk management and insurance company. This link provides guidance on effective and safe event planning.
- Stop Hazing & Hazing Prevention Network -
  - Resources on how to combat hazing in student organizations.
- One Love Foundation-
  - The One Love Foundation provides resources on relationship violence, sexual violence, and bystander intervention. It is important all members and especially chapter officers be aware of warning signs so please review this information.

# Fraternity & Sorority Life Calendar

In order to assist with organizational event scheduling and to prevent the scheduling of competing events, fraternity and sorority life recognizes the agreement between the chapter presidents and the Director of Fraternity & Sorority Life that all chapter events will be reserved on the FSL Calendar.

## Rules for the FSL calendar are as follows:

- In general, all events should be scheduled not to conflict with another chapter's event on the same day whenever possible.
- Extra care should be taken to ensure that no philanthropic or fundraising event from different chapters have time conflicts when possible.
- Different events hosted by different chapters may take place on the same day, if necessary, as long as there is a gap between the end of the first event and the beginning of the second. This may be done without the permission of the chapter who reserved the time frame originally.
- Social events may compete with other social events if necessary and without the permission of the chapter who reserved the time frame originally.
- Week-long organizational fundraising/philanthropic events should be scheduled well in advance, and when possible, should be scheduled with a gap week between different organizations week-long events.
  - For scheduling purposes, Greek Week is considered a week-long event that should be scheduled around accordingly.
- Although these events should be recorded on the FSL Calendar for informative purposes this scheduling policy does not apply to reserving areas for chapter events that allow for multiple organizations in one space such as Hoag, Gold Rush booths, Bear on the Square booths, etc.
- The FSL Calendar operates on a first come first serve basis. If a chapter wishes to schedule an event at a time that is previously reserved by another chapter they must ask for and come to an agreement with the chapter who originally reserved the time frame for permission. The original chapter should delete/move their chapter's time frame reservation before the new event may be recorded.
- RESERVING A TIME FRAME ON THE FSL CALENDAR DOES NOT RESERVE SPACE FOR AN EVENT NOR DOES IT APPROVE THE EVENT, this must be done through UNG Connect.

# Commonly Used Fraternity & Sorority Life Terms

**Active:** a member who has been initiated into lifelong fraternity or sorority membership and is active at the collegiate level.

**Alumni/ae:** initiated fraternity or sorority members who have graduated from college.

**Bid:** a formal invitation to join a particular sorority or fraternity.

**Big brother/Big sister:** an active member who serves as a mentor to a new member during their new member program.

**Call:** a vocal sound used by members of NPHC and MGC organizations to acknowledge one another.

**Chapter:** the local group of a larger national organization designated by a special name or Greek letters.

**Continuous open bidding/recruitment:** an informal recruitment process that takes place after the conclusion of formal Panhellenic recruitment.

**Formal Panhellenic Recruitment:** a series of events given by each sorority that are designed to introduce sorority life to potential new members. Formal recruitment is scheduled by the Panhellenic council.

**House Director:** a person hired by the housing corporation board to live in the chapter house and supervise the facility.

**IFC Recruitment:** a week-long period in which fraternities and potential new members become acquainted.

**Initiation:** the formal ceremony that marks the beginning of active membership. Each chapter has a different set of initiation requirements.

**Interfraternity Council (IFC):** The Interfraternity Council (IFC) is the local governing body for National Interfraternity Conference fraternity chapters at the University of Michigan.

**International/national headquarters:** the central organization of a particular fraternity or sorority.



**Legacy:** a prospective member whose grandparent, parent, or sibling is an alumnus of, or active in, a particular fraternity or sorority. (Please note that most organizations are not obligated to pledge or extend bids to legacies.)

**Line:** term used to describe the members of a new member class in NPHC and MGC organizations.

**Membership intake:** the process that NPHC and MGC chapters utilize to recruit, interview, select, and initiate new members. The period of membership intake varies, but cannot exceed eight weeks.

**Multicultural Greek Council (MGC):** The Multicultural Greek Council is an umbrella council for a coalition of Multicultural Greek-letter organizations (MGLOs)

**National Pan-Hellenic Council (NPHC):** the governing body for the 9 historically Black fraternities and sororities. This is also the name of the national governing body and is sometimes referred to as the divine nine.

**Neophyte:** a member of the last line to cross in the local chapter of a NPHC or MGC organization.

**New Member/Pledge:** a member of a fraternity or sorority going through the new member education/pledging process.

**New Member Education Program:** a period of education when new members learn the history, ideals, and values of fraternity and sorority life. The timeframe varies, but cannot exceed eight weeks.

**New Member Educator/Membership Intake Chair:** the liaison between new members and the chapter. This person is responsible for implementing and monitoring the new member program and preparing new members for initiation.

**Order of Omega:** order of omega is a leadership honor society for members of fraternities and sororities.

**Panhellenic Council:** the governing body for the 8 national Panhellenic conference sororities/women's fraternities.

**Philanthropy:** a charitable fundraiser sponsored by a sorority or fraternity.

**Presentation show/probate:** the introduction of a line to campus. This is usually the first full step show/ exhibition performed by members of the new member class of MGC or NPHC organization.

**Prophyte:** a neophyte becomes a prophyte after another line is initiated.

**Recruitment/rush chair:** an active member of a sorority or fraternity who oversees recruitment efforts for the chapter.

**Recruitment counselor:** a trained Panhellenic or Interfraternity Council member who has disassociated herself from her chapter during recruitment in order to counsel and assist potential new members during recruitment.

**Social:** a get-together with another group for a party, dinner, or fun occasion.

**Stroll:** a line dance by members of NPHC or MGC organizations.

**Step:** synchronized movements using hands, feet, and props (i.e., Canes) to create rhythmic beats. Seen at step shows performed by NPHC organizations.

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## POLICIES

Hazing

Alcohol

Sexual Misconduct

Amnesty

Student Code of Conduct

# Hazing

## *POLICY PURPOSE*

1. The University is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff, and visitors. In addition, the University is committed to cultivating a community that fosters respect for the dignity and rights of all its members. As such, the University does not tolerate Hazing.
2. The purpose of this policy is to state the prohibitions against Hazing at the University of North Georgia (the "University").

## *DEFINITIONS*

1. Group means a number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a School/Student Organization (e.g. athletic teams, musical or theatrical ensembles, academic or administrative units, clubs).
2. Hazing means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such person or persons to participate, that
  - a. Is committed in the course of an initiation into, an affiliation or connection with, the maintenance of membership in, or any other condition or precondition connected to a student organization or school organization; and
  - b. Causes or creates a risk, above the reasonable risk encountered in the course of participation in institution or organization activities (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including -
    - i. Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
    - ii. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activities;
    - iii. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
    - iv. Causing, coercing, or otherwise inducing another person to perform sexual acts;
    - v. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
    - vi. Any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and
    - vii. Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.
3. School/Student Organization means an organization (such as a club, society, association, corporation, order, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, student government, or group living together) in which two or more of the members are enrolled students or alumni, including local affiliate organizations, whether or not the organization is established or recognized by the institution.

## DEFINITIONS (CONTD.)

1. Student Conduct Administrator means the employee authorized to oversee the Student Code of Conduct process, including receiving Reports, conducting the initial case assessment, assigning cases to investigators, and sending notices and information to the parties
2. University Community Member means any persons enrolled at or employed by the University, including faculty, staff, administrators, and recognized University affiliated entities including University foundations, student organizations, University departments, and University volunteers.
3. University Official means any person (faculty or staff) who is employed by the University, and who performs assigned administrative or professional responsibilities.
  - a. For the purposes of this policy, the "Appropriate" University Official to receive reports of Hazing is defined as follows:
    - i. Students – Dean of Students;
    - ii. Faculty – Provost or designee; and
    - iii. Staff – Associate Vice President for Human Resources or designee.
  - b. For other University Community Members (volunteers, organizations, groups, vendors, patients, customers, alumni, and visitors) the Appropriate University Official to receive reports of Hazing is any of the above University Officials or the University Public Safety Department.
4. University Premises includes all land, building, facilities, and other property in the possession of or owned, used, contracted with, or controlled by the University (including streets, sidewalks, and public property within or immediately adjacent to campus).

## POLICY STATEMENT

- a. It shall be prohibited for any person to haze any minor or student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status, including enhanced status.
- b. Incidents of alleged Hazing may be referred to the appropriate law enforcement agency for additional investigation.
- c. The following is not a defense to a charge of Hazing:
  - i. The express or implied consent of the individual was obtained; Hazing may occur regardless of the individual's willingness to participate;
  - ii. The conduct or activity was not part of an official School/Student Organization or Group event or was not otherwise sanctioned or approved by the School/Student Organization or Group; or
  - iii. The conduct or activity was not a condition of membership or affiliation with the School/Student Organization or Group.
- d. Examples of Hazing include, but are not limited to, the following:
  - i. Coerced or forced consumption of food, alcohol, or drugs
  - ii. Paddling in any form
  - iii. Activity of any kind that may create physical stress and/or unnecessary fatigue (i.e. running, flutter kicks, burpees, lifting heavy objects, calisthenics, etc.)

## POLICY STATEMENT (CONTD.)

- i. Personal servitude (i.e. purchasing of/picking up items, completing manual labor, chauffeuring, etc.)
- ii. Physical and/or psychological shocks and/or stressors
- iii. Misuse of authority by virtue of one's class rank or leadership position
- iv. Taking a student to an outlying area and dropping him or her off and/or requiring them to find their way to a designated location
- v. Forced wearing of apparel which is conspicuous and not normally in good taste
- vi. Degrading or humiliating games and activities
- vii. Sleep or food deprivation
- viii. Unreasonable exposure to the weather
- ix. Holding a person against their will and/or in a space for a period
- x. Line-ups and berating
- xi. Undue interference with academic pursuits
- a. The Hazing Policy does not prohibit the following conduct:
  - i. Customary public athletic events, contests or competitions that are sponsored by the University or the organized and supervised practices associated with such events;
  - ii. Any activity or conduct by School/Student Organization or Groups with an educational purpose that is consistent with the mission of (i) specified educational curriculum, (ii) an extra-curricular program, or (iii) a military training program, as defined and approved by the University. Military training programs typically include performance-oriented exercises with pre-identified tasks, conditions and standards. Individual corrective actions must comply with standard operating procedures maintained by the Commandant of Cadets.
- b. This regulation applies to behavior that occurs on University Premises. It may also apply to off-campus behavior if the activity is sponsored, conducted, authorized, or recognized by the University, a School/Student Organization, or a Group.
- c. School/Student Organizations and Groups will complete a Non-Hazing Compliance Form upon request.
- d. Retaliating in any manner against any individual who reports Hazing or who participates in an investigation of a Hazing report is prohibited. Those individuals engaging in retaliatory behavior, may be subject to the student conduct process.
- e. Making an intentionally false accusation of Hazing is prohibited and violates the Student Code of Conduct.
- f. All University Community Members shall cooperate in an investigation of Hazing.
- g. In addition to this policy, any School/Student Organization or Group that has an inter/national governing entity shall follow additional policies and guidelines, such as:
  - i. NCAA student athletes shall follow the policies and guidelines set forth by the NCAA and University Athletics Compliance office.

## POLICY STATEMENT (CONTD.)

- i. Members of the Corps of Cadets shall follow the policies and guidelines set forth by the Commandant of Cadets.
- ii. All fraternity and sorority members shall follow the policies and guidelines set forth by Fraternity and Sorority Life and the chapter's inter/national organization.
- iii. Due to potential risks, events such as quests, treasure hunts, scavenger hunts, and road trips must be approved, in advance, through the Dean of Students or Commandant of Cadets.
- a. Additional Requirements for School/Student Organizations and Groups:
  - i. All elected or appointed School/Student Organization presidents or designee shall educate their respective organization members on an annual basis regarding the applicable University policies concerning Hazing.
  - ii. Responsibility for any violations of this regulation may be attributed to the accused School/Student Organization or Group and its members or its officers.
  - iii. Based on the standard of proof of preponderance of evidence, or that it is more likely than not, any School/Student Organization or Group may be found responsible for any violations of this regulation where the School/Student Organization or Group did not discourage or did not take reasonable steps to prevent Hazing by its members or affiliates.
- b. Discipline
  - i. Violation of this Policy may result in sanctions or other consequences under the Student Code of Conduct, Human Resources Policies, or other applicable University regulations or policies. Visitors refusing to comply may be reported to the University Public Safety Department.
  - ii. Possible sanctions for individual students resulting from the University disciplinary process range from a warning to disciplinary expulsion. Possible sanctions for School/Student Organization or Groups include suspension or restriction from University Premises or revocation of School/Student Organization status, if applicable. Possible sanctions for faculty and staff range from a warning to termination of employment.
  - iii. Violations of this policy will be referred to appropriate law enforcement officials and the Office of Student Integrity for action and/or prosecution, as well as to regional and national affiliated offices, for additional actions.
- c. Campus Hazing Transparency Report
  - i. The Office of Student Integrity will create and maintain a Report of:
    - 1. Findings of any person or School/Student Organization found to have violated the University's Hazing Policy;
    - 2. Criminal convictions for Hazing, pursuant to O.C.G.A. § 16- 5-61; and
    - 3. Other criminal convictions arising from any incident of Hazing.
  - ii. The Report will include:
    - 1. The name of any School/Student Organization involved;

## POLICY STATEMENT (CONTD.)

1. The dates on which the Hazing incident(s) occurred, the investigation was initiated, the investigation ended with a finding of responsibility, and the institution provided notice to the Student/School Organization that the incident resulted in a Hazing violation;
  2. A general description of the Hazing violation, including whether or not it involved the abuse or illegal use of alcohol or other drugs; and
  3. A description of the Hazing related findings, sanctions, adjudication, and convictions (as applicable).
- i. The Report will be published in a prominent location on the University's website. Entries must be added to the Report within 15 calendar days of final adjudication or public notice of a criminal conviction.
  - ii. Entries in the Report shall be maintained for a period of 5 calendar years from the date of their publication.
  - iii. The Report will additionally include a link to annual Hazing statistics, and information about the University's Hazing Policy and applicable laws. The Report shall not include or otherwise reveal any personally identifiable information, including about any student in accordance with the Family Educational Rights and Privacy Act of 1974.
- a. Hazing Prevention and Awareness Programming
- i. Research-informed prevention and awareness programs related to Hazing (as defined by this policy) are available campus-wide for students, staff, and faculty, which includes—
    1. Primary prevention strategies intended to stop Hazing before hazing occurs, which may include skill building for bystander intervention, information about ethical leadership, and the promotion of strategies for building group cohesion without hazing.
    2. Information about reporting and investigating Hazing are referenced in the Hazing procedures.
  - ii. O.C.G.A. § 16-5-61, The Max Gruver Act, makes it a misdemeanor of a high or aggravated nature to "haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization."

## SUPPORT INFORMATION

1. O.C.G.A. § 16-5-61 makes it a misdemeanor of a high or aggravated nature to "haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization." Penalties could include incarceration, fines, or both.
2. The Stop Campus Hazing Act (SCHA) amends section 485(f) of the Higher Education Act, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Notably, the bill also changes the name of the Clery Act to the "Jeanne Clery Campus Safety Act", representing the Act's evolution in addressing broad campus safety needs. The SCHA has three primary components:

## SUPPORT INFORMATION (CONTD.)

- a. Inclusion of Hazing statistics in annual security reports;
- b. Implementing of Hazing policies, including those specific to Hazing prevention; and
- c. Compilation of a Campus Hazing Transparency Report

## PROCEDURES

### 1. Reporting Hazing

- a. Any individual who has knowledge or a reasonable suspicion of Hazing is expected to report the activity promptly through one of the following methods:
  - i. Submit the "See Something, Say Something" form;
  - ii. Contact law enforcement;
  - iii. Contact University Public Safety Department;
  - iv. Report directly to an Appropriate University Official, as defined in this policy.
- b. Reports should be submitted as soon as possible after the alleged event, preferably within 72 hours, to help preserve evidence.
- c. All related operating procedures must comply with and reference this policy.

### 2. Review of the Report

- a. Upon receipt of a report, the Student Conduct Administrator will evaluate the information and determine the appropriate next steps, considering:
  - i. The accuracy and credibility of the report;
  - ii. The potential violation of university standards or policies;
  - iii. The severity of the alleged incident;
  - iv. Whether the Respondent (individual or organization) has been involved in prior incidents;
  - v. Whether interim measures (such as activity suspension or contact restrictions) are needed to ensure safety during the investigation.
- b. The Student Conduct Administrator may also forward the report to the University Public Safety Department for additional review and investigation, if necessary.

### 3. Investigation Process

- a. If University Public Safety conducts an investigation, they will submit all gathered information to the Office of Student Integrity for further review.
- b. Based on the initial report and any additional information from Public Safety, the Office of Student Integrity will determine whether to open a formal investigation. When deciding whether to open a formal investigation, the Office of Student Integrity will consider both the strength of the evidence provided and the seriousness of the alleged violation. Factors may include, but are not limited to, drug possession, alcohol violations, incidents involving physical assault or potential harm to others, property damage, theft of high-value items, or actions that cause disruptions to the normal operations of the University.



## PROCEDURES

- a. If a formal investigation is initiated:
  - i. The Group, School/Student Organization, and/or the student(s) involved will be notified of the allegations;
  - ii. The Group, School/Student Organization, and/or the student(s) will have an opportunity to meet with the Student Conduct Administrator to review the investigation process and provide an initial response;
  - iii. The Group, School/Student Organization, and/or the student(s) will be provided with the names and contact information of the assigned investigator(s).
- b. After the preliminary meeting, investigator(s) will:
  - i. Conduct interviews;
  - ii. Gather relevant documents and evidence;
  - iii. Compile their findings into an official investigation report.
- c. This report will then be distributed to the Group, School/Student Organization, and/or student(s) for review.

### 1. Resolution Process

- a. Upon receiving the investigation report, the Group, School/Student Organization, and/or student(s) must decide whether to proceed with an informal or formal resolution, based on the recommendations outlined in the report.

### 2. Additional Information

- a. The Office of Student Integrity is committed to ensuring a fair and impartial process.
  - i. Timelines for completing investigations will vary based on the complexity of the case.
  - ii. Interim measures may be implemented at any point if the University determines they are necessary based on the nature of the allegations. These measures are intended to prohibit further safety concerns, retaliation, or interference with the investigation.
  - iii. In accordance with the Max Gruver Public Disclosure Act and the Stop Campus Hazing Act, institutions of higher education are required to compile and publish a Hazing Transparency Report. This report must be posted in a prominent location on the institution's public website and must summarize any findings involving Groups and/or School/Student Organizations found responsible for violations of the institution's standards of conduct related to Hazing. The University of North Georgia (UNG) Hazing Transparency Report can be found [here](#).

# Alcohol

## Events with Alcohol Procedures

### DEFINITIONS

- I. Event: Any event - where alcohol is consumed - will be considered a University or Registered Student Organization activity if any combination of the following factors applies; however, this is not an exhaustive list:
  - a. The event is being hosted or planned by one or more employees or organizational members and supported by the organization officers;
  - b. The event is planned or discussed at an organization meeting or among university employee planners;
  - c. Any university or organization funds are used to sponsor the event;
  - d. The event is listed or advertised on the organization social media accounts (closed, private, or public);
  - e. Online or print invitations refer to the organization;
  - f. The event is listed on the department or organization calendar;
  - g. Officers or employees are in attendance;
  - h. Guests would refer to the event using the organization's name (i.e., "XYZ" event);
  - i. The event is actively or passively endorsed by a majority of the organization.

### PROCEDURES

- I. Registering the Event
  - a. For an organization to host an event with alcohol, Registered Student Organizations should complete the "Student Event Request Form" in UNG Connect. Non-student organizations should complete the "Event Request Form". This form should be completed ten (10) business days prior to the event to ensure it complies with all policies.
2. Regulations for Events with Alcohol
  - a. Events utilizing alcoholic beverages must be in accordance with all laws. The officers of the organization or employees sponsoring the event are responsible for seeing that all members and guests comply with applicable laws and University policies.
  - b. Consumption or possession of alcoholic beverages on University Premises or at university-sponsored activities is only permitted in those spaces designated annually by the Vice President of Student Engagement and Success and for events registered with the Center for Student Engagement & Leadership.
  - c. No organization or department may co-sponsor an event with an alcohol distributor, charitable organization, or bar where alcohol is given away, sold, or otherwise provided to those present.
  - d. No alcoholic beverages may be purchased through student activity fee funds or state funds nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization (i.e., "passing the hat")

## PROCEDURES (CONTD.)

- a. The purchase or use of a bulk quantity of common sources of alcoholic beverages, (i.e., kegs, cases, handles of liquor, a concoction of liquor and non-alcoholic beverages, etc.) is prohibited.
  - b. Events with alcohol must have a licensed provider or otherwise have a non-profit special event permit. The campus food service provider has the right of first refusal to be the licensed vendor for events with alcohol.
  - c. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
  - d. No contest involving alcohol will be allowed (funneling, chugging, quarters, etc.), and no member shall permit, tolerate, encourage, or participate in such "drinking games."
  - e. Non-alcoholic beverages must be made available to all attendees.
  - f. Food must always be served at events with alcohol.
  - g. BYOB Events are not permitted. Events with alcohol must contract with a licensed provider for events with alcohol. (all policies in section III also apply)
  - h. No hard liquor or hard liquor products are allowed.
  - i. UNG Public Safety personnel must be hired and in attendance for events involving more than 50 persons
  - j. Fraternity & Sorority organizations may have additional requirements and should comply with all requirements of their national organization and regulations of the Office of Fraternity & Sorority Life.
1. 3rd Party Vendor Events (all regulations in section B also apply)
- a. The event must be held at an establishment licensed to serve alcohol, or the group must contract with a licensed, third-party vendor to serve alcohol.
  - b. The vendor must be properly insured with a minimum of \$1,000,000 liability insurance.
  - c. The vendor must assume all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
    - i. Checking ID cards upon entry;
    - ii. Not serving minors;
    - iii. Not serving individuals who appear intoxicated;
    - iv. Maintaining absolute control of ALL alcoholic containers present.
2. Tailgating Events
- a. Must follow the University Tailgating Policy.
  - b. Must be registered with UNG Connect.
  - c. Must follow any National Organization policies and procedures.
3. Drugs and Controlled Substances
- a. The possession, sale, or use of any federally classified illegal drugs or unprescribed controlled substance, as well as the abuse of any prescribed controlled substance is strictly prohibited while on organizational premises, during an event or in any situation sponsored or endorsed by the organization, or in any event an observer would associate with the organization.

## PROCEDURES (CONTD.)

### 1. Exceptions

- a. Limited exceptions to these procedures may be approved by the Vice President of Student Engagement and Success.

# Sexual Misconduct

## POLICY PURPOSE

1. The purpose of this policy is to articulate the University of North Georgia's ("University" or "UNG") policy on sexual misconduct for compliance with Title IX of the Education Amendments of 1972 (Title IX), Title VII of the Civil Rights Act of 1964 (Title VII), and the University System of Georgia Board of Regents Policy Manual 6.7.

## DEFINITIONS

1. Complainant: An individual alleged to have experienced conduct that violates this policy. For Non-Title IX Sexual Misconduct, the Complainant may or may not be a Student or Employee at the time of the conduct or the time of the report. For Title IX Sexual Misconduct, at the time of filing a Formal Complaint alleging Title IX Sexual Misconduct, the Student or Employee must be participating in or attempting to participate in the education program or activity of the University of North Georgia.
2. Confidential Employees: University Employees whom the University has designated to talk with a Complainant or Respondent in confidence. Confidential Employees must only report the incident and provide the date, time, location, and name of the Respondent (if known) without revealing any information that would personally identify the Complainant unless explicitly requested to do so by the Complainant. This minimal reporting must be submitted in compliance with Title IX and the Clery Act. Confidential Employees may be required to disclose details of an incident to ensure campus safety fully.
3. Consent or Consensual: 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 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.

## DEFINITIONS (CONTD.)

1. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the totality of the circumstances, including, without limitation, (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.
2. **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the Complainant; by a person with whom the Complainant shares a child in common; by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant.
3. **Employee:** An individual who performs personal services for the University where the University has the right to control and direct the individual who performs the services, not only as the result to be accomplished but also as to the details and means by which that result is accomplished. For the purpose of this Policy, Employee includes all faculty members to whom BOR Policy 8.3.9.2 would be applicable in the context of this Policy, and all staff.
4. **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 consumption of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively Reasonable Person standard.
5. **Non-Consensual Sexual Contact:** Any physical contact with another person of a sexual nature without the person's Consent. It includes but is not limited to touching a person's intimate parts (such as genitalia, groin, breasts, or buttocks); touching a person with one's own intimate parts; or forcing a person to touch their own or another person's intimate parts. This provision also includes "Fondling" defined by the Clery Act.
6. **Non-Consensual Sexual Penetration:** Any penetration of the vagina, anus, or mouth by a penis, object, tongue, finger, or other body parts; or contact between the mouth of one person and the genitals or anus of another person without the person's Consent. This provision also includes "Rape, Incest, and Statutory Rape" as defined by the Clery Act.
7. **Non-Title IX Sexual Misconduct:** Allegations of Sexual Misconduct outside the scope of Title IX regulations, as described in this Policy.
8. **Privileged Employees:** Individuals employed by the University to whom a Complainant may talk confidentially, as provided by law. Disclosure to these Employees will not automatically trigger an investigation against the Complainant's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual assault 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 the imminent threat of serious harm.

## DEFINITIONS (CONTD.)

1. **Reasonable Person**: An objectively reasonable individual under similar circumstances and with similar identities to the person being evaluated by the University.
2. **Respondent**: An individual alleged to have engaged in conduct that violates this policy. The status of the Respondent at the time of the conduct may influence the University's response, including the determination of the appropriate process and procedures.
3. **Responsible Employees**: Those Employees who must promptly and fully report complaints of or information regarding Sexual Misconduct to the Title IX Coordinator. The University has defined Responsible Employees as all administrators, supervisors, faculty members, and other employees who are not Confidential or Privileged Employees. Students who serve in a supervisory, advisory, or managerial role are considered Responsible Employees for the purpose of this policy (e.g., teaching assistants, graduate assistants, residential assistants, student managers, orientation leaders, etc.).
4. **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:
  - a. Invasion of sexual privacy;
  - b. Prostituting another individual;
  - c. Non-Consensual photos, video, or audio of sexual activity or intimate body parts;
  - d. Non-Consensual distribution of photo, video, or audio of sexual activity or intimate body parts, even if the sexual activity or capturing of the activity was Consensual;
  - e. Intentional observation of non-Consenting individuals who are partially undressed, naked, or engaged in sexual acts;
  - f. Knowingly transmitting an STD or HIV to another individual through sexual activity;
  - g. Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-Consensual circumstances; and/or
  - h. Sexually-based bullying.
5. **Sexual Harassment (Student on Student)**: Unwelcome verbal, nonverbal, or physical conduct based on sex (including sex 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 a University education program or activity.
6. **Sexual Harassment (Other than Student on Student)**: Unwelcome verbal, nonverbal, or physical conduct based on sex (including sex stereotypes) that may be any of the following:
  - a. Implicitly or explicitly a term or condition of employment or status in a course, program, or activity;
  - b. A basis for employment or educational decisions; or
  - c. 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 a University program or activity.

## DEFINITIONS (CONTD.)

1. **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. It encompasses all behaviors defined within Title IX of the Education Amendments of 1972 ("Title IX").
2. **Title IX Sexual Misconduct:** Allegations of Sexual Misconduct that meet the scope of Title IX regulations, as described in this Policy.
3. **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. A 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. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.
4. **Student:** All persons registered at the University and all affiliated campuses pursuing undergraduate, graduate, or professional studies, individuals admitted to the University and all affiliated campuses that have been cleared to register, and individuals who are not registered but are eligible to register without applying for readmission. An individual who registers for a semester and then withdraws, or is withdrawn, is considered a student for the semester.
5. **Title IX Coordinator:** The University official with primary responsibility for coordinating the University's compliance with the Sexual Misconduct Policy, Title IX, and other federal and state laws and regulations relating to sex-based discrimination. The Title IX Coordinator may identify a designee to act on their behalf.
6. **University Community:** Students, faculty, and staff, as well as contractors, vendors, visitors, and guests.

## POLICY STATEMENT

1. The University of North Georgia (the "University") is committed to providing a safe work, learning, and living environment free from Sexual Misconduct, assault, harassment, discrimination based on sex. 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 prohibits discrimination on the basis of sex in any of its education programs, activities or employment.
2. The University is committed to ensuring the highest ethical conduct of its community members by promoting a safe learning and working environment. To that end, this Policy prohibits Sexual Misconduct, a form of sex discrimination, as defined herein. The University is 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").

## POLICY STATEMENT (CONTD.)

1. When Sexual Misconduct occurs, all University Community members are strongly encouraged to report it promptly through the Sexual Misconduct Grievance Procedures accompanying this Policy.
2. This Policy applies to all members of the University Community. Members of the University Community found to have violated this Policy will be subject to disciplinary action in accordance with the University's policies and procedures.
3. The Sexual Misconduct Grievance Procedures provide information on the process of addressing reported Sexual Misconduct.
4. Inquiries about this Policy may be referred to the Title IX Coordinator, Assistant Secretary at the U.S. Department of Education, or both. Contact information for the Assistant Secretary can be found at <https://www2.ed.gov/about/offices/list/ope/oas.html>.

## TITLE IX COORDINATOR

1. The Title IX Coordinator administers this Policy and coordinates the University's efforts to carry out its obligations under Title IX. The Title IX Coordinator receives reports of Sexual Misconduct and directs investigations into the allegations contained in those reports. Except for University Police, no employee is authorized to investigate or resolve reports of Sexual Misconduct on behalf of the University without the involvement of the Title IX Coordinator. Contact information for the Title IX Coordinator is as follows:
  - a. Office: Downtown Office Building, Room III (60 West Main Street, Dahlonega, GA 30597)
  - b. Phone: 706.867.4560
  - c. Email: [TitleIX@ung.edu](mailto:TitleIX@ung.edu)
  - d. Website: <https://ung.edu/title-ix/>

## JURISDICTION

1. The University will take necessary and appropriate action to protect the safety and well-being of the University Community. Sexual Misconduct, both Title IX and Non-Title IX, allegedly committed is addressed by this Policy.
2. This Policy shall apply to Students and Employees of the University of North Georgia. If an individual is both a Student and an Employee, the Title IX Coordinator will consult with Human Resources to determine the most appropriate categorization of the individual for the purpose of this Policy.
3. Sexual Misconduct proceedings will be initiated and pursued without regard to the pendency of civil or criminal cases.
4. Respondents are presumed not responsible, and only through the Sexual Misconduct grievance process can a determination of responsibility be made.
5. All notices and other communications from the Title IX Office, Investigator(s), or the Office of Student Integrity will be sent to the Student or Employee's official University email account. An alternative means of communication will be established if the Complainant is not a Student or Employee or an Employee's University email account is suspended as an interim measure.



## TITLE IX SCOPE

- i. Title IX regulations require special handling of reports where:
  - a. The misconduct is against a person in the United States on University property or at University-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 the University officially recognizes.
  - b. The misconduct satisfies one or more of the following:
    - i. An Employee conditioning the provision of aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
    - ii. 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 University's education program or activity; or
    - iii. "Sexual assault" as defined by the Clery Act, and "Dating Violence," "Domestic Violence," and "Stalking" as defined by the Violence Against Women's Act (VAWA) Amendments.
  - c. Unless expressly mentioned, this Policy and the related Sexual Misconduct Grievance Procedures shall apply to all alleged Sexual Misconduct (Title IX and Non-Title IX).

## REPORTING SEXUAL MISCONDUCT

- a. The University encourages the reporting of all Sexual Misconduct as soon as possible. While there is no statute of limitations on the University's ability to respond to a report, the ability to respond diminishes with time as information and evidence may be more difficult to secure.
- b. A University report occurs when the University has notice of a complaint. That notice occurs in two instances - when a Responsible Employee learns of a complaint or the Title IX Coordinator receives a complaint. Any individual may make a report, but the University only has notice of the report once the information is known to a Responsible Employee or the Title IX Coordinator.
- c. Complainants, or anyone with knowledge of Sexual Misconduct, may file a report with a Responsible Employee or the Title IX Coordinator. That Responsible Employee must provide a complete report of all information (e.g., names of Parties, incident description, location, etc.) known to them to the Title IX 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 Title IX Coordinator as soon as practicable. For information on the ways to report a potential violation of the Sexual Misconduct Policy, refer to the Sexual Misconduct Grievance Procedures.
- d. Confidential Reports
  - i. Confidential or Privileged Employees may receive reports of Sexual Misconduct without the requirement to report that information to the Title IX Coordinator, except as dictated by law or professional standards. After the Complainant's request, Confidential Employees and Privileged Employees may make a report to the Title IX Coordinator within the degree of specificity that the Complainant has given. Nothing in this provision shall prevent a University Employee who is otherwise obligated by law (i.e., the Clery Act) from reporting information or statistical data as required.

## REPORTING SEXUAL MISCONDUCT (CONTD.)

### 1. Law Enforcement Reports

- a. Because Sexual Misconduct may constitute criminal activity, a Complainant has the option, should the Complainant so choose, of filing a report with campus or local police. Upon request, the University may assist the Complainant in reporting the situation to law enforcement officials. Filing a criminal report does not automatically constitute a report to the University.

### 2. Anonymous Reports

- a. Individuals may make a report of Sexual Misconduct anonymously. However, individuals should understand that it will be more difficult for the University to respond and act.

### 3. Complaint Consolidation

- a. The University, at its discretion, 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.
- b. Parties shall have the opportunity to request or object to the consolidation; however, the University shall have the authority to make the final determination. For this Policy, consolidation may occur at any point in the Sexual Misconduct grievance process.

### 4. Amnesty

- a. Information a Student reports during an investigation concerning the consumption of alcohol or other drugs will not be used against the Student in a disciplinary proceeding (i.e., Student Code of Conduct) or voluntarily reported to law enforcement.
- b. Amnesty for Employees is at the discretion of Human Resources.
- c. Amnesty may not apply in situations where alcohol or other drugs were used as a tool to facilitate a violation of this Policy.
- d. Students and Employees may be given resources on counseling and/or education related to alcohol and other drugs. In addition, they may be required to meet with staff members regarding the incident and/or may be required to participate in an appropriate educational program(s). Any such requirement(s) shall not be considered a sanction under this amnesty provision.

### 5. False Complaints

- a. Individuals are prohibited from knowingly making false statements to a University official during the Sexual Misconduct Grievance process. Any person found to have intentionally submitted false complaints, accusations, or statements shall be subject to appropriate disciplinary action and adjudicated under the appropriate Student Conduct or Human Resources policy.

## REPORTING SEXUAL MISCONDUCT (CONTD.)

### 1. Retaliation

- a. Anyone who has provided information, assisted, participated or refused to participate in the Sexual Misconduct grievance process shall not be subjected to retaliation. Anyone who believes they have been subjected to retaliation should immediately contact the Title IX Coordinator. Any person found to have retaliated shall be subject to appropriate disciplinary action and adjudicated under this Policy or the applicable Student Conduct or Human Resource policy, dependent upon their role in the Sexual Misconduct Grievance process.

## RESPONDING TO REPORTS OF SEXUAL MISCONDUCT

1. Supportive measures, interim protective measures, emergency removal, complaint dismissal, administrative leave, use of advisors, alternative resolutions (Non-Title IX Sexual Misconduct), and informal resolutions (Title IX Sexual Misconduct) will follow the UNG Sexual Misconduct Grievance Procedures, which will adhere to Title IX regulations and applicable University System of Georgia Board of Regents policies and procedures.

## INVESTIGATIONS, HEARINGS AND POSSIBLE REMEDIES

1. Investigations, hearings, and possible remedies shall follow the UNG Sexual Misconduct Procedures, which adhere to Title IX Regulations and applicable University System of Georgia Board of Regents policies and procedures.

## APPEALS

1. The Parties' appeal rights shall follow the UNG Sexual Misconduct Grievance Procedures, which adhere to Title IX Regulations and applicable University System of Georgia Board of Regents policies and procedures.

## RECORDS RETENTION

1. All documents related to Sexual Misconduct reports must be maintained for seven (7) years. This includes but is not limited to initial reports, supportive measures, protective measures, emergency removals, formal complaints, audio recordings, video recordings, investigation notes, letters (e.g., notice of allegations, notice of investigation, findings), decisions with rationale, appeals, alternative resolutions, and informal resolutions.
2. Training materials for Title IX Coordinators and those involved in the Sexual Misconduct grievance process must be posted on the Title IX website for seven years from the date of last use.

## RELATED POLICIES/PROCEDURES

1. UNG Student Code of Conduct Policy
2. UNG Reporting Requirements for Employees
3. UNG Sexual Misconduct Grievance Procedures
4. UNG Sexual Misconduct Emergency Removal Procedure
5. USG Discipline and Removal of Faculty Members
6. UNG Jeanne Clery Act Compliance Policy

# Amnesty

## POLICY PURPOSE

1. This policy provides amnesty for potential violations of the Student Code of Conduct for Students under certain circumstances at the University of North Georgia (the "University").

## DEFINITIONS

1. Student includes all persons taking academic courses at the University of North Georgia. This includes, but is not limited to: part-time, full-time, undergraduate, graduate, or professional studies, distance education and dual-enrolled students.
2. Report means a report of an alleged violation of the Student Code of Conduct.

## POLICY STATEMENT

1. Students are encouraged to make responsible decisions and to seek medical attention in serious or life-threatening situations that result from the consumption of alcohol or other drugs.
2. A Student may request amnesty from disciplinary action under the University Student Code of Conduct related to alcohol or drug use in the following circumstances:
  - a. If a Student seeks medical attention for himself/herself, or is the subject of such request, he/she may not be charged under the Code of Student Conduct for a case of alcohol poisoning or drug overdose, by calling 911 or University Police; or
  - b. If a Student wants to report an incident of sexual assault, sexual harassment, or sexual misconduct to University officials and the incident occurred while the Student was using alcohol or drugs.
  - c. When a Student voluntarily provides information, not otherwise identified in the investigation, concerning their use of drugs or alcohol during a Student Code of Conduct investigation in good faith, that information will not be used against that Student in a disciplinary proceeding and will only be reported to law enforcement in compliance with Clery Act obligations. However, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate.
  - d. It is expected that the Student will be forthright and truthful in his/her participation in any conduct investigation. Failure to do so will cause revocation of the amnesty and may result in charges being brought against the Student under the Student Code of Conduct.
3. Limits on Amnesty:
  - a. Amnesty is not available for other behavior covered by the Student Code of Conduct that may occur as a result of alcohol or drug consumption, including, but not limited to, assault, theft, driving while impaired, furnishing alcohol to minors, any activity that might involve hazing or physical safety/welfare concerns, or property damage.
  - b. If a Student is transported to an emergency medical treatment center for intoxication, the Student's parent or guardian may be notified via telephone by the Dean of Students or Commandant of Cadets.

## POLICY STATEMENT (CONTD.)

- a. Records regarding the granting of amnesty under this policy will be maintained in the University's conduct system pursuant to mandatory record retention schedules and may be disclosed during background checks depending on the consent provided by the Student and the scope of the request for information. Conduct information provided to the Commandant and the Professor of Military Science may result in consequences for a Student's military career, both while in college as a cadet and as a member of any branch or service of the U.S. Armed Forces.
- b. A Student may only be granted amnesty one time during his/her time at UNG as the recipient of medical attention due to consumption of alcohol or drugs.
- c. A Student may seek medical assistance for others as often as is necessary and these Students are eligible to receive amnesty each time.
- d. This policy applies only to sanctions under the University of North Georgia Student Code of Conduct, and does not seek to limit referrals to substance abuse education or other counseling.
- e. This policy applies only to individual Students and does not provide amnesty for a student organization, club sport, or other student group.

## SUPPORT INFORMATION

1. The University of North Georgia Student Code of Conduct prohibits underage consumption, possession, and transportation of alcohol by underage Students. Additionally, possession and consumption are prohibited at all University events or on University premises, except where authorized by the University at certain events in designated areas. Furnishing alcohol to underage Students is prohibited as are disorderly, obscene, or indecent conduct that results from intoxication. Finally, possession and being under the influence of any controlled substance, except by prescription, is prohibited, as is possession of drug paraphernalia.
2. These are all charges that carry significant sanctions if Students are found to be responsible for them. Fear of these sanctions may cause Students to attempt to care for intoxicated peers by themselves, or to avoid reporting serious medical situations to authorities. Additionally, Students who believe they have been sexually assaulted while under the influence may be reluctant to seek help for fear that they will be subject to conduct sanctions for their alcohol or drug consumption, which damages the reporting environment of the University.
3. The University encourages an educational environment that promotes the health and safety of all community members. Consumption of alcohol and other drugs can hinder this environment and mean that Students cannot participate actively in the educational mission of the institution.
4. This policy also considers state legislation offering similar amnesty from prosecution in cases where medical attention has been sought.

## PROCEDURES

1. To request amnesty, a Student must:
  - a. Schedule an appointment with his/her campus' Dean of Students or the Commandant of Cadets within 5 days of the incident.
  - b. Attend the appointment with the Dean/Commandant. At this appointment, the Dean of Students or Commandant will determine the appropriateness of the amnesty request and decide if further education or counseling is warranted. If amnesty is approved, the incident will not go on the Student conduct record with the University.
  - c. Follow all instructions about educational opportunities and/or counseling. Failure to do so will cause revocation of the amnesty, and may result in charges being brought against the Student under the Student Code of Conduct.
2. Any related operating procedures must comply with and should reference this policy.

# Student Code of Conduct

## POLICY PURPOSE

1. The University of North Georgia (the "University") strives to educate Students and develop leaders who are prepared for community, state and global service. Consistent with University System of Georgia policies, the University's Student Code of Conduct Policy seeks to protect the safety, rights and privileges afforded to Students and other members of the community. This policy serves to establish the expectations for student conduct, to prohibit unacceptable conduct, and to educate Students about Student Conduct process.
2. The University of North Georgia is dedicated not only to learning and the advancement of knowledge, but also to the development of ethical and responsible citizens. It seeks to achieve these goals through a sound educational program and policies governing Student conduct that encourage independent thinking and maturity. Each Student, as a citizen of the University Community, assumes an obligation to follow all rules and regulations.
3. Students are expected to be model citizens, and their actions and behavior should reflect the core values of the University. Students are expected to adhere to national, state and local laws; respect the rights and privileges of others; be forthright and honest in all their social and academic conduct; and in general, conduct themselves in a manner that brings credit to themselves and the University.

## DEFINITIONS

1. Academic Misconduct Process refers to the investigation and resolution of any alleged academic misconduct. This process may include both formal and informal resolution processes, and may differ from processes used to resolve alleged violations of the Student Code of Conduct.

## DEFINITIONS (CONTD.)

1. Administrative Hearing Officer is an employee that makes decisions in the Formal Conduct Process regarding policy violations and sanctions.
2. Advisor is a person who may attend any portion of the conduct process at the request of a Respondent and Complainant (where applicable), for the purpose of advising their advisee. The Student may have anyone serve as their Advisor, including an attorney (at the Student's expense). Please see the Hearing Rights section for more information on the role of Advisors during Hearings.
3. Complainant means an individual who is alleged to have experienced conduct that violates this policy.
4. Conduct Conference means a meeting in the Informal Conduct Resolution Process where the Conduct Officer provides notice of a Report to the Respondent, advises them of the process, takes a statement from the Respondent, and, at the conclusion, of the conduct conference, makes a determination whether the student is responsible for the allegations contained in the Report.
5. Conduct Officer means the decision-maker in a case utilizing the Informal Conduct Resolution Process.
6. Conduct Standards describe specific behaviors that are prohibited within the University Community.
7. Formal Conduct Resolution Process which occurs if the Respondent disputes that a violation of conduct has taken place, rejects the informal resolution, or does not agree with the sanctions resulting from the informal resolution. A formal conduct resolution will result in the case being heard by a Conduct Administrator or a Student Conduct Hearing Panel.
8. Honor Code is a statement of how we act as a University Community. This is a philosophic ideal and helps us live out the University's core values. The Honor Code should guide individual behavior and remind each person of the expectations within the University Community.
9. Informal Conduct Resolution Process which occurs if the Respondent agrees that the violation of conduct has taken place and accepts the outcome offered by the Conduct Officer (either during a Conduct Conference or the investigation outcome report). Accepting informal resolution waives a student's right to a formal hearing and/or an appeal.
10. Interim Measures may be issued by the Assistant Dean of Students over Student Conduct & Integrity, Title IX Coordinator, or a designee, at any point after the University becomes aware of an allegation of misconduct in order to protect any student or other individual in the University Community.
11. Investigator is the individual assigned by the Student Conduct Administrator to conduct an impartial investigation and prepare an investigation report as a part of the Formal Conduct Resolution Process.
12. Preponderance of the Evidence is the standard of review for all allegations of violations of the Student Code of Conduct. This standard requires that the evidence shows that it is more likely than not that the alleged incident, act, or behavior did occur.

## DEFINITIONS (CONTD.)

- I. Registered Student Organization (RSO) means any number of University students who have (i) formed a student organization or group, (ii) complied with University requirements for such organization or group to become a registered student organization, and (iii) obtained University recognition as a Registered Student Organization. RSOs are formed around a shared interest or activity. RSOs include but are not limited to fraternities, sororities, student groups, sports clubs, and co-curricular organizations and clubs.
2. Report means a report of an alleged violation of the Student Code of Conduct.
3. Reporter is an individual who reports an allegation of conduct that may violate the Student Code of Conduct. A reporter may, in some instances, be a Complainant, but can also be another individual.
4. Respondent means any Student alleged to have engaged in conduct that violates this Policy.
5. Student includes all persons registered at the University and all affiliated campuses pursuing undergraduate, graduate, or professional studies, individuals admitted to the University and all affiliated campuses that have been cleared to register, and individuals who are not registered but are eligible to register without applying for readmission. An individual who registers for a semester and then withdraws, or is withdrawn, is considered a student for the semester.
6. Student Conduct Administrator means the employee authorized to oversee the Student Code of Conduct process, including receiving Reports, conducting the initial case assessment, assigning cases to investigators, and sending notices and information to the parties. .
7. Student Conduct Hearing Panel means faculty, staff, and students authorized by the Vice President of Student Engagement and Success to determine whether a Student violated the Student Code of Conduct and to determine sanctions that will be imposed when a violation has occurred. Based on the needs and resources of each campus, a Student Conduct Hearing Panel will consist of at least three members, but no more than seven total members.
8. University Community Member includes any persons enrolled or employed by the University, including faculty, staff, administrators and employees, and recognized University affiliated entities including University Foundations, Student Organizations, and Structured Volunteers.
9. University Official means any person (faculty or staff) who is employed by the University, and who performs assigned administrative or professional responsibilities.
10. University Premises includes all land, buildings, facilities, and other property in the possession of or owned, used, contracted with, or controlled by the University (including adjacent streets and sidewalks).
- II. Witness is defined as an individual who has direct knowledge of an incident and has had direct contact with an individual involved in the incident, before, during or after an incident. Students can submit written character witness statements to the Student Conduct Administrator for consideration during the conduct process.



# POLICY STATEMENT

## 1. Jurisdiction and Scope

- a. The Student Code of Conduct shall apply to the conduct of all Students at the University from the time of admission through the actual awarding of a degree. This includes conduct that occurs (i) on University Premises, (ii) at University-sponsored activities or affiliated events, (iii) off-campus, if the conduct adversely affects the University community and/or the pursuit of its objectives, (iv) before classes begin or after classes end, and (v) during periods between terms of actual enrollment. Examples include: class-related outings and field trips, off-campus University athletic events, study abroad programs, co-ops, internships.
- b. The Student Code of Conduct includes Conduct Standards that the University and local communities can expect Students to uphold upon admission to the University of North Georgia and through graduation, including terms where the Student is not enrolled; an explanation of the Student Conduct process and rights of Students as they pertain to the conduct process; a list of possible sanctions; and the appeal process.
- c. The Student Code of Conduct 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.
- d. Members of the Corps of Cadets are subject to the University Student Code of Conduct. As a military organization, a high standard of military discipline is expected. Participation in the Corps of Cadets is also governed by additional regulations from the Corps of Cadets Blue Book.
- e. The Student Code of Conduct process will continue if the Student withdraws from school while a conduct matter is pending.
- f. The Student Code of Conduct procedures apply to all Student conduct. Violations of the Sexual Misconduct Policy will be handled in accordance with the Sexual Misconduct Grievance Procedures.
- g. Student Conduct proceedings may be initiated and pursued for conduct that potentially violates both criminal law and the Student Code of Conduct, without regard to the pendency of civil or criminal cases.
- h. All notices and other communications from the Office of Student Integrity, Student Conduct Administrator or Investigators, regarding the Student Code of Conduct will be sent via University email.
- i. The Vice President of Student Engagement and Success or their designee shall decide whether the Student Code of Conduct shall be applied to events occurring off campus, other than University-sponsored activities, on a case-by-case basis.

## 2. Honor Code and Conduct Standards

- a. The Honor Code at the University is: A Student will not lie, cheat, steal, plagiarize, evade the truth, conspire to deceive, or tolerate those who do.
- b. The Conduct Standards below identify behavior that is prohibited:

## POLICY STATEMENT (CONTD.)

### a. Academic Misconduct

b. The University of North Georgia recognizes honesty and integrity as being necessary to the academic functioning of the University. The following regulations are disseminated in the interest of protecting the equity and validity of the University's grades and degrees, and to assist Students in developing standards and attitudes appropriate to intellectual life.

- i. Receiving or giving assistance (cheating) in preparation of any graded assignment without prior authorization from the class instructor.
- ii. Taking, attempting to take, or otherwise procuring intellectual property in an unauthorized manner.
- iii. Selling, giving, lending, or otherwise furnishing to any unauthorized person by a Student enrolled in that course material that can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study.
- iv. Plagiarism – Use of another person or agency's (to include Artificial Intelligence) ideas or expressions without acknowledging the source. Themes, essays term papers, tests and other similar requirements must be the work of the Student submitting them. When direct quotations or paraphrase are used, they must be indicated, and when the ideas of another are incorporated in the paper they must be appropriately acknowledged. All work of a Student needs to be original or cited according to the instructor's requirements or is otherwise considered plagiarism. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency in the selling of term papers or other academic materials.
- v. Signing class rolls for another Student.
- vi. Fabricating, forging, or falsifying laboratory results or reports.
- vii. Using work from other courses, or from previous assignments, for current assignment without permission from the instructor.
- viii. Violations of the University Honor Code when affiliated with an academic course requirement.
- ix. Unauthorized use of electronic devices during or in preparation for a graded assignment.

### I. Alcoholic Beverages

- a. Consumption, possession, or transportation of alcoholic beverages by any Student under the legal drinking age. In Georgia, the legal age as of the date of this policy's implementation is twenty-one (21).
- b. Consumption or possession of alcoholic beverages on University Premises or at university-sponsored activities, except at authorized social functions in designated areas. This includes, but is not limited to, residence hall kitchens, living rooms, bathrooms, group study/lounge spaces, laundry rooms, elevators, staircases, computer rooms, etc.

## POLICY STATEMENT (CONTD.)

- a. Selling, furnishing, and/or distributing alcoholic beverages to any Student under the legal drinking age.
- b. Being in an intoxicated condition as made manifest by disorderly, obscene, or indecent conduct or appearance.
- c. Operating a motor vehicle while under the influence of alcohol or while impaired by the consumption of alcohol.
- d. Any other activity or conduct involving the use of alcohol that is in violation of law or the defined UNG Alcohol and Other Drugs (AOD) Policy.

### 1. Animals

- a. Bringing an unauthorized animal into any building owned, leased, or controlled by the University of North Georgia.
- b. Failure to properly clean up after an animal.
- c. Failure to properly maintain control of an animal.
- d. Any other activity involving an animal that violates UNG's Animals on Campus Policy.

### 2. Damage to Property

- a. Damaging or destroying property belonging to the University, a University Community member, or a visitor to the University.
- b. Any damage or destruction of property that is caused by a Student (including property not owned or leased by the University).

### 3. Disorderly Assembly

- a. Assembling on campus in a manner inconsistent with the Expressive Activity Policy and which creates a riot or disorderly diversion that interferes with the normal operation of the University and/or infringes on the rights of other Members of the University Community.
- b. Obstructing the free movement of other persons about the campus, interfering with the use of University facilities, or materially interfering with the normal operation of the University.
- c. Unauthorized use of sound amplification equipment indoors or outdoors. Note: Any use of sound amplification equipment must be approved through the Center for Student Engagement & Leadership.

### 4. Disorderly Conduct

- a. Disruptive behavior in an academic setting that interferes with the learning environment.
- b. Disorderly, lewd or indecent conduct; breach of the peace; or aiding, abetting or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by the University.
- c. Physical abuse, threats, intimidation, harassment, coercion, or other conduct that threatens or endangers the health or safety of another person.

## POLICY STATEMENT (CONTD.)

- a. Bullying, which includes, but is not limited to, engaging in conduct, including any gesture, written, verbal or physical act, or any electronic communication (emails, text messages, or Internet postings on websites or social media), that is sufficiently severe, persistent or pervasive to objectively interfere with one's work or educational performance by substantially disrupting the orderly operation of the University or the rights of any Student or other Member of the University Community.
- b. Conduct on University Premises, or at functions sponsored or supervised by the University or any recognized University Organization, that interferes with the normal operation of the University.
- c. Entering or attempting to enter any event sponsored or supervised by the University or any Registered Student Organization without credentials for admission, (i.e., ticket, identification card, invitation, etc.) or in violation of any reasonable qualifications established for attendance.
- d. Threatening or disruptive behavior toward University Officials.
- e. Influencing or attempting to influence another person to commit an abuse of the Student Conduct process.

### 1. Drugs

- a. Possession, use (without valid medical or dental prescription), manufacture, furnishing, or sale of any Controlled Substance, Dangerous Drug, or Illegal Drug controlled by Federal or Georgia law (as defined in the UNG Alcohol and Other Drugs Policy).
- b. Possession of equipment that is used to produce, conceal, and consume illicit drugs. It includes but is not limited to items such as bongs, roach clips, miniature spoons, and various types of pipes.
- c. Being under the influence of any Controlled Substance, Dangerous Drug, or Illegal Drug, except as permitted by law or valid medical prescription.
- d. Any activity or conduct involving Controlled Substances, Dangerous Drugs, or Illegal Drugs that is in violation of local, state, or federal law, or defined in the UNG Alcohol and Other Drugs Policy.

### 2. Failure to Comply

- a. Failing to respond to a lawful request by properly identified University Officials or law enforcement officials in the performance of their duties.
- b. Failing to comply with any disciplinary condition imposed on a person by any Student Conduct body or administrator.
- c. Fleeing from law enforcement or University Officials.
- d. Failing to follow established University policies or guidelines.

### 3. Tobacco and Vaping

- a. Use of tobacco or tobacco products, as defined in the Tobacco and Smoke Free Campus Policy, on University property.
- b. Use of vaping products on University property, including electronic cigarettes.

## POLICY STATEMENT (CONTD.)

### 1. Falsification of Records/False Statements/Dishonesty

- a. Altering, counterfeiting, forging, or causing to be altered, counterfeited, or forged, any record, form, or document used by the University.
- b. Intentionally furnishing false information, complaints or accusations to a University Official or law enforcement officer acting in the performance of his/her job responsibilities or who submit false complaints or accusations. This includes Student conduct investigations and hearings and any proceedings or University processes.
- c. Failing to identify oneself to a University Official or law enforcement officer acting in the performance of his/her job responsibilities.
- d. Violations of the University Honor Code.
- e. Manufacturing, selling, distributing, possessing, or sharing any form of false identification.
- f. Failing to report an arrest, other than minor traffic arrests, to the University via the Dean of Students Office.

### 2. Explosives/Fireworks

- a. Unauthorized possession, use, furnishing or sale of explosives on University Premises or at University-sponsored activities, including the unauthorized use or possession of fireworks.

### 3. Fire and Emergency Safety

- a. Tampering with fire or other safety equipment.
- b. Setting or causing to be set an unauthorized fire on University property.
- c. Failing to participate in any emergency-related drill or alarm.
- d. Making or causing a false alarm.
- e. Unauthorized possession, sale, furnishing, or use of an incendiary device.

### 4. Weapons

- a. Unauthorized possession of firearms on University Premises or at events sponsored or supervised by the University or any Registered Student Organization, except as permissible by state law. See the Official Code of Georgia Annotated sub-section (c) O.C.G.A 16-11-127.1.
- b. Unauthorized possession or use of any other weapon. "Weapon" means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms and other weapons prohibited under Georgia Statute 16-11-127.1, including pellet guns, BB guns, bludgeons, chemicals, explosives, metal knuckles, and knives with blades longer than two inches.
- c. For the purposes of this policy, the University prohibits possession of ammunition for weapons, as defined in Weapons 13(a) and 13(b).

### 5. Hazing

- a. Any violation of the University's Hazing Policy.

### 6. Joint Responsibility

- a. Acting with others and/or providing an opportunity to violate University regulations or policies.

## POLICY STATEMENT (CONTD.)

1. Student Identification Cards
  - a. Lending, selling, or otherwise transferring a Student identification card.
  - b. Use of a Student identification card by anyone other than its original holder.
  - c. Failure to present a Student identification card when it is requested by a University Official while in the performance of his/her duties.
2. Theft
  - a. Selling a textbook that is not one's own without permission of the owner.
  - b. Unauthorized taking, possession, or use of property or services belonging to the University, another person, or any other entity.
3. Unauthorized Access and Improper Use of Technology
  - a. Conduct that violates the University's Information Technology Acceptable Use Policy.
  - b. Using automated means, such as creating scripts or using recorded macros, to register via Self Service Banner.
4. Unauthorized Entry or Use of University Premises
  - a. Unauthorized entry into or onto any University building, office or other facility or remaining without authorization in or on any building after normal closing hours.
  - b. Unauthorized use of any University Premises.
  - c. Unauthorized possession, duplication or use of keys or access cards to any University Premises.
  - d. Tampering with locks or locking devices on any University Premises.
5. Gambling
  - a. Conducting, organizing, or participating in any activity involving games of chance or gambling, except as permitted by law and University policy.
6. Residence Hall Regulations
  - a. Violation of policies and procedures published by the Office of Residence Life.
7. Corps of Cadets Regulations
  - a. Violation of policies and procedures published by the Office of the Commandant for the orderly operation of the Corps of Cadets.
8. Motor Vehicle/Parking Regulations
  - a. Violation of Motor Vehicle/Parking Regulations published by the University.
9. Violation of any professional and/or ethical standard related to any academic program
  - a. A professional is one who willingly adopts and consistently applies the knowledge, skills and values of a chosen profession. Students shall not violate the provisions of the professional or ethical standards adopted by the relevant academic programs. Students shall comply with the policies and regulations of the program and any agency for which the Student is conducting an internship, clinical experience, etc. For further information, refer to the program handbooks for specific academic programs.
10. Other Published University Regulations and Campus-Specific Policies
  - a. Violation of University regulations and policies as approved and published by various units of the University.

## POLICY STATEMENT (CONTD.)

- a. Violation of Conduct Sanctions
  - i. Failure to abide by conduct sanctions.
- b. Violation of Law or Failure to Report a Violation of Law
  - i. Violation of local, state or federal law, on or off the campus, that constitutes a danger or material interference with the normal, orderly operation and processes of the University, or with the requirements of appropriate discipline. All Students must report any arrests to the Dean of Students within 72 hours of the incident, except for those involving minor traffic offenses.
- c. Sexual Misconduct
  - i. Any violation of the Sexual Misconduct Policy. All allegations of Sexual Misconduct will be handled in accordance with the Sexual Misconduct Grievance Procedures.
- I. Reporting Alleged Violations of the Student Code of Conduct
  - a. Where appropriate, a Reporter may file a law enforcement report along with a Report to the University.
  - b. The University cannot guarantee confidentiality for information related to an incident and/or included in a Report, as doing so may limit the institution's ability to respond fully to the incident. Therefore, information from Reports may be shared as necessary to investigate and to resolve the alleged misconduct. If a request for confidentiality has been granted, it shall not prevent the University from reporting information or statistical data as required by law, including the Clery Act.
  - c. Anyone, who in good faith, reports what he or she believes to be Student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Office of Student Integrity or the Dean of Students. Any person found to have engaged in retaliation shall be subject to disciplinary action pursuant to the Student Code of Conduct.
  - d. Individuals who are found to have knowingly submitted false complaints, accusations, or statements to a University Official, including during a hearing, shall be subject to disciplinary action under Section III (B) above.
  - e. The University's Amnesty Policy provides amnesty for potential violations of the Code of Student Conduct for Students who seek medical intervention, in certain circumstances, for themselves or their peers. For a full explanation of the University's amnesty policy for students, including its' limitations, visit <https://policy.ung.edu/policy/amnesty-for-students>.
  - f. Not all matters covered under this policy will necessarily involve Complainants; however, where they are involved, it should be noted that a Reporter will not always be the Complainant, but instead may be a third-party witness. The University may also respond to issues raised by third-party complaints (such as referrals by police) or discovered by staff or through its own investigations.

## POLICY STATEMENT (CONTD.)

### I. Investigating and Resolving Disputed Student Conduct Reports

- a. Regardless of how the University becomes aware of alleged misconduct, it shall ensure a prompt, fair, and impartial review and resolution of complaints alleging Student misconduct. Upon receipt of a Report, the Student Conduct Administrator shall review the Report to determine whether the allegation(s) describes conduct in violation of University policy or the Student Code of Conduct. If the reported conduct is not a violation of University policy or the Student Code of Conduct, then the Report should be dismissed. Otherwise, a prompt, thorough, and impartial investigation and review will be conducted into each complaint received to determine whether charges should be brought against the Respondent.
- b. Throughout any investigation and resolution proceeding, the Respondent shall receive notice of the alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent during the investigation and resolution process, without an adverse inference ruling. If the Respondent chooses to remain silent, the investigation may still proceed and policy violation charges may still result and may be resolved against the Respondent. Additional unrelated charges and cases shall be investigated separately, unless the Respondent consents to having them aggregated.
- c. The Respondent and Complainant (where applicable), as parties to the proceedings, shall have the right to use an Advisor of the party's choosing, and at their 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 of the advisee, but shall not participate directly during the investigation or hearing process.
- d. If the Respondent admits responsibility and agrees to the sanctions of the Conduct Officer, the case will be resolved informally.
- e. If a Student has admitted responsibility and accepts the sanctions or has voluntarily decided to participate in the Informal Conduct Resolution Process, the applicable procedures identified in the Formal Conduct Resolution Process do not apply.

### 2. Interim Measures

- a. Interim measures may be implemented at any point after the University becomes aware of the alleged Student misconduct and should be designed to protect any Student or the community. To the extent interim measures are imposed, they should minimize the burden on both the Complainant (where applicable) and the Respondent, where feasible.
- b. Interim measures may include, but are not limited to: change of housing assignment; issuance of a "no contact" directive; restrictions or bars to entering certain University property; changes to academic or employment arrangements, schedules or supervision; interim suspension; and other measures designed to promote the safety and well-being of the parties and the University's community.



## POLICY STATEMENT (CONTD.)

- a. An interim suspension will only occur where necessary to maintain safety, and will 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 University should consider the existence of a significant risk to the health and 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.
  - b. Before an interim suspension is issued, the University will 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 shall take effect immediately. The student will have three business days to appeal (in writing) the interim suspension to the Vice President of Student Engagement and Success or their designee.
- i. Hearing Rights and Hearing Guidelines
- a. Where a case is not resolved through informal resolution, the Respondent will have the option of having the charges heard by either an Administrative Hearing Officer or a Student Conduct Panel. For academic misconduct violations, all cases that cannot be resolved informally will be heard before a Student Conduct Panel. The following standards will apply to hearings before an Administrative Hearing Officer and a Student Conduct Panel, hereafter referred to as "Conduct Panel":
  - b. Formal judicial rules of evidence do not apply to University investigations or hearings.
  - c. Notice of the date, time and location of the hearing will be provided to the Respondent and Complainant (where applicable) within five business days. All communication during the conduct process will be between the University and the student(s) and not the advisor.
  - d. Hearings will be conducted in person or via conferencing technology as reasonably available based on the Respondent's schedule. Hearings will not be scheduled based on the availability of parties' advisor and/or witnesses.
  - e. The Respondent and Complainant (where applicable) shall have the right to present witnesses and evidence to the Administrative Hearing Officer or the Conduct Panel, as well as the right to ask questions to any witnesses. The Respondent and Complainant (where applicable) will have the right to ask questions of any witnesses by submitting written questions to the Administrative Hearing Officer or the chair of the Conduct Panel for consideration. The parties' Advisors may actively advise and assist in the drafting of those questions. The Administrative Hearing Officer or the chair of the Conduct Panel will 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. In any event, the Administrative Hearing Officer or chair of the Conduct Panel should err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.

## POLICY STATEMENT (CONTD.)

- a. Where the Administrative Hearing Officer or the chair of the Conduct Panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the Administrative Hearing Officer or the chair of the Conduct Panel may establish special procedures for providing testimony from a separate location. In doing so, the Administrative Hearing Officer or chair of the Conduct Panel must determine 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 Administrative Hearing Officer or chair of the Conduct Panel will disregard or discount the testimony.
  - b. The standard of review for determining whether a policy violation has occurred shall be a preponderance of the evidence.
  - c. Deliberations of the Conduct Panel will be conducted in private.
  - d. In hearings involving more than one Respondent, the Student Conduct Administrator, in their discretion, may permit the hearings concerning each Respondent to be conducted either separately or jointly.
  - e. Relevant records, exhibits and written statements may be accepted as information for consideration during the hearing at the discretion of the Administrative Hearing Officer or chair of the Conduct Panel.
  - f. The Administrative Hearing Officer or chair of the Conduct Panel shall resolve any procedural questions identified in the hearing.
  - g. The University will maintain documentation of the proceedings, which may include written findings of fact, transcripts, audio recordings, and/or video recording.
1. Recusal/Challenge for Bias
    - a. Any party may challenge the participation of any University employee or any Conduct Panel member in the process on the grounds of personal bias by submitting a written statement to the Student Conduct Administrator setting forth the basis for the challenge. If the Student is alleging bias on the part of the Student Conduct Administrator, the request should be submitted to the University's General Counsel. The written challenge should be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The Student Conduct Administrator will determine whether to sustain or deny the challenge, and, if sustained, the replacement to be appointed.
  2. Possible Sanctions
    - a. In determining the severity of the sanctions or corrective actions, the following will be considered: the frequency, severity, and/or nature of the offense, history of past conduct; the Respondent's willingness to accept responsibility; previous University response to similar conduct; the strength of the evidence; and the well-being of the University community. The Administrative Hearing Officer or the Panels will determine sanctions and issue the decision.

## POLICY STATEMENT (CONTD.)

- i. The following are possible disciplinary sanctions that may be imposed upon a Student for a violation of the Student Code of Conduct. This list is not exhaustive and may be modified to meet particular circumstances in any given case.
  - a. Disciplinary Condition
    - i. Verbal or Written Warning – A verbal or written statement of disapproval of the Student's behavior.
    - ii. Conduct Probation - Notice to the Student that any further conduct violation may result in suspension or expulsion. Conduct Probation might also include one or more of the following: the setting of restriction, the issuing of a reprimand, or restitution. Conduct Probation can affect Students' ability to participate or hold office in certain Registered Student Organizations and/or University activities.
    - iii. Conduct Suspension - Forced withdrawal from the University for a specified time. Suspension is for a period of not less than one full semester. During any period of suspension or withdrawal associated with conduct reasons, a Student should have permission from the Dean of Students prior to visits to campus.
    - iv. Expulsion - Permanent, forced withdrawal from the University constitutes the maximum disciplinary penalty. Although expulsion may be imposed on the first offense, it is usually administered after other methods of discipline have been exhausted.
  - b. Restrictions
    - i. Exclusion from participating in University activities and/or Registered Student Organizations.
    - ii. Limiting University privileges including, but not limited to, residence hall visitation, driving/parking on campus and access to University facilities.
  - c. Restitution – Reimbursement for damages or loss of property.
  - d. Educational – Work or service assignments or other related educational assignments.
  - e. 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.
  - f. Forced Withdrawal from the academic course within which the offense occurred.
  - g. Change in Course Grade – This sanction may be imposed only for cases involving Academic Misconduct. This recommendation must be approved by the Provost or his/her designee.
  - h. Removal from an Academic Program or Experience – This recommendation must be approved by the Provost or his/her designee.
2. If a Conduct Panel recommends a sanction that would result in an academic penalty including, but not limited to, grade changes, removal from academic programs, or removal from academic experiences, recommendations must be approved by the Provost or his/her designee.

## POLICY STATEMENT (CONTD.)

### I. Appeal Rights

- a. The appeals process applies to decisions that result in suspension or expulsion or removal from a professional program that are made through the Formal Conduct Resolution Process.
- b. Appeals must be based on one of the following circumstances and should be addressed in the written appeal:
  - i. Procedural errors – to allege a procedural error 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;
  - ii. Substantive errors – to allege that the finding was inconsistent with the weight of the information; or
  - iii. New evidence – 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.
- c. The Office of Student Integrity will forward written appeals to the Vice President of Student Engagement and Success (or their designee), who has been designated by the President to consider appeals. The appeal should be a review of the record only, and no new meeting with the Respondent or any Complainant is required.
- d. The Vice President of Student Engagement and Success 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 the 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.
- e. The Vice President of Student Engagement and Success will then issue a decision in writing to all parties within a reasonable time period. The decision of the Vice President of Student Engagement and Success shall be the final decision of the University.
- f. A Student who is appealing a hearing decision has the right to attend classes and University functions until he/she is notified of the appeal decision. Exceptions would be made when the Student's presence would create a serious and immediate danger or threat to persons or property. In such cases, the University may impose temporary protective measures, including interim suspension, pending a hearing.
- g. Should the Respondent or Complainant (where applicable) wish to appeal the final University decision, they may request review by the Board of Regents in accordance with the Board of Regents' Policy on Discretionary Review.
- h. Appeals received after the designated deadlines above will not be considered unless the University or the 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.

### 2. Student Conduct Hearing Panel – Composition of Members

3.

## **POLICY STATEMENT (CONTD.)**

1. The Student Conduct Hearing Panel is made up of faculty, staff, and student members. Faculty members are appointed by Faculty Senate, while Staff and Student members apply with and are interviewed by the Office of Student Integrity. Selected Staff and Student members are confirmed by the Vice President of Student Engagement and Success or their designee. All members are trained in the Student Code of Conduct hearing process. Each Student Conduct Hearing Panel will have three members (one faculty, one staff, and one student).
2. In cases involving graduate students, the Student Conduct Hearing Panel will be comprised of graduate faculty and graduate student members, in addition to one Staff member.

## **PROCEDURES**

1. See the Student Code of Conduct Procedures for the steps related to each of the resolution processes.
2. Any related operating procedures must comply with and should reference this policy.