

3.9.1 The institution publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community. **(Student rights)**

Compliance Status: Compliance

The College of Coastal Georgia publishes clear and appropriate statements of student rights and responsibilities each year on the College's website in form of the *2010-2011 College of Coastal Georgia Student Handbook*, various sections of the College's annual catalog, and through classroom instruction in CCGA 1101, *College Success Seminar*, a two-hour credit course designed to present the incoming student with strategies for developing personal, academic, and career-directed goals.

Educating Students

Demonstration of the commitment to educate new students and their families about student rights is exhibited in the [Orientation Learning Outcome](#) document and in the orientation programming.

Orientation Learning Outcome 3 states:

Demonstrate the ability to locate information on academic policies and student and financial services.

Academic policies including academic honesty and classroom etiquette will be reviewed with students and parents by Student Affairs. Student and financial services including disability and counseling services, personal safety programs/services, financial aid, and accounts receivable will also be discussed with students and parents. Students will be informed where they can find the catalog and student handbook on the College's website and information to be covered in CCGA 1101 will be discussed.

This outcome is reflected in practice in several sessions conducted during all new student orientation events. Rights and responsibilities are introduced in lecture form by campus leaders, reinforced by a group activity conducted by student orientation leaders, and participants are shown how to navigate to documents by hands-on experience in computer labs. A discussion of the Student Code of Conduct and appropriate campus behavior is formally addressed by campus leadership and police officers in a joint session attended by students and their families.

Student Code

The Student Code statement articulates a clear statement of student rights and responsibilities in the *2010 College of Coastal Georgia Student Handbook*:

Students who enroll at College of Coastal Georgia are expected to conduct themselves responsibly and to pursue their studies with integrity. By enrolling at College of Coastal Georgia, students agree to comply with the College's rules and regulations.

When students act as individuals or in concert to violate any of the following College regulations, they have individual and joint responsibility for such violations.

The following delineation of these regulations is not exhaustive and may be added to, changed, and/or superseded. All regulations are subject to the policies of the Board of Regents. ...

Student rights and responsibilities govern both student academic and non-academic conduct occurring on all real and personal property belonging to or in any way controlled by the College. In addition to policies related to academic and general conduct, the Student Code contains a variety of administrative policies (click link to read the policy) that pertain to individual students, as well as to student organizations. These include:

- [Alcoholic Beverages](#)
- [Damage to College Property or to Property at College-Sponsored Events](#)
- [Disruptive Behavior](#)
- [Disorderly Conduct](#)
- [Drugs](#)
- [Explosives](#)
- [Falsification of Records](#)
- [Fire Safety](#)
- [Gambling](#)
- [Hazing](#)
- [Parking](#)
- [Student Responsibilities & Rights](#)
- [Conduct Code](#)
- [Due Process](#)
- [Disciplinary Procedures](#)
- [Grievances Non-Grade/Non-Harassment Related](#)
- [Weapons](#)

Academic Appeals

An academic appeal is an allegation by a student of an unjustified deviation, to the student's detriment, from policies, procedures and/or requirements regarding grading policies, special agreements, instructor's requirements and academic requirements of the College.

A student may appeal a grade assigned by a faculty member or the interpretation or application of an academic policy by an academic administrator, including issues related to intellectual diversity. Prior to filing such an appeal, the student is asked to review the section entitled "[Alternative Dispute Resolution](#)" in *2010-2011 College of Coastal College Catalog*.

Specific procedures for filing an academic appeal are delineated in the College's *Catalog* under the section "[Academic Regulations](#)."

In any grievance involving a faculty member, the student is asked to first review the situation with the instructor or academic administrator who is responsible for the grade or academic policy interpretation with the goal of achieving a mutual resolution to the grievance. If this action is not successful, the student may submit a written grievance to the appropriate supervisor of the faculty or academic administrator in question. If the student believes that the appeal was decided in an arbitrary, capricious, discriminatory or unfair manner at the supervisor's level, he or she may appeal in writing to the Vice President for Academic Affairs.

Appeals of decisions made by the Vice President for Academic Affairs of the College may be made in writing to the President of the College within five calendar days after receiving the decision of the Vice President. The President will appoint a committee composed of three members of the faculty of the institution or utilize the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall, within ten calendar days, submit its findings and report thereon to the President. After consideration of the committee's report, the President shall, within five calendar days, make a decision which shall be final so far as the institution is concerned.

[Federal Requirement 4.5](#) provides a discussion of policies and procedures relating to student complaints and grievances.

Financial Aid

Each student who is a financial aid recipient has certain responsibilities and needs to follow these rules and regulations, as published on the Financial Aid [website](#):

- An applicant for financial aid must be enrolled before financial aid awards can be disbursed.
- Students receiving financial aid are required to declare the program of study that they are pursuing.
- For students whose financial aid has been approved, the system allows tuition and fees to be deducted from each semester's award at registration. Any remaining funds are disbursed after the students' attendance for at least six credit hours has been verified by the instructor. Financial assistance will not be available for the purchase of books during the first week of class. Therefore, students will have to purchase textbooks which are necessary for the first week of class as an "out-of-pocket" expense.
- Students receiving financial aid who drop out of school during the semester may owe the college a refund.
- Ordinarily, financial aid is awarded for two semesters of the regular academic year. Students must reapply for financial aid each academic year.
- Students given an award for the full academic year (two semesters) who fail to enroll fall semester will have all aid, with the exception of the Pell Grant and/or HOPE scholarship, cancelled for the remainder of that year.

- Any student in default on federal or state loans or having an outstanding financial commitment to any federal or state program will not be considered for financial aid at the College of Coastal Georgia.
- Financial aid applications received after May 1 will be considered on a first come, first-served basis providing funds are available.
- All hours attempted for the Semester, including grades of “W,” are counted in the College’s Satisfactory Academic Progress (SAP) policy.
- Ability-to-benefit students (those without an accredited high school diploma or GED certificate) applying for federal financial aid must pass a test approved by the Secretary of Education.
- Students cannot be enrolled in and receive federal financial aid from two different institutions at the same time.
- The maximum hours for which a student may receive financial aid is 150% of the number of semester hours required to earn the degree or certificate as stated in the College catalog. For financial aid purposes, students may register for only those courses specified in their selected program of study.
- Students who take Learning Support courses will be eligible for assistance for a total of 30 hours that are not counted in the 150 percent; remedial hours in excess of the 30 hours will be counted in the 150 percent time frame. Furthermore, students may not receive financial aid for remedial hours in excess of the 30 hours.
- Financial Aid will not pay for classes a student audits, CLEPs, or completes by Departmental Exam.

Disability Services

The Office of Disability Services (ODS) publishes an online *ODS Student Handbook* that includes a specific section, entitled “[Student Expectations](#).” The *ODS Handbook* also contains a guidelines section that instructs students regarding the documentation they must provide in order to qualify for services. When students visit the ODS, they are also provided with handouts that outline [New Student Guidelines](#) and [Disability Documentation](#).

Athletics

In anticipation of the increase in student athletes due to new athletic programs that will be added at the College through 2013, the Athletics Department recently hired a Director of Compliance who is responsible for drafting declarations of rights and responsibilities of student athletes. Currently, all student athletes are given statements outlining [Athletic Risk](#), the College [Drug Policy](#), [Housing Waiver](#), and a [Release Agreement](#).

The Director of Compliance is currently working on creating an attendance policy, grade point average requirements and *Student-Athlete Compliance Handbook*, all to be completed by Fall Semester 2011.

Supporting Documentation

[2010-2011 College of Coastal Georgia Student Handbook](#)

[College of Coastal Georgia Student Orientation Learning Outcomes](#)

[2010-2011 College of Coastal Georgia Catalog](#)

[College of Coastal Georgia website: Financial Aid Rights & Responsibilities](#)

[2010-2011 College of Coastal Georgia Office of Disability Services Student Handbook](#)

College of Coastal Georgia Office of Disability Services, [New Student handout](#)

College of Coastal Georgia Office of Disability Services, [Disability Documentation handout](#)

College of Coastal Georgia Athletics Department, [Athletic Risk Statement](#)

College of Coastal Georgia Athletics Department, [Drug Policy Statement](#)

College of Coastal Georgia Athletics Department, [Housing Waiver Statement](#)

College of Coastal Georgia Athletics Department, [Release Agreement Statement](#)