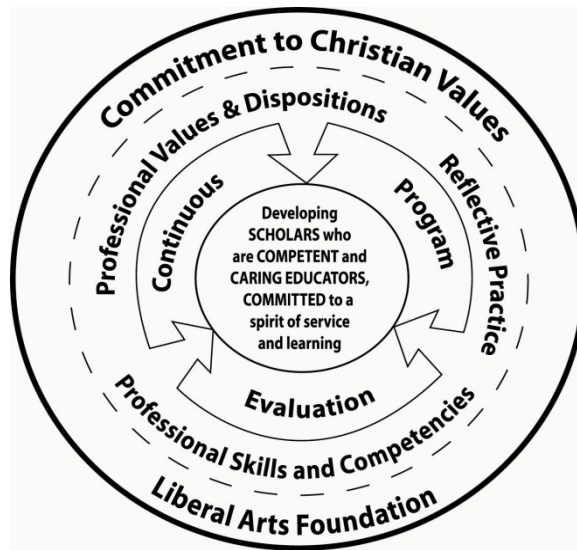




**GEORGETOWN**  
C O L L E G E

**TEACHER EDUCATION PROGRAM  
GRADUATE STUDENT HANDBOOK  
2011-2012**



## Table of Contents

CONTACT INFORMATION .....	8
INFORMATION ON THE GEORGETOWN COLLEGE GRADUATE EDUCATION PROGRAM .....	10
Code of Ethics .....	11
Graduate Programs Offered.....	11
Rank I Programs .....	12
Academic Requirements .....	12
Requirements for MA Initial Programs .....	15
Requirements for MA Advanced (Continuing) Programs .....	15
Additional Continuous Assessment Requirements .....	15
<i>Grades and Scholarship Standards:</i> .....	16
<i>Georgetown College Honor System:</i> .....	16
<i>Academic Probation and Suspension:</i> .....	16
<i>Academic Appeal Procedure:</i> .....	16
Program Exit Requirements .....	17
Planning and Scheduling.....	17
Independent Study .....	17
Course by Arrangement .....	17
Visiting Student.....	17
Special Student .....	17
Other Admissions Policies .....	18
<i>Cut-off dates:</i> .....	18
<i>Conditional admission:</i> .....	18
<i>International student admission:</i> .....	18
<i>Admission for English language learners (ELLs):</i> .....	18
General Graduate Student Regulations .....	18
<i>Time limitation:</i> .....	18
<i>Transfer of credits:</i> .....	18
<i>Advising:</i> .....	18
<i>Student load:</i> .....	18
<i>Research Study Requirements</i> .....	19
<i>Earning a second degree:</i> .....	19
<i>Campus G-Card:</i> .....	19
<i>Log-in Password and E-mail Accounts:</i> .....	19
Registration priorities .....	19
<i>Wait list procedure:</i> .....	19

<i>On-line courses</i> .....	19
Confirming enrollment .....	19
<i>For online classes</i> .....	19
<i>Procedure for appeal:</i> .....	19
<i>Dropping a course or withdrawal</i> .....	20
<i>Additional requirements for MA Initial Certification Programs:</i> .....	20
<i>Dropping out of the program:</i> .....	20
<i>Inactive status:</i> .....	20
GENERAL INFORMATION, POLICIES and PROCEDURES OF GEORGETOWN COLLEGE .....	21
Physical and Learning Disabilities and Services: .....	22
Education-Related Academic and Honor Organizations: .....	22
<i>Kentucky Education Association Student Program (KEASP)</i> .....	22
<i>Phi Kappa Phi</i> .....	22
<i>Georgetown College Institutional Review Board</i> .....	22
Student Code of Conduct .....	22
Tobacco & Tobacco Products.....	23
Campus Services.....	23
<i>ANNA ASHCRAFT ENSOR LEARNNG RESOURCE CENTER (LRC):</i> .....	23
<i>THE COUNSELING CENTER – 863-7074</i> .....	24
<i>DINING SERVICES</i> .....	24
<i>PUBLICATION/DUPLICATION (PUB DUP) CENTER</i> .....	25
<i>THE STORE</i> .....	25
<i>VENDING (DRINK AND SNACK)</i> .....	25
<i>CAMPUS SAFETY</i> .....	25
<i>STUDENT ID – THE G-CARD</i> .....	26
<i>FINANCIAL PLANNING AND EXPENSES</i> .....	26
STUDENTS’ RIGHTS AND RESPONSIBILITIES .....	26
<i>General Policies and Expectations</i> .....	26
<i>The Honor System at Georgetown College</i> .....	26
Honor Council .....	29
Sanctions.....	29
Rights of Persons Accused of an Honor Violation.....	29
Evaluation .....	29
Computer Facilities & Equipment.....	30
The Georgetown College Technology Ethics Policy.....	30

Guidelines For Use of Computing Resources Including the Internet, World Wide Web, Email, and Related Networks .....	30
Disciplinary and Appeal Procedures .....	31
Harassment and Sexual Misconduct Policy .....	31
Investigation and Resolution of Complaints .....	32
Sexual Assault .....	33
Amendments to Policy and/or Procedures .....	35
Family Educational Rights And Privacy Act .....	35
Notices .....	35
Policy Statement as a Drug-Free Institution .....	36
Standards of Conduct.....	36
Disciplinary Sanctions .....	36
State and Federal Laws .....	37
Health Risks .....	37

## IMPORTANT INFORMATION

(In case of a critical emergency, dial 9-911)

Campus Safety	8111
Police	863-7820
Fire	863-7830
Ambulance	863-7840
Graduate Office	502-863-8176
Academic Advisor	_____
Advisor e-mail:	_____
Department website:	<a href="http://education.georgetowncollege.edu/graduate/">http://education.georgetowncollege.edu/graduate/</a>
GC Portal Link:	<a href="https://my.georgetowncollege.edu/ics">https://my.georgetowncollege.edu/ics</a>
Link to Ensor LRC:	<a href="http://library.georgetowncollege.edu/">http://library.georgetowncollege.edu/</a>

# GEORGETOWN COLLEGE

*...an innovative community of scholars developing ethical scholars committed to our heritage of Christian discernment*

## EIGHT GUIDING PRINCIPLES

*Quality*, as expressed in Jesus Christ, is our way of life.

*Excellent Service* is our goal.

*Loyalty* is our strength.

*Teamwork* is to be cherished.

*Positive Vision* will motivate us.

*Stewardship* is our responsibility.

*Personal Growth* will bring us joy.

*Commitment* will be reaffirmed daily.

## THIS IS GEORGETOWN COLLEGE

### **Our Mission**

Georgetown College is a small, residential, co-educational liberal arts college distinguished by a combination of respected, rigorous undergraduate and graduate programs, an array of opportunities for involvement and leadership, a commitment to Christian values and its distinctive heritage. This provides an environment for intellectual, spiritual, and social growth. Through a broad undergraduate program, the curriculum offers a foundation for shaping informed thought and action in order to prepare students for their place in society. Georgetown College seeks persons committed to supporting its mission and to realizing their full potential in this community of learners.

### **Our Role**

Georgetown College, a Carnegie Baccalaureate (Liberal Arts) I institution founded in 1787, is a private, coeducational, liberal arts college, historically related to the Kentucky Baptist Convention. The College has a reputation for rich traditions, high ideals and academic excellence in its undergraduate and graduate programs. On a primarily residential campus, it provides more than 1,300 undergraduate students with opportunities for excellence in intellectual, spiritual, cultural, social, and physical achievement within a Christian community. In return, Georgetown College expects from its students their finest efforts. Within the framework of the Christian faith, the Georgetown experience includes meaningful student life activities and seeks to expose students to many diverse points of view. The College community is dedicated to discovering ways in which Christian men and women can live, work and serve most effectively in contemporary society.

## **OUR COMMON COMMITMENT AT GEORGETOWN COLLEGE**

Welcome to the Georgetown College community – a family of students, faculty, administrators, and support personnel dedicated to the common goal of making this campus a residential community of learning.

We are members of an old community – gathering continuously on this site since 1829. Each of us is committed – to one another, to Georgetownians who lived and studied here before, and to future Georgetownians – to do our part to make this a better place for higher education and for maturing as individuals. Because it is by personal choice that we become a part of the Georgetown College community, we strive to abide by the academic, social, and spiritual standards of the institution. This commitment should shape every relationship and everything we do at Georgetown College. It should make us special to one another and that feeling is always important.

We respect one another as individuals. We respect each other's rights, privacy, and personal property. We work to make the campus environment conducive to development of high self-esteem.

We also respect one another for the special role we play in making Georgetown College flourish as a community of higher education.

We treat all students, at all levels, as fellow learners. We do not belittle their ideas but weigh them carefully in search of the truth. We expect students to meet their academic commitments in a responsible manner.

We treat all faculty members as colleagues who guide and evaluate our progress. We expect them to teach in a clear and responsible manner. We expect their evaluations to be honest, fair, and above-the-table; they should avoid any hint of favoritism. We honor their opinions, and so we do not deceive them or pressure them into unfair decisions.

We treat all administrators and support personnel as colleagues whose decisions guide the College on a day-to-day basis. We expect them to be open to our opinion. We honor their decisions and expect them to be in the College community's best interests so that we may endorse them wholeheartedly.

We respect the people of the city of Georgetown in their role as hosts to the students of Georgetown College in their community. We respect their laws and their property. We expect their actions to be motivated by fairness and a proper concern for the College students as their guests.

We honor the contributions of earlier members of the Georgetown College community. We treat with respect the buildings, books, and equipment which they purchased for our use. Our experience is richer because they cared for Georgetown College.

Finally, we care for the Georgetownians of the future. We hope they honestly may say that Georgetown College is a better place in which to live and learn because we have been good stewards of the Georgetown tradition.

Our common commitment to one another leads us to affirm each other's value and dignity. We hope that all Georgetownians leave our community confident of their self-worth, recipients of a quality liberal arts education grounded in Christian values.

Endorsed by the Student Government Association, 1990-91

Endorsed by the Faculty, 1991-92

## CONTACT INFORMATION

### DEPARTMENT OF EDUCATION

Dr. Yoli Carter, Dean of Education .....	7967
Dr. Andrea Peach, Associate Dean of Graduate Education.....	7050
Dr. Angela Cox, Associate Dean of Undergraduate Education .....	8155

#### **Faculty:**

Christel Broady .....	8356
Bobby Burchette .....	8175
Yoli Carter .....	7967
Angie Cox .....	8155
Emily DeMoor .....	8171
Melody Deprez.....	7963
Elizabeth Dinkins.....	8172
Dave Forman.....	8045
Sue Hill .....	8380
Anita Jones.....	7081
Yvonne Niemann .....	8147
Caleb Paull .....	7011
Andrea Peach .....	7050
Harold Peach.....	7010
Rebecca Powell.....	8158
James Simpson.....	8379
Alex Spatariu .....	8376
Alison Tabor .....	8377
Taylor Thompson.....	8157

### DEPARTMENT HEADS OF CERTIFIED FIELDS

Art	Juilee Decker	8173
Biology	Mark Johnson	8086
Chemistry	Susan Campbell	7039
English	Barbara Burch	8130
History	Cliff Wargelin	8074
Kinesiology/Health	Jean Kiernan	8334
Math, Physics	Will Harris	7921
Modern Languages	Emily Stowe	7993
Music	Heather Hunnicutt	8056
Political Science	Melissa Scheier	8329
Psychology	Jennifer Price	8330
Sociology	Eric Carter	7968
Theater	Ed Smith	8042

**OFFICE OF THE REGISTRAR**

Contact: Winnie Bratcher, Registrar.....8024

The Registrar’s Office is located in Highbaugh Hall Room 105. Its primary function is to service the academic needs of the students and faculty of the college. Important information concerning the Office of the Registrar may be found on its homepage located at the following Internet address: <http://www.georgetowncollege.edu/registrar/>

**INTERNATIONAL STUDENTS**

Contact: Emily Brandon.....7994

Natalie Rupard is the international student advisor and will assist in completing all required federal forms and other necessary papers while enrolled at Georgetown College.

## **Section One**

# **INFORMATION ON THE GEORGETOWN COLLEGE GRADUATE EDUCATION PROGRAM**

## **The Georgetown College Teacher Education Program**

*... developing scholars who are competent and caring educators, committed to a spirit of service and learning*

The Teacher Education Program at Georgetown College is rooted in the liberal studies tradition of the College, which seeks to develop habits of thought, character and service that exemplify the highest ideals of caring stewardship and reasonable citizenship.

The theme of the Georgetown College Teacher Education Program is *to develop scholars who are competent and caring educators, committed to a spirit of service and learning*. To realize this aim, learning experiences are provided that center on three broad-based goals:

1. To prepare teachers who possess the **professional skills and competencies** necessary for realizing a high level of achievement for all students;
2. To prepare teachers who have the **professional values and dispositions** necessary for creating supportive and constructive learning communities;
3. To prepare teachers who engage in continuous **reflective practice** in order to improve their practices and to make positive changes in their schools and communities.

A variety of classroom and on-campus experiences, extensive field work, and continuous counseling and evaluation of students are integral components of the Teacher Education Program, and serve to develop the following competencies and understandings which are anchored in the Kentucky Teacher Standards.

- 1.1 The ability to demonstrate a knowledge of content (KY 1);
- 1.2 The ability to design and plan effective learning experiences for all students (KY 2);
- 1.3 The ability to implement and manage instruction (KY4);
- 1.4 The ability to assess student learning and communicate learning results (KY 5);
- 1.5(A) The ability to create and maintain a supportive learning climate (KY 3);
- 1.5 (B) The ability to employ effective classroom management and discipline strategies;
- 1.6 The ability to collaborate with colleagues, families, and others (KY 8);
- 1.7 The ability to demonstrate implementation of technology (KY 6);
- 2.1 A commitment to the profession and to students and families (KY 9– Implement a professional development plan, and KY 10 – Provides professional leadership);
- 2.2 An appreciation for diversity;
- 2.3 High moral and ethical standards;
- 3.1 Reflective practice (technical) ( KY 7 – Reflects on and evaluates teaching/learning situations);
- 3.2 Practical reflection – uses contextual knowledge of students in analyzing and evaluating instruction;
- 3.2 Critical reflection – reflects critically on education and the profession

## Code of Ethics

Georgetown College maintains ethically-related policies which apply to all students, especially those pursuing education degrees. All students who enroll in the Teacher Education Program are required to sign the Kentucky Code of Ethics upon entrance to the Program, and are also required to meet certain professional dispositions as outlined in the Georgetown College Conceptual Framework (found at <http://education.georgetowncollege.edu/documents/graduate/Conceptual%20Framework.pdf>). In each course, faculty are required to complete a Dispositions Record of Concerns for any student who fails to meet the specified professional dispositions. This form is included at the end of this Handbook as Appendix B. The Graduate Education Program also adheres to the policies governing the Georgetown College Honor System, which is discussed in a separate section of this Handbook.

## Graduate Programs Offered

Georgetown College offers several graduate programs leading to initial certification and to rank change in the State of Kentucky. These programs include:

- Master of Arts in Education Program (for rank change in elementary, middle, secondary)
- Master of Arts in Education – Learning and Behavior Disorders (for initial certification [alternative] or rank change in LBD)
- Master of Arts in Education – Alternative Certification (umbrella program for initial certification in middle or secondary school in a variety of certifiable majors)
- Master of Arts in Education with Reading/Writing Endorsement (for certification as a reading specialist)
- Gifted and Talented Endorsement (for certification in Gifted and Talented)
- English as a Second Language Endorsement (for certification in ESL)
- Instructional Technology Endorsement (for certification in Instructional Technology)

## Rank I Programs

The following have been submitted to EPSB and will most likely be implemented in January 2010:

- Rank I
- Rank I – MSD

In the interim, students may elect to complete a second Master’s program in order to attain Rank I status.

## Academic Requirements

Admission requirements and requirements that need to be satisfied at each checkpoint vary by program, and are outlined in the tables below:

### Checkpoints - Initial MA Programs

	Checkpoint 1: Program admission	Checkpoint 2: Entrance to final clinical practice	Checkpoint 3: Program exit
MA-Alternative Certification Program	<ul style="list-style-type: none"> <li>✓ Two recommendations</li> <li>✓ Undergraduate 2.75 GPA from an accredited institution or GRE scores</li> <li>✓ Signed KY Code of Ethics</li> <li>✓ Signed program sheet</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of all required PRAXIS specialty exams</li> <li>✓ Successful completion of instructional unit plan</li> <li>✓ Successful completion of EDU 535 or 552</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful clinical evaluations</li> <li>✓ Completion of PRAXIS PLT</li> <li>✓ Successful completion of Diversity Case Study</li> <li>✓ Completion of PRAXIS PLT</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> <li>✓ Professional portfolio showing evidence of having met all KY teacher standards</li> </ul>
MA-LBD Alternative Certification Program	<ul style="list-style-type: none"> <li>✓ Two recommendations</li> <li>✓ Undergraduate 2.75 GPA from an accredited institution or GRE scores</li> <li>✓ Signed KY Code of Ethics</li> <li>✓ Signed program sheet</li> <li>✓ For LBD-A and LBD-A6: Valid teaching certificate from KY (If no KY certificate or if certificate has expired, must provide verification of content and professional knowledge through evidence of having passed appropriate PRAXIS specialty exam and PRAXIS PLT)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of required PRAXIS specialty exam 0353</li> <li>✓ Successful completion of 15-20 hours of coursework in LBD, to include ECE575A &amp; B</li> <li>✓ Successful completion of assessments in specialty area</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful clinical evaluations</li> <li>✓ Successful completion of PRAXIS 0542</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> <li>✓ Professional portfolio showing evidence of having met all KY teacher standards</li> </ul> <p>For LBD-A and LBD-A6:</p> <ul style="list-style-type: none"> <li>✓ Successful completion of action research project</li> <li>✓ Submission of portfolio with accompanying reflective essay on professional growth</li> <li>✓ If seeking “<i>highly qualified</i>”: Successfully completion of PRAXIS PLT (0014)</li> </ul>

### Checkpoints – Advanced Programs

	Checkpoint 1: Graduate admission	Checkpoint 2: Program entrance	Checkpoint 3: Degree candidacy	Checkpoint 4: Program exit
Master of Arts	✓ Administrator	✓ Successful	✓ Successful	✓ Successful completion

	Checkpoint 1: Graduate admission	Checkpoint 2: Program entrance	Checkpoint 3: Degree candidacy	Checkpoint 4: Program exit
	<ul style="list-style-type: none"> <li>recommendation(s)</li> <li>✓ Undergraduate 2.75 GPA from an accredited institution or GRE scores</li> <li>✓ Signed KY Code of Ethics</li> <li>✓ Valid teaching certificate from KY (If no KY certificate or if certificate has expired, must provide verification of content and professional knowledge through evidence of having passed the appropriate PRAXIS specialty exam and PRAXIS PLT)</li> <li>✓ Signed program sheet</li> </ul>	<ul style="list-style-type: none"> <li>completion of first program assessment (Self-assessment of professional identity)</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> </ul>	<ul style="list-style-type: none"> <li>completion of Technology/Inquiry Portfolio (EDU 586)</li> <li>✓ Successful completion of Diversity Case Study (EDU 591)</li> <li>✓ Successful completion of Assessment Project (EDU 593)</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> </ul>	<ul style="list-style-type: none"> <li>of Action Research Paper (EDU 597)</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ Reflective Essay on Professional Growth</li> <li>✓ Program completed within 7 years (includes transfer credits)</li> </ul>
MA-RWE	<ul style="list-style-type: none"> <li>✓ Administrator recommendation(s)</li> <li>✓ Undergraduate 2.75 GPA from an accredited institution or GRE scores</li> <li>✓ Signed KY Code of Ethics</li> <li>✓ Valid teaching certificate from KY (If no KY certificate or if certificate has expired, must provide verification of content and professional knowledge through evidence of having passed the appropriate PRAXIS specialty exam and PRAXIS PLT)</li> <li>✓ Signed program sheet</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of first program assessment (Self-assessment of professional identity)</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of 15-21 hours of coursework</li> <li>✓ Successful completion of all major assessments to date</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of all remaining major assessments</li> <li>✓ Successful completion of action research project and presentation</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> <li>✓ Submission of portfolio with accompanying reflective essay on professional growth</li> </ul>

### Checkpoints –Non-Degree Endorsement Programs\*

	Checkpoint 1: Graduate admission	Checkpoint 2: Program entrance	Checkpoint 3: Continuous progress	Checkpoint 4: Program exit
ESL Endorsement	<ul style="list-style-type: none"> <li>✓ Administrator recommendation(s)</li> <li>✓ Undergraduate 2.75 GPA from an accredited institution or GRE scores</li> <li>✓ Signed KY Code of Ethics</li> <li>✓ Valid teaching certificate from KY (If no KY certificate or if certificate has expired, must provide verification of content and professional knowledge through evidence of having passed the appropriate PRAXIS specialty exam and PRAXIS PLT)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of first ESL program assessment (lesson plan project)</li> <li>✓ ESL entrance essay</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> <li>✓ Signed program sheet</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of all program assessments for meeting specialty standards</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> <li>✓ Professional membership</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> <li>✓ Submission of portfolio with accompanying reflective essay on professional growth</li> <li>✓ Passing PRAXIS score in specialty area</li> </ul>
Gifted/Talented Endorsement	<ul style="list-style-type: none"> <li>✓ Administrator recommendation(s)</li> <li>✓ Undergraduate 2.75 GPA from an accredited institution or GRE scores</li> <li>✓ Signed KY Code of Ethics</li> <li>✓ Valid teaching certificate from KY (If no KY certificate or if certificate has expired, must provide verification of content and professional knowledge through evidence of having passed the appropriate PRAXIS specialty exam and PRAXIS PLT)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of first program assessment</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> <li>✓ Signed program sheet</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of all program assessments for meeting specialty standards</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> <li>✓ Submission of portfolio with accompanying reflective essay on professional growth</li> <li>✓ Passing score (152) on PRAXIS II Gifted Education</li> </ul>
IT Endorsement	<ul style="list-style-type: none"> <li>✓ Administrator recommendation(s)</li> <li>✓ Undergraduate 2.75 GPA from an accredited institution or GRE scores</li> <li>✓ Signed KY Code of Ethics</li> <li>✓ Valid teaching certificate from KY (If no KY certificate or if certificate has expired, must provide verification of content and professional knowledge through evidence of having passed the appropriate PRAXIS specialty exam and PRAXIS PLT)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of first program assessment (technology/inquiry portfolio)</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> <li>✓ Signed program sheet</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of all program assessments for meeting specialty standards</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> </ul>	<ul style="list-style-type: none"> <li>✓ Successful completion of action research project and presentation</li> <li>✓ Minimum 3.0 GPA</li> <li>✓ No faculty concerns of candidate dispositions</li> <li>✓ Submission of portfolio with accompanying reflective essay on professional growth</li> </ul>

\*Candidates who take endorsement programs as part of the Master of Arts in Education are also required to meet all continuous assessment requirements for the MA Program noted above. Admission and continuous progress checkpoints noted here indicate requirements that are specific to each endorsement program.

## Requirements for MA Initial Programs

*Graduate Program Admission:* A candidate is admitted into the Graduate Education Program after s/he has submitted all required materials. Graduate Program admission allows the candidate to take initial coursework prior to being formally admitted into a particular MA program.

*Checkpoint Two:* Admission to final clinical practice requires the successful completion of at least 15 hours of graduate coursework and a demonstration of content and pedagogical knowledge through having passed the major assessments in designated courses up to that point. Candidates must also pass the Praxis specialty test prior to being admitted to final clinical practice.

*Checkpoint Three:* To exit the program and to be considered a “program completer,” candidates must have successful clinical evaluations and must have attained a passing score on the required Praxis Principles of Learning and Teaching exam or Praxis special education exam. They must also submit a portfolio showing proficiency in all KY Teacher Standards and program outcomes.

## Requirements for MA Advanced (Continuing) Programs

*Graduate Admission:* Candidates are admitted into the Graduate Education Program after they have met all admission requirements.

*Formal Admission:* Candidates are formally admitted into the Master of Arts in Education Program at checkpoint two, after completing the major assessment in EDU 584. Formal admission requires review and approval by the Graduate Council. Formal admission allows candidates to continue in the program; candidates who fail to meet minimum standards are not permitted to continue with their coursework until those standards are demonstrated.

Students may only take six credit hours before registering for EDU 584. At that point in their program, students who have not passed the assessment in EDU 584 are blocked from registering for additional classes. As with all major assessments, if they fail the assessment, candidates may enroll as a provisional student the following semester, but they will not be permitted to enroll in any additional semesters without passing the major assessment.

*Degree Candidacy:* Admission to degree candidacy requires the successful completion of at least 15 hours of graduate coursework, a minimum 3.0 GPA, and demonstration of content and pedagogical knowledge through having passed the major assessments in designated courses up to that point.

*Program Completion:* To exit the program, candidates must submit a portfolio and reflection demonstrating proficiency in all Kentucky Teacher Standards and conceptual framework outcomes. They must also have successfully passed the action research project, which is the final major assessment in the program.

## Additional Continuous Assessment Requirements

Candidates enrolled in all education programs, including the various endorsement programs, are assessed using specific standards-based assessments designated in each program. These major assessments are scored using scoring rubrics and scores are entered into the database. As noted above, candidates must pass these assessments at various checkpoints throughout the program before being permitted to continue in the program. Candidates who fail to successfully complete a major assessment in any course must meet with the course instructor to complete a Major Assessment Remediation Plan (Appendix B).

In addition, all candidates must demonstrate the professional dispositions expected of teacher candidates as outlined in the Program’s conceptual framework. Students’ dispositions are assessed upon program entrance and also throughout the program. When a student’s dispositions are inconsistent with the program’s conceptual framework, faculty submit a “Dispositions Evaluation - Record of Concerns” specifying the specific concern(s) for which the student is being referred. (See Appendix A) Candidates who fail to meet program standards are required to meet with their academic advisor to develop an action plan and address all areas of weakness. Depending upon the severity of the infraction(s), advisors may recommend delay in enrolling in further course work. Multiple infractions can result in denying admission to or removal from the Teacher Education Program, and will be determined on a case-by-case basis. All graduate students are also required to meet the standards of behavior set forth by the college. These requirements are outlined in Section 2 of this Handbook.

**Grades and Scholarship Standards:** All students are expected to maintain a grade-point average of 3.0 which is the minimum required for graduation. A grade lower than a “C” will not count for graduate credit in any program. A cumulative point standing of 3.0 must be attained for the M.A. in Education degree. A grade of “I” (Incomplete) must be converted by the end of the following semester, or the “I” automatically becomes an “F.” The incomplete form is included in Appendix C.

An overall GPA of 2.3 or lower after enrolling in at least 8 hours of course work will result in automatic suspension from the Graduate program. Students may be readmitted to the Graduate Education Program after a period of one year. A second suspension will be final. No credit earned by a student during suspension at any institution will be honored by Georgetown College.

Students with a GPA of 2.31-2.99 after enrolling in at least 8 hours of course work will be placed on probation. The student may not earn less than a “B” during the probation period or automatic suspension from the Graduate Education program will occur.

**Georgetown College Honor System:** The Graduate Education Program adheres to all policies governing the Honor System. Violations of the Honor System include cheating, plagiarism, stealing, lying (in academic matters), and double assignments, and are subject to college sanctions. Procedures and processes relating to these policies, including the right of appeal, are included in this *Graduate Student Handbook* under “The Honor System at Georgetown College.” The Conceptual Framework of the Georgetown College Teacher Education Program also includes standards on the moral and ethical dispositions of students. Candidates who violate the dispositions noted in the Conceptual Framework will be required to meet with the professor and sign a Dispositions Record of Concern, which will go in the candidate’s file. Severe infractions of moral and ethical standards as outlined in the Conceptual Framework and the Kentucky Code of Ethics for teachers can result in expulsion from the program. Less severe infractions may require candidates to take and pass an ethics course in order to remove the “Dispositions Record of Concern” from the candidate’s permanent record.

**Academic Probation and Suspension:** An overall GPA of 2.3 or lower after enrolling in at least 8 hours of course work will result in automatic suspension from the Graduate Program. Students may be readmitted to the Graduate Education Program after a period of one year. A second suspension will be final. No credit earned by a student during suspension at any institution will be honored by Georgetown College.

Students with a GPA of 2.31-2.99 after enrolling in at least 8 hours of course work will be placed on probation. The student may not earn less than a “B” during the probation period or automatic suspension from the Graduate Education Program will occur.

Students are considered to be on probation for at least 2 semesters or the next 12 semester hours (whichever is greater). Failure to raise the overall grade point average to the required level of 3.0 within the next two semesters or 12 semester hours of enrollment (including summer terms) will result in suspension from Georgetown College for a period of one year.

No student may graduate with less than a 3.0 GPA. Students who fail to achieve a 3.0 GPA after the completion of all course work will be required to repeat courses in which they received a “C” until they achieve the required 3.0 GPA for graduation.

Appeals process: Students who are making satisfactory progress and have raised their GPA to at least a 2.8 after 2 semesters or 12 semester hours of probationary status may make appeal to the Graduate Council to continue the probationary period for an additional semester. No student will be allowed to continue on probationary status beyond three semesters or 18 hours.

**Academic Appeal Procedure:** Students who wish to appeal a grade or other faculty decision have the right to appeal. Students should first seek to resolve the problem with the specific faculty member involved. If a student wishes to lodge a complaint against a faculty member, the student should normally first consult with his/her academic advisor. The advisor will guide the student through the options available to the student (informal or formal complaint). When there is an informal expression of an academic concern, the student’s faculty advisor should convey the essence of that concern to the Associate Dean of Graduate Education, who will investigate the issue. The Associate Dean will take any necessary action to help resolve the issue. If the faculty member in question is the Associate Dean of Graduate Education, the advisor will convey the nature of the concern to the Dean of Education, who will investigate the issue and take any necessary action to help resolve the issue. If the faculty member in question is the student’s advisor, the student should contact the Associate Dean of Graduate Education for resolution of the problem.

Formal complaints should be reserved for situations in which a student believes he or she has been adversely affected in a way that cannot be or has not been resolved through informal intervention. When the student wishes to lodge a formal complaint, the student should generally seek advice from his/her academic advisor about the best way to proceed (unless the advisor is the focus of the complaint). To make a formal complaint, the student must submit a written statement of the difficulty to the Associate Dean of Graduate Education and request that the issue be resolved through the Graduate Council. This statement should be no longer than two pages and should concentrate on the facts of the issue in question.

The Associate Dean of Graduate Education then reviews the facts, communicates with the person(s) involved, and attempts to resolve the difficulty to the student's satisfaction. If that attempt is unsuccessful, the matter will be forwarded to the Graduate Council for review. The Council will review the facts of the grievance and make a recommendation to the Provost for resolving the problem. The final disposition of the issue is in the hands of the Provost and is final and binding.

## **Program Exit Requirements**

Granting of the MA degree and/or certification requires successful completion of all course work and all required major (standards-based) program assessments. As noted previously, exit requirements vary depending upon the specific program. For initial certification programs, teacher certification is recommended upon successful completion of all program requirements.

## **Planning and Scheduling**

Schedules for the next term are distributed in classes and posted on the department website. They are mailed to students who are not currently enrolled, but who took coursework within the previous two semesters. Be sure to read carefully the information about the first day of classes and tuition payment schedules. Note the following:

- When planning which course or courses to take for an upcoming term, refer to your copy of your program sheet. You should have kept track of your progress through the program of courses and experiences, which will let you see which courses you should take next. If you have a question for your advisor, call or Email.
- If you register for a course, and before the first day of class, find it necessary to drop the course, remember to contact the department promptly. There is often a waiting list of students wanting that course, and they would appreciate knowing about the available space in advance.
- Candidates enrolled in "traditional" MA programs have seven years to complete the program, beginning with the semester in which you took the first course. However, with the implementation of the new MA leadership program, those who enrolled prior to January 2009 must complete the degree by January 31, 2013. Candidates enrolled in initial programs who are teaching on temporary provisional certificates must complete the program within the timeframe allowed by the Education Professional Standards Board for certification renewal.

## **Independent Study**

Students must obtain the approval of the Associate Dean of Graduate Education prior to registering for independent study. Students who wish to enroll in an Independent Study (or in rare cases, a Course by Approval), are required to submit a proposal using the form designed for this purpose. Forms can be obtained in the Graduate Education Office and a copy of the form is also included in the Appendices.

## **Course by Arrangement**

In rare instances, a student may need to take a catalog course outside of the listed class offering by making specific arrangements with a supervising professor. There must be extenuating circumstances for these arrangements to be approved (e.g., major illness which prevented the student from enrolling in a course during the semester in which it was offered, scheduling conflicts, etc.). Applications for a Course by Arrangement will be considered only in unusual circumstances, and require the approval of the Associate Dean of Graduate Education. In planning for a Course by Arrangement, the same procedures apply as for an independent study.

## **Visiting Student**

An applicant who is enrolled in a graduate program at another institution may enroll for courses as a Visiting Student. The prospective student should submit an application and a Permission Form prior to registering for coursework. Visiting students will be assigned an advisor and will receive an orientation packet upon admission. Once the approved course is completed and grad submitted, a letter from the Associate Dean of Graduate Education will close Visiting Student status. If a student wishes to pursue another course, application for Visiting Student status must be completed again.

## **Special Student**

A student who desires to continue his or her education but does not intend to become a candidate for the Master's degree may enroll as a special student. Students desiring to take graduate courses for one or more of the following reasons are classified as special students: (1) to renew an expired teaching certificate or to enhance their professional development; (2) to begin MA or Rank I work while awaiting the receipt of an earned certification; (3) to earn an endorsement separately from a degree or Rank I. Students in categories 1

and 2 are limited to 9 hours of coursework under special student status. Students in category 3 (endorsement only) are limited to coursework in that endorsement area.

Special students are assigned an advisor and will receive an orientation packet upon admission. They are required to sign the Kentucky Code of Ethics and the confidentiality form (FERPA)..

## **Other Admissions Policies**

**Cut-off dates:** Applications for admission to the Graduate Program are considered on a rolling basis as they are completed. Most course registrations take place several weeks prior to the term and spaces in specific courses (especially the degree core courses) cannot be guaranteed. Students should apply as early as possible for admission to desired programs and terms. Spaces are limited in most programs and when spaces are exhausted admission will close and students may be considered for subsequent terms or denied admission. Closing dates for meeting all admission requirements will be posted on the Department's website.

**Conditional admission:** Students entering the MA Program must meet all requirements for admission. Conditional admission will be granted only under highly unusual circumstances, and requires approval of the Graduate Council.

**International student admission:** International students who meet specific program requirements and for whom Georgetown College has appropriate programs at the graduate level are invited to make application to the Graduate Education Program. Such applications must be supported by satisfactory evidence of qualifications to pursue a full course of study at this institution. Applications for admission of international students are not considered complete without official transcripts showing grades and degree(s) awarded, official Test of English as a Foreign Language (TOEFL) scores, scores on the verbal, quantitative, and analytical portions of the Graduate Record Examination (GRE), and Declaration and Certification of Finances. Georgetown's minimum acceptable score on the TOEFL is 520 (equivalent to a 190 on the computerized TOEFL). International students are required to complete their admission procedures at least 30 days prior to the term in which they expect to enter. Appropriate I-20 or DSP-66 forms will be issued after all official credentials have been received and the complete application has been reviewed and approved by the Associate Dean of Graduate Education. The U.S. Immigration and Naturalization Service requires certification that all standards for admission have been met before the I-20 form is issued.

**Admission for English language learners (ELLs):** Students who have acquired English as a Second Language are required to meet all of the admission requirements for entrance into the Graduate Education Program. In addition, they must submit official Test of English as a Foreign Language (TOEFL) scores demonstrating proficiency in English.

## **General Graduate Student Regulations**

**Time limitation:** All credits, including transfer credits, must be completed within a period of seven years. Credits earned seven years prior to the date which the student expects to receive the M.A. degree shall not count for credit.

**Transfer of credits:** Candidates enrolled in the MA Program and MA-AC program are permitted to transfer up to 6 hours of graduate credit from another institution. Credits must have been earned from a nationally accredited institution or a regional institution of higher education accredited by EPSB. Candidates enrolled in the LBD Program may transfer up to 12 hours of graduate credit from another institution. All credits must be current (within the required timeline or "window" for graduate study), and must have been earned from an accredited graduate school. Transfer credits must be approved by the candidate's advisor and by the Associate Dean for Graduate Education.

The culminating experience in the Graduate Education Program is the action research project, which is completed in EDU 596/597. Candidates must take these courses at Georgetown College. Research courses taken at other institutions cannot be transferred to satisfy these requirements.

**Advising:** Each graduate student is assigned to an assigned graduate faculty advisor. Students are required to attend a scheduled advising session and sign a curriculum contract prior to enrolling in their first semester of study. Students will not be permitted to register for classes if these two steps have not been taken.

**Student load:** Students enrolled for at least six semester hours are considered full-time. For the purposes of federal aid, enrollment in three semester hours is considered half-time. Students who are enrolled in the traditional MA program and who are employed full-time

may not enroll for more than two courses or 6 hours per semester (whichever is less) during the term of their employment. This regulation does not apply to candidates who are enrolled in an alternative certification program for secondary teaching.

**Research Study Requirements:** Throughout their graduate study, most students will be required to conduct one or more research projects. Many research studies require the approval of the Institutional Review Board (IRB). For additional information, contact the course instructor. IRB approval forms can be downloaded from the college website.

**Earning a second degree:** The following master's degrees are awarded at Georgetown College: MA in Education, MA in Education – Learning and Behavior Disorders, MA in Education – Reading and Writing. Students who have completed a Master of Arts in Education degree or MA in Education - Reading and Writing may earn an MA in Education - LBD degree. Similarly, students who have completed the MA-LBD degree may earn an MA degree or MA-Reading and Writing degree. Since the MA and MA-RWE have some common courses, students may not earn dual degrees in these areas.

**Campus G-Card:** All graduate students are required to obtain a campus G-card. This card is required for checking out materials and printing articles in the Ensor Learning Resources Center. It also serves as a copy card and student identification card. The G-card may be obtained in the Business Office in Highbaugh Hall.

**Log-in Password and E-mail Accounts:** Graduate students are provided with a password which is required for accessing grades, registering on-line, accessing Blackboard or Moodle, and setting up a campus e-mail account. Students are also provided with a Georgetown College e-mail address. Students who take on-line classes are required to have a college e-mail account. Passwords are established and distributed through Information Technology Services (ITS) upon enrollment in the Graduate Program.

## Registration priorities

**Wait list procedure:** Once a class fills, a computerized wait list is initiated, and students who desire admission can be added to this list at their request. If students drop before the class start date and spaces become available, new students are added to the course from the wait list in the order based on program and date. Students who need the course to fulfill a specialty area requirement are given priority. Sometimes additional sections of classes are added when possible to accommodate a long wait list. If spaces become available, students will receive a call or email, providing that the Graduate Education Office has current contact information.

**On-line courses:** Students who are enrolled in the LBD on-line program will register prior to students enrolled in other programs, and will be given priority in enrolling in on-line classes. In addition, students who are within 12 hours of completing a graduate degree program will be permitted to register early. Students who are not enrolled in an on-line degree program should not expect to have courses available on-line, but may register for on-line courses after students in on-line programs have registered if space is still available. Students not enrolled in on-line programs can opt to enroll in a section of the course on campus, or may place their name on a wait list for the on-line course section. Additional on-line course sections will not be provided, however, unless the on-campus section is also at capacity.

## Confirming enrollment

**For online classes:** The town meeting constitutes the first class session for several on-line courses, and course content and information is often shared at this face-to-face session that cannot be provided through an on-line format. Therefore, for classes that meet during the town meeting, **attendance at the online town meeting is MANDATORY**. No excuses will be accepted except for clear emergencies that could not be anticipated (e.g., death in family, severe illness or accident). Should you find that you cannot attend the scheduled town meeting, you are advised to enroll in that class during a different term. **Students who do not attend the town meeting and cannot provide evidence of an emergency (e.g., written note from physician) will be automatically dropped from all enrolled courses.**<sup>1</sup> **For on-campus classes:** Students confirm enrollment by attending the first class session or by contacting the course instructor. Students who do not correspond with the instructor after the first two class sessions will be automatically dropped from the course.

**Procedure for appeal:** Should there be other extenuating circumstances which make it impossible for students to attend the online town meeting, appeals should be submitted in writing to the Associate Dean of Graduate Education, preferably at least a week prior to the scheduled town meeting date. The Associate Dean of Graduate Education, in consultation with the Program Director and course instructor, will make the final determination in granting a waiver.

Additionally, to complete registration for classes, students must confirm their registration by paying charges in full or making arrangements to pay the bill in installments. Registration is complete upon receipt of either payment in full to the Business Office or partial payment and completion of the Deferred Payment Agreement. Confirmation should be complete before class begins. To complete registration for classes you must confirm your registration by paying your charges in full or by making arrangements to pay your bill in installments. Both methods required you to contact the business office. If you do not confirm your registration by Friday of the second week of class, your registration will be cancelled and you will be subject to the refund schedule for tuition and fees. All student accounts should be paid in full by the end of each semester. Those students with delinquent student account balances will not be permitted to register for any future semesters. No transcript or diploma will be released to a student with a delinquent account.

***Dropping a course or withdrawal:*** When students find it necessary to drop a course during a term,, the drop/add must be completed through the Graduate Education Office. Drop or failure to attend once a class has started will incur a portion of the tuition charge as well as the drop fee. The date on which the drop/add card is processed and signed in the Graduate Education Office is the date for calculation of refund. Failure to complete the withdrawal process will result in a grade of “F” in the course and no refund.

Students may drop a course without a grade being assigned prior to the mid-point of the semester. After the mid-point, faculty are required to submit a grade of “WP” (withdrew passing) or “WF” (withdrew failing). A grade of “WF” will be calculated as an “F” in the student’s GPA.

***Additional requirements for MA Initial Certification Programs:*** Students who are enrolled in an initial program at the graduate level and who wish to maintain their temporary provisional certificate must be continuously enrolled; that is, they must take classes during the terms in which they are being employed as teachers. The Kentucky Teacher Internship Program (KTIP) will count as continuous enrollment, if the student has completed the required course work, for the purposes of maintaining the temporary provisional certificate. Special circumstances will be reviewed by the program director and recommended for approval by the Associate Dean of Graduate Education.

***Dropping out of the program:*** Students who intend to drop out of the Graduate Education Program for a period longer than a year should send an official notification to the Associate Dean for Graduate Education or to their graduate advisor. Students who drop out of the Program for a period of five years or more and wish to return must be readmitted to the Program. Such students will be required to meet all requirements for admission and will be issued a new curriculum contract. No courses will be counted toward the degree that extend beyond the required 7-year time period.

***Inactive status:*** Candidates who have not completed classes for two calendar years will be placed on inactive status. In order to register for classes, deactivated students must contact the Graduate Education Office or appropriate program director and submit a short form in order to reactivate their status and enroll in additional graduate classes. Candidates who are placed on inactive status will be notified by letter from the Graduate Education Office at least one month prior to changing their status to inactive. In addition to submitting an amended application, those who wish to return to active status must also attend an advising session and review their program sheet as part of the readmission process,

## **Section Two**

# **GENERAL INFORMATION, POLICIES and PROCEDURES OF GEORGETOWN COLLEGE**

## **Physical and Learning Disabilities and Services:**

Georgetown College complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), which require that colleges and universities must be free from discrimination in their recruitment, admissions, and treatment of students and that reasonable accommodations in the academic program must be made by the educational institution to insure equal and non-discriminatory access to educational programs and activities by all students with disabilities. Disabled students requesting services are expected to make contact, in a timely manner, in advance of the need to reasonable accommodation. After a student is admitted, parents of students with disabilities should contact Dr. Lloyd Clark to find out what documentation must be submitted to the college if their son/daughter needs accommodations. A licensed psychologist must do testing for a learning disability, and the psychologist must put in writing exactly what accommodations are needed. The documentation should be sent to Dr. Lloyd Clark. When a student with a learning disability comes to campus, they must meet with Dr. Clark in order to get needed accommodations. These meetings should occur the first week of the semester. Documentation should be submitted after the student is officially admitted or at least 4-6 weeks before the semester begins.

The Vice President for Student Life is the Compliance Officer for the college for physical and learning disabilities. A student may initiate an appeal of any decision relating to disability services, or request a formal hearing of a complaint, by filing a written appeal with the Vice President for Student Life. Georgetown College will make every effort to reasonably accommodate the needs of persons with physical disabilities. Persons needing assistance should contact the Student Life Office (8004).

## **Education-Related Academic and Honor Organizations:**

### ***Kentucky Education Association Student Program (KEASP)***

Contact: Ms. Carol Williams ..... 7043

KEASP is the pre-professional teacher organization.

### ***Phi Kappa Phi***

Contact Dr. Carrie Cook ..... 7979

Phi Kappa Phi is the oldest national honor society that recognizes academic achievement in all areas of study. Candidates must be in the top 10% of their class.

### ***Georgetown College Institutional Review Board***

Contact Person: Dr. David Bowman ..... 8094

All research investigation involving human subjects, conducted by faculty, staff, or students under the auspices or financial support of Georgetown College, must be reviewed and approved by the Institutional Review Board for Review of Research Involving Human Subject (IRB), or be declared exempt from the review by that board. The IRB operates under the policies and procedures of the colleges, established to insure compliance with the National Research Act (P. L. 93-348) and the regulations set forth in Part 46 of Title 45 of the Code of Federal Regulations (45 CFR 46). The purpose of IRB review is to protect the rights and personal privacy of individuals and assure a favorable climate for conducting scientific inquiry. Procedures for submitting a research proposal are found at the following url: <http://spider/AcadPgms/index.htm>

## **Student Code of Conduct**

**Expectations:** Georgetown College is a Christian community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. It is committed to preserving the exercise of any right guaranteed to individuals by the Constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the academic community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the College or with the rights of other members of the College cannot be condoned. Students enrolling at Georgetown College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the College retains the authority to maintain order within the College and exclude those who are disruptive of the educational process.

Students of the College are expected to conduct themselves in a manner befitting a civilized society, both within the College and

elsewhere. **GRADUATE STUDENTS ARE ACCOUNTABLE FOR ALL APPLICABLE REGULATIONS IN THE GEORGETOWN COLLEGE STUDENT CODE OF CONDUCT.** See the Georgetown College Student Handbook at: <http://www.georgetowncollege.edu/studentlife/handbook.pdf>

Generally, prohibited conduct for which a student is subject to discipline is defined as but not limited to the following:

1. Physical and/or emotional abuse of any person on College-owned or controlled property or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person;
2. Sexual misconduct, including sexual assault or sexual intercourse without consent;
3. Consuming, possessing, storing, or being in the presence of alcohol or commercial alcohol containers on College property;
4. Public intoxication on College property;
5. Unauthorized entry/exit or occupation of College facilities which are locked, closed to student activities, or otherwise restricted as to use;
6. Intentional disruption or obstruction of teaching, research, administration, or other College activities, or other authorized activities on College property;
7. Possession, distribution and/or use of illegal narcotics or drugs, or drug paraphernalia;
8. Falsely pulling or tampering with fire alarm or fire safety equipment including the covering of smoke detection sensors;
9. Possession, storage, or use of any kind of firearms, air rifles, or air pistols, BB guns, brass knuckles, ammunition, firecrackers, or fireworks, gasoline, explosives, or other combustible materials, and knives with a blade longer than six inches;
10. Theft, vandalism, destruction, or unauthorized movement of College property or personal property of other students, faculty, employees, or visitors;
11. Intentionally providing false identification or information to College officials;
12. Failure to exit the building or returning to the building before being told to do so by a College official during a fire alarm;
13. Failure to comply with the reasonable directions of a college official, including Campus Safety Officers, acting in performance of their duties;
14. Violations of published College policies or College regulations;
15. Knowingly violating the terms of any disciplinary sanction imposed with accordance with this code;
16. Conduct that is detrimental to the College or conduct that reflects negatively on the College community; and
17. Failure to use the College's computing resources (including the internet) in an ethical, professional, and legal manner.

## **Tobacco & Tobacco Products**

Georgetown College prohibits smoking in all indoor areas including residence hall rooms. In accordance with Georgetown City ordinance, smoking is prohibited within 30 feet of any public building entrance, window, or ventilation system.

## **Campus Services**

### ***ANNA ASHCRAFT ENSOR LEARNNG RESOURCE CENTER (LRC):***

Contact: Mary Margaret Lowe, Library Director..... 8403

The Georgetown College Library (LRC) has 131,000 print books and over 46,000 e-books. We subscribe to 525 print journals, and have access to 35,000 full-text journal titles online. We also have over a thousand DVDs and 1,800 CDs that are free for you to check out with your G-Card.

The Reference Desk is staffed most hours to help with your research. The LRC has over 50 computers for public access and we also offer free wireless internet access. Students may renew books and view due dates through their online account located at the LRC web page through Spider.

The Ensor Learning Resource Center is an essential partner with the faculty in the research and instructional endeavors of Georgetown College. Our purpose is to foster the development of creative reasoning and critical thinking skills that lead to intellectual, spiritual, and social growth. We will anticipate and meet the information needs of the college community with programs that advance scholarship, develop critical competencies, and promote lifelong learning.

Check <http://library.georgetowncollege.edu> for more information.

## **THE COUNSELING CENTER – 863-7074**

### **Free and Confidential Services**

The Counseling Center offers confidential services to any student, faculty, or staff member of Georgetown College. Services are covered at no extra charge.

### **What Services are Offered?**

Services include individual and group counseling as well as testing and assessment services. Male and female counselors are available. In addition, staff members are available to speak on mental health topics to halls, classes, or campus organizations.

### **How do I Get Started?**

To schedule an appointment, call 502-863-7074. If you do not speak with a counselor in person, please leave a message, and a staff member will return your call. Let the counselor know how to contact you and if it is okay to leave a voice mail message.

**What Brings You to See Us?** People see counselors for a variety of reasons, including anxiety, depression, substance abuse, loneliness, stress management, or relationship difficulties. People also see counselors because they “just don’t feel right” or because they are ready for personal growth and insight. Dealing with a learning disability or attention-deficit disorder can also be a reason to come in. Remember, caring and professional counselors are there to support you. So, give us a call or come by to schedule an appointment.

### **How Long Will I Attend?**

Usually sessions are scheduled for an hour at a time once a week. Sometimes people come in more often and sometimes they come in less frequently. During the first session you will be asked to fill out some standard forms. This information will be kept confidential and only the counselor will have access to it.

### **Services for Learning Disabilities, ADHD, and other Disabling Conditions**

The Counseling Center also provides services to students with learning disabilities, attention-deficit hyperactivity disorders, and any other mentally or physically disabling condition. Students should mail or bring copies of reports listing their diagnoses and recommendations to the Counseling Center Director. Counseling staff will act as a liaison with the student and his or her professor, writing letters to the professors and listing recommendations and accommodations the student may need. It is important to return to the Counseling Center at the beginning of each semester with a list of classes for that semester so that new letters can be mailed, informing professors of your needs. In addition, staff can provide numerous suggestions for improving performance. If a student believes he or she has a learning disorder or attention-deficit, but has never been diagnosed, Counseling Center staff can make referrals for assessment and testing.

## **DINING SERVICES**

### **Campus Dining Room (Café)**

The Café located on the Main level of the Cralle Student Center and is the primary dining area on campus providing many dining options. It offers six distinct dining styles including a deli, grill and pizza station, traditional entrees and our International and Italian bars. The Café also offers a spectacular salad bar and many great fresh baked desserts.. In addition to the use of a campus meal plan, meals may be purchased by cash, G-card or Tiger Dollars. The campus dining room is open for up to 19 meals per week.

### **Campus Grille**

The Grille is located on the lower level of the Cralle Student Center and provides the students a change of pace from eating in the Cafe. The Grille offers a variety of made to order contemporary fast service meals. From grilled chicken Caesar salad to a good old fashioned cheeseburger, you can find it in the Grille. The Grille accepts cash, as well as G-Card and Tiger Dollars.

### **Mulberry Café**

The Mulberry Café is located on the main level of the Anna Ashcraft Ensor Learning Resource Center. The Mulberry Café proudly brews Starbucks coffee in addition to a variety of salads, sandwiches, and daily luncheon specials. The Mulberry Café accepts cash, credit cards, G-card, and Tiger Dollars. The Mulberry Café also offers cash equivalency from 8:00 a.m. to 10:00 a.m. Monday through Friday.

### **C-Store**

The C-Store is located on the lower level of the Cralle Student Center. The C-Store stocks snacks, soft drinks, health and beauty products, and numerous other goods, services and items of personal need. Items may be purchased with cash, check, credit card, or G-card. In addition, Tiger Dollars may be used by presenting your G-Card. The C-Store is open Monday through Thursday 7:45 a.m. – 10:00 p.m. and Friday 7:45 a.m. – 6:30 p.m. Hours are subject to change.

### ***PUBLICATION/DUPLICATION (PUB DUP) CENTER***

Pub Dup is located on the bottom floor of the Cralle Student Center just down the hallway from Campus Mail. Pub Dup offers color and black and white copy services, laminating, binding, and a full range of mail center services including envelope printing. In addition, this center is responsible for oversight of the satellite copiers located in various student accessible areas around campus. G-Card is accepted at the majority of satellite copiers with coin operation on copiers inside the LRC and the Cralle Student Center. Also, Pub Dup has oversight responsibilities for the "Pay For Print" management system installed in the LRC T-3 and reference area and Asher Science Center Computer Lab. Paper waste reduction has been accomplished through the installation of this print management system. Any questions concerning these services may be directed either to the Ikon Representative at 8137 or Kay Blevins, Director of Auxiliary Services, at 8139.

### ***THE STORE***

The Store is located on the ground floor of the Cralle Student Center and serves the entire College community. In addition to providing textbooks and course materials, The Store stocks general reading books, spirit-related items, clothing, and office supplies. Students now have the option of visiting The Store's website at: <http://thestore.georgetowncollege.edu/home.aspx> to review textbook requirements prior to visiting The Store to purchase their textbooks. Items may be purchased with cash, check, Visa/MasterCard, American Express, Discover or G-card. Normal hours are 8:00 a.m. to 5:00 p.m. Monday through Friday and Saturdays from 10:00 p.m. to 2:00 p.m. The Store is open additional hours to accommodate special event participants. For more information concerning The Store, please contact 8134.

### **Textbook Return Policy**

All textbook returns must be in the same condition as when purchased and a receipt must be presented at the time of the return request.

### ***VENDING (DRINK AND SNACK)***

G-Card and coin operated drink machines are located inside the common areas of all resident halls plus various high traffic areas of campus. The snack machines are located in areas which warranted placement due to sales history. Both the snack and drink equipment is owned, maintained and serviced by off campus vendors. Any questions or problems related to this equipment should be directed to the Auxiliary Services Coordinator, Paula Faught, at 8351.

### ***CAMPUS SAFETY***

#### **Mission Statement**

The Campus Safety Department's intent is to provide a safe environment for Georgetown College community members. Campus Safety is a SERVICE oriented department, with life, environment, and property being our priorities.

Georgetown College's Campus Safety is located in the Cralle Student Center across the foyer from the cafeteria. Dan Brown is the director and the department's phone number is 863-8111. Georgetown College's Campus Safety Department is staffed with personnel prepared to help or assist college students and staff 24 hours a day. Constant efforts are aimed at keeping the campus a safe place. Please feel free to suggest ideas for improved dormitory or classroom safety or to report conditions that you feel are hazardous. Campus Safety officers are also available to help assist you in contacting other offices for further assistance (e.g. counselors, local police, fire departments, ambulance, or medical help).

#### **Safety Escort Service**

Georgetown College offers a safety escort service to students seeking accompaniment while crossing campus. This service is offered from dusk to dawn. Daylight escorts will be provided for special circumstances such as illness, injury or a legitimate fear that would prevent a student from feeling safe while crossing campus. To request an escort, students should go to the Campus Safety office or call extension 8111. An officer will be dispatched to walk the student to their destination. If a student is injured or ill, they will be transported to their destination. Once a request has been made the officer should be at the location within 15 minutes. If for some reason there is a delay due to an emergency, we will try and notify the student as soon as possible. Students should call in advance if they know they are going to require an escort. Campus Safety will provide an escort to any location on campus. Emergency phones are located in the Knight Hall east and west parking lots, KA/KD parking lot, on the Building Services Building in the Allen Hall parking lot, and the Northeast corner of Military and Jackson. These phones are to be used for emergencies or for the Safety Escort Service. To contact Campus Safety, press the button located on the front of the Emergency Phone.

## **Student Vehicles and Parking**

### Parking

Graduate students are not required to register their vehicles. Tickets are not usually issued during evening classes or in the summers, except for parking in any fire lane, loading zone, marked tow zones, any grass area, or in specifically reserved spaces such as handicapped, RD, Dr. Donald Jacob, the President, or Governor. Parking in legal spaces on city streets is an option, but beware that on Dudley Avenue and Clayton Avenue there are reserved residential spaces that are not open to students. These spaces are clearly marked as tow zones with signage, and are monitored daily by the city police.

### Parking Violations

Campus Safety reserves the right to ticket and/or tow any vehicle in violation of vehicle and parking policies, including registration under false pretenses. The driver and/or the registered owner of the vehicle is responsible for violation(s) of College vehicle and parking regulations, including appropriate fines, towing fees, related charges and possible disciplinary action. Make sure you inform any relative or friend who may use your vehicle about parking guidelines. This includes where to legally park your vehicle in order to avoid a parking citation.

## ***STUDENT ID – THE G-CARD***

The student identification card, referred to as the G-Card, provides electronic access to a prepaid account for purchases at The Store, Campus Mail, Printing and Duplicating, all food locations, vending machines, copiers, and most laundry machines. The card is required for access to the dining hall, identification at the library, and must be presented for free admission to all varsity athletic events. The G-Card can also be used to at a number of off campus locations. For a complete listing of these locations, please go to the G-Card website via the Georgetown College intranet.

The G-Card is made at the Business Office located in Highbaugh Hall. Please contact the Business Office at 7022 should you lose or break your G-Card. Students should surrender their G-Card when withdrawing from the College or transferring to another school.

## ***FINANCIAL PLANNING AND EXPENSES***

Contact: Mr. Rhyan Conyers ..... 8027

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

### ***General Policies and Expectations***

As an institution rooted in Christian traditions, Georgetown College requires adherence to certain basic standards of behavior. Students are expected to conduct themselves (both on and off campus) as responsible members of the College community and to demonstrate courtesy and respect for others. Abusive behavior, offensive language, sexual conduct inconsistent with Christian ideals, or the mistreatment of a fellow member of the College community will not be tolerated.

Students must assume responsibility for themselves and are subject to the following range of disciplinary actions by the College up to and including suspension for misconduct. A respect for Christian ideals and the personal dignity and worth of others is essential to maintaining harmony within the student body.

### ***The Honor System at Georgetown College***

#### **History**

The Georgetown College strategic plan titled "Strategic Initiative Plan Georgetown College 1998-2003: Moving to Higher Ground" directed a study as to whether or not a campus-wide honor system should be initiated. An eighteen-month study that included the study of student survey data, faculty input, student focus groups, and study of the benefits of an honor system at comparable institutions concluded the need to develop a College-wide Honor System. The study indicated a need to develop an honor system that emphasizes faculty involvement, student participation, and administrative management focused upon consistency. As a result, this Honor System document was developed. The intention of the creators of the Georgetown College Honor System was that the Honor System would become an important tradition toward the maintenance of a truly scholarly environment that highlights the ideals of honor, responsibility, consistency, student/faculty involvement, and fairness. The Georgetown College Honor System was initiated during the fall semester 2000.

## Meaning

Georgetown College is “an innovative community of scholars developing ethical scholars committed to our heritage of Christian discernment.” In a truly academic community, honor must be expected. Honor is an ideal that is evident in the lives of ethical scholars. Primarily, the function of the Honor System is to educate and instill a common purpose within the campus’ student community. The Honor System is an educational tool to assist the process of teaching morality and ethics. The Honor system helps create an environment that will assist in the development of the whole person by insisting upon honorable traits and behavior. Further, the process assists in the establishment of precedent, consistency, and fairness with regard to questions of academic integrity. An effective honor system requires students and faculty to understand and abide by the system’s expectations.

## Process

All students are expected to sign an understanding of the Honor System. Record of this understanding is kept on file in the Office of the Vice President for Student Life/Dean of Students. Further, an introduction to the Honor System will occur during the new student orientation program each year. Additional Honor System orientation programs will be scheduled as needed.

## Guidelines

The strength of the Honor System is in the creation of an atmosphere in which students can act with individual responsibility. This includes the personal decision to act honorably and to not tolerate others who choose to violate the conditions of the Honor System. Therefore, an important aspect of the College’s Honor System is that all students are expected to report violations of the Honor System by their peers. Faculty and Staff must also understand the spirit of the system and do everything possible to abide by the guidelines.

## Infractions

Infractions of the Honor System include cheating, stealing, and lying related to academic matters. These infractions are defined as follows:

- **Cheating.** Fabricating written assignments; giving aid to any student or receiving aid without the consent of the professor on tests, quizzes, assignments, or examinations; consulting unauthorized work with the intent of subverting the purpose of the exercise. (An assignment shall be defined as any work, required or voluntary, submitted to an instructor for review or grade.)
- **Plagiarism.** The act of presenting the information, ideas, or phrasing of another as if they were one’s own. Such an act is plagiarism whether by ignorance of proper scholarly procedures, failure to observe them, or deliberate intent to deceive.
- **Stealing.** The act of appropriating that which belongs to another with intent to the College or another individual with intent to achieve an unfair advantage in academic matters, whether or not the advantage is a personal one, and/or assisting others in such acts. (Examples include theft of library materials, computer software/equipment, or instructor’s examinations, etc.)
- **Lying** (in academic matters). The intentional statement of an untruth made with deliberate intent to mislead another.
- **Forgery** is considered an act of lying and thus an honor offense. Therefore, the unauthorized signing or false representation on a college document is considered an honor offense.
- Note: It will be considered in an individual’s favor in determining penalty, if an individual tells an untruth concerning a matter but later, on his/her own initiative tells the truth concerning the same matter before he/she is confronted with the untruth.
- **Lying** during the process of resolving an alleged honor offense is considered a breach of the Honor System.
- **Double Assignments.** The use of one assignment (e.g. paper) to fulfill the requirements of more than one course will be considered a violation of the Honor System, unless the student has received proper permission from the appropriate instructor(s).

## Procedures

*Reporting a violation of the Honor System:*

In order to preserve the effectiveness of the System, faculty and students must report probable violations to the appropriate individual(s).

- If an instructor suspects an honor violation, he/she should document the concerns and confront the student as soon as possible. If the accuser is uncomfortable meeting the student, then the VP/Dean may meet with the student in their stead. If a

student suspects an honor violation, they should notify the professor or the VP/Dean of Students. Documentation of the incident in question should be made on the “Honor System Incident Report” form available in the Vice President for Student Life/Dean of Students Office and online at <http://spider.georgetowncollege.edu/forms/academic%20programs.htm>. The instructor should request a private meeting with the student where the specific charge should be discussed. The student should have the opportunity to explain his/her actions. If the student admits responsibility, the professor may impose a penalty appropriate to the violation (see **SANCTIONS** below). A complete documentation of the accusation, meeting with the student, and imposed sanction should be included in the appropriate sections of the “Honor System Incident Report” and forwarded to the Vice President for Student Life/Dean of Students Office as soon as possible from the time of the imposition of the sanction. This documentation will be placed in the students’ file. The Vice President for Student Life/Dean of Students Office will contact the student(s) who have been sanctioned by an instructor, in a confidential manner to schedule a meeting to ensure an understanding of the violation and resulting sanction. If the charged student is a graduate student, the Associate Dean of Graduate Education will participate in the meeting. Failure to attend the follow-up meeting will result in the matter being resolved through the hearing process (see **Hearing Process** below).

- If the student disputes the allegation or refuses to cooperate with the instructor in any manner, the Instructor should contact the Vice President for Student Life/Dean of Students Office immediately. At this point, the Vice President for Student Life/Dean of Students will initiate the hearing process (see **Hearing Process** below). Students who have been found responsible of a previous honor violation will automatically participate in the hearing process to adjudicate subsequent charges (see **Hearing Process** below).
- Vice President for Student Life/Dean of Students Office immediately. At this point, the Vice President for Student Life/Dean of Students will initiate the hearing process (see **Hearing Process** below). Students who have been found responsible of a previous honor violation will automatically participate in the hearing process to adjudicate subsequent charges (see **Hearing Process** below). This may result in sanctions in addition to the professor’s sanction(s) if the student is found responsible.

A student that is charged with an honor code violation may not drop that class without explicit written permission from the Provost of the College unless the Honor Council finds the student not responsible of the charge. (see **Hearing Process** below).

#### *Hearing Process:*

If the Vice President for Student Life/Dean of Students, is needed to assist in the resolution of an honor violation, he/she will follow these procedures:

- If a hearing is necessary, the Vice President for Student Life/Dean of Students will forward a complete listing of the charges and the appropriate rights and procedure information to the accused at least 48 hours prior to the time of the hearing. The hearing panel will consist of seven Honor Council members (two Faculty and five students) and be chaired by the Vice President for Student Life/Dean of Students or his/her designee in the case a conflict of interest. When possible, two graduate students will be asked to serve when adjudicating a graduate student case. A minimum of five Honor Council members must be present to hold a hearing. The Vice President for Student Life/Dean of Students is a non-voting member of the committee. Appropriate witnesses (e.g. person making the accusation) must be present at the Hearing. The accused must be present during the entire proceeding. Witnesses will be called at the appropriate time during the hearing by the chair of the Honor Council hearing. The accused or the accuser does NOT have a right to Counsel. The accused has a right to call no more than two character witnesses during the hearing. The procedure will conclude with the accused being given the opportunity to make a “private” statement to the Honor Council. All hearing proceedings will be tape-recorded.
- The Honor Council will have 48 hours to make a decision with regard to responsibility or non-responsibility and the appropriate sanction to be imposed. The Honor Council should make an attempt to consult with the faculty member bringing the initial charge before imposing sanctions. The Vice President for Student Life/Dean of Students will communicate this information by letter and in person to the accused. The Honor Council’s decision will be communicated to the appropriate individuals (e.g. Registrar) and the hearing documentation and resolution will be placed in the student’s file. The individual responsible for the accusation will be informed of the Honor Council’s decision.

#### *Appeal:*

The accused has a right of appeal to the Provost/Dean of the College (or Graduate Council for cases involving graduate students). The notice and specific reasons for the appeal must be made in writing to the Provost/Dean of the College or Graduate Council within five days of the student receiving notice of the Honor Council’s decision by the Vice President for Student Life/Dean of Students. The appeal letter must state specifically the basis for the appeal, for example misinterpretation of a policy or new information that was not made available during the Honor Council hearing. The decision of the Vice President /Academic Dean (or Graduate Council in the case of graduate student violations) will be the final decision regarding honor violations.

## **Honor Council**

*Selection:* The Honor Council consists of seventeen members, twelve students (ten undergraduate and two graduate) and seven full-time faculty members. The Faculty members are approved by the Provost/Dean of the College. Every attempt will be made to have selected faculty members represent all five academic divisions. The students are selected to serve on the Honor Council by the Vice President for Student Life/Dean of Students' Office after soliciting nominations from the faculty and administrative staff using a thorough application and interview process.

*Training:* Council members receive training for their responsibility from the offices of the Vice President for Student Life/Dean of Students and Provost and Dean of the College.

*Confidentiality:* Council members are expected to keep all matters pertaining to their service CONFIDENTIAL. A member should refrain from Honor System duties if there is personal knowledge of an incident or a relationship with persons involved in the matter exists. If this occurs, an alternate member will be chosen from the Honor Council members to serve the appropriate duties.

## **Sanctions**

A sanction used in the resolution of an honor offense should be based on precedent, prior record, attitude, and severity of the offense. The following are the most commonly recognized sanctions. Particular incidents may require the use of one or more of these sanctions.

- Written reprimand/Warning
- Financial Restitution
- F on specific assignment
- F in pertinent course
- Suspension for a period of time with a right to reapply for admission following the suspension period
- Expulsion (no right to reapply)

Precedent must be established over time. During early implementation of the Honor System, communication must occur between the Faculty, Provost/Dean of the College, Vice President for Student Life/Dean of Students, and Honor Council members to aid in fair and consistent sanctions.

A second honor offense will result in at least an automatic "F" in the course.

## **Rights of Persons Accused of an Honor Violation**

Students accused of a violation of the Georgetown College Honor System are assured of the following rights:

- The College may act as the accuser.
- The accused has the right to confront the accuser.
- If the accused decides to have the suspected honor violation resolved by a hearing, the following rights are implied:
  1. The right to have specific charges outlined in a letter that will be delivered at least 48 hours in advance of scheduled hearing procedures
  2. The right to call any material witnesses deemed necessary by the accused during the hearing procedures
  3. The right to call no more than two character witnesses during the hearing procedures
  4. The right to have the outcome of the hearing discussed in a face-to-face meeting with the Vice President for Student Life/Dean of Students
  5. The right to an appeal with the Provost/Dean of the College.

## **Evaluation**

The current members of the Georgetown College Honor Council will evaluate the effectiveness of the Georgetown College Honor System annually. Changes to the Georgetown College Honor System must be approved by the Provost/Dean of the College and Vice President for Student Life/Dean of Students after consulting with other appropriate constituencies. Changes to the Georgetown College Honor System will be conveyed to the campus community through established educational programs.

## **Computer Facilities & Equipment**

Students provided access to Georgetown College computing facilities are required to be familiar and comply with the Computing Ethics Policy. In addition to the Student Handbook, the Georgetown College Technology Ethics Policy is available on-line at the Information Technology Services internal web server known as "Spider."

### **The Georgetown College Technology Ethics Policy**

*Preamble:* Technology resources at Georgetown College are provided to all faculty, students and staff to support the educational process and the administrative efforts for fulfillment of our mission statement. To remain consistent with the goals of this institution, therefore, the responsible use of these facilities is expected from all users.

The Georgetown College Technology Ethics Policy contains the governing guidelines for faculty, student and staff use of technology resources and is based on the EDUCOM Statement of Principle on Software and Intellectual Rights (stated below) and the Eight Guiding Principles. This policy indicates the general principles regarding the appropriate use of equipment, software and networks, including the use of voice mail, electronic mail, distributed video services and computers. In addition, users of these resources must recognize and abide by federal, state and local laws and ordinances that relate to copyrights, security, privacy and other statutes involving electronic media.

*Policy:* The EDUCOM Statement of Principle on Software and Intellectual Rights states:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for work and personal expression of others is especially critical in computer environments. Violations of authorized integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

People who use the Georgetown College technology resources do so as guests of the college and are expected to act responsibly.

Because Georgetown College is a guest on the Internet, World Wide Web, email and related networks, those that access these networks serve as representatives of the college by the way in which they conduct their network activities. All users of Georgetown College resources must act with the highest ethical standards, respecting integrity of other users' accounts, any and all copyrights, the rights of other users and the physical facilities and controls.

*Enforcement:* The use of Georgetown College technology resources is a privilege to faculty, students and staff. The privilege may be withdrawn (in addition to other appropriate actions) by the college based on the specific guidelines outlined both in this document and Faculty, Staff and Student handbooks.

### **Guidelines For Use of Computing Resources Including the Internet, World Wide Web, Email, and Related Networks**

Georgetown College provides access to appropriate available computing resources and to the Internet, World Wide Web, electronic mail and related networks to all faculty, students and staff who accept the following guidelines.

1. *The college provides computer resources and access to all computer networks for academic and administrative purposes.* Georgetown College encourages its faculty, students, and staff to use its computer resources and these networks to perform their academic and professional activities. Use of these resources for other purposes should be by prior consent from the Information Technology Steering Committee. No computer or network resource should be used for illegal purposes.
2. *Individual users will neither modify nor move from its installed location any college owned computing resource without prior approval from Information Technology Services.*
3. *Individual users remain responsible for the abuse of computing and network accounts assigned to them.* It is not acceptable for users to interfere with or disrupt network users, services or system resources. Disruptions include, but are not limited to: creating or deliberately propagating computer worms or viruses; transmitting slanderous or harassing materials; transmitting gratuitously violent, pornographic or obscene information (that is, any material that is demeaning or lowers the dignity of the human person, whether male or female); or using a computer to gain unauthorized access to any computing facility either internal or external to the Georgetown College network.
4. *The college owned computer facilities and access to networks are shared resources.* Users are assigned account names and passwords. It is not acceptable to use an account assigned to someone else without explicit permission from the account's owner. It is not acceptable to divulge passwords or email addresses without the explicit consent of the account's owner. The college reserves

the right to publish the Georgetown College Email Directory on the World Wide Web. Anyone who does not want his/her information published on the Georgetown College website must contact the ITS help desk.

5. *All files are private and confidential unless the author explicitly made them available to others.* This is true even if the software system does not guarantee this confidentiality. It is not acceptable to copy any portion of a file created by someone else or to store such data in an account without the author's explicit permission.
6. *Individual users will respect all copyrights and licenses on computer software.* It is not acceptable to execute, copy, or modify computer programs without the explicit permission of the author. Software provided by Georgetown College on its computer systems is licensed by the college and should not be copied for personal use, transferred to non-college owned equipment, or modified in any way.
7. *Georgetown College reserves the right without notice to limit or restrict any individual user's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any college owned computing resource or access to the Internet, World Wide Web, electronic mail, or other related network service.* The college also reserves the right to periodically check any system or take any other action necessary to protect its computing resources and access to these networks. The college disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing resources or access to these networks. The college cannot guarantee protection against media failure or data loss.

### **Disciplinary and Appeal Procedures**

*Students:* Students who are charged with a violation of the Georgetown College Technology Ethics Policy will be referred to the Vice President for Student Life. The complaint will be adjudicated through the disciplinary procedures outlined in the Student Handbook. Students who are found in violation of the policy will be subject to disciplinary sanctions that may include suspension from Georgetown College.

*Faculty:* Charges against faculty of a violation of the Georgetown College Technology Ethics Policy will be adjudicated through the procedures outlined in the Faculty Handbook.

*Staff:* Staff violations of the Georgetown College Technology Ethics Policy will be handled by the staff member's superior or the appropriate Vice President.

### **Harassment and Sexual Misconduct Policy**

#### *STATEMENT OF POSITION*

Georgetown College is committed to providing a working and learning environment that is free from harassment, sexual and otherwise, and it is the policy of the College that harassment in any form will not be tolerated. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent harassment. All members of the College community, employees and students are required to promptly report conduct that could be in violation of this policy.

Georgetown College prohibits harassment and intimidation on the basis of one's gender, race, color, religion, or national origin. Any employee or student of Georgetown College found in violation of this policy will be subject to disciplinary action by the college. This policy applies to all college-related activities both on and off campus.

#### *PURPOSE*

The purpose of this policy is to reaffirm the college's commitment to respect the individual and to enhance the college community's level of consciousness regarding what constitutes harassment, sexual or otherwise. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission. In particular, the policy does not limit classroom teaching concerning sexual topics legitimately related to the content or purposes of a course, even though such topics may elicit discomfort in a class member. Nor is this policy intended to limit scholarly research, publication, or public speaking on gender-related topics.

#### *SEXUAL HARASSMENT*

The college recognizes two types of sexual harassment. The first type is quid pro quo ("something for something") harassment, where sexual activity is demanded in exchange for an actual tangible job or academic benefit. The second type is hostile environment harassment, where there is not necessarily a loss or gain to a tangible job or an academic benefit, but where the conduct creates an environment that may impair an individual's academic or professional performance, or hinder their ability to function within the

community.

### Definition of Sexual Harassment

Sexual Harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
3. Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with, an individual's work or academic performance by creating an intimidating, hostile, or offensive working or educational environment.

### Examples of Sexual Harassment

Examples of conduct prohibited by this policy include, but are not limited to:

- a. direct or implied threats that submission to sexual advances or rejection of sexual advances will be a condition of employment, work status or assignments, promotion, grades, letters of recommendation, salary, academic standing, or receipt of financial aid;
- b. persistent unwelcome flirtation, advances and/or propositions of a sexual nature, intimidating conduct which exerts pressure for sexual favors, including inappropriate behavior or offensive advances (e.g., sexual propositions when the other person has made it clear that they are not interested) without threat of punishment for noncompliance and without promise of reward for compliance;
- c. repeated insults, humor, jokes, and/or stories that belittle or demean an individual's or group's gender, race, color, religion, or national origin, and physical conduct or verbal innuendo which, because of one's gender, race, color, religion, or national origin creates an intimidating, hostile, or offensive environment.
- d. repeated unwelcome comments of a sexual nature about an individual's body or clothing.
- e. a pattern of conduct in class, in the work-place, or in the general campus environment that a reasonable person would identify as creating a sexist atmosphere; that is, an atmosphere that demeans or oppresses people simply by virtue of their gender. Examples of such patterns of conduct might include persistent denigration of women or men through sexist humor or remarks, assignment according to gender of tasks that are not gender-specific, or other activities that, by alienating or discouraging members of one sex, tend to impair their academic or professional performance or their ability to function within the community (e.g., hanging of signs which depict women/men in a derogatory manner, yelling sexist remarks from windows as women/men walk by);
- f. behavior that would cause discomfort or humiliate a reasonable person through one or more of the following: 1) inappropriate touching, patting, pinching, unwanted hugging, or brushing against a person's body, 2) remarks of a sexual nature about a person's clothing or body, 3) remarks about sexual activity or speculation about previous sexual experience or sexual orientation, or 4) other sexually suggestive remarks or insults.

### Reporting Suspected Sexual Harassment

Any individual who believes they may have experienced sexual harassment, or who believes that they have observed sexual harassment taking place, should report this information immediately to one of the following "reporting officials":

1. The Vice President for Student Affairs/Dean of Students
2. The Vice President for Academic Affairs/Provost
3. The Director of Human Resources

Contact information for the above officials is provided on the last page of this policy.

### **Investigation and Resolution of Complaints**

Georgetown College has adopted procedures to promptly and fairly address concerns and complaints about sexual harassment. Complaints may be submitted informally or formally. If a complaint implicates or involves both this policy and any other College complaint or grievance policy or procedure, the College may, in its discretion, suspend the procedures to other complaints or grievance policies pending completion of the sexual harassment complaint process.

### Investigation of Complaints

Unless otherwise provided herein, responsibility for the investigation and adjudication of alleged student harassment will be handled according to the Student Code of Conduct.

### Alternative Reporting Options for Students

Although the above procedures are recommended, the college also provides that complaints may be pursued as follows.

1. Contact the Georgetown College Counseling Center (7074) and explain your situation. Your Resident Director will assist you with this contact if you so desire. (Even if a specific situation includes intoxication or loss of memory, the individual is encouraged to contact the Director of Counseling and Health Services at 7074.)
2. You have the following options: file a formal complaint through the disciplinary process, contact the police and file civil charges, contact your local Rape Crisis Center (253-2511), or do nothing (not recommended).
3. The counseling psychologist will discuss the situation with you in complete confidentiality. If you choose to proceed with a formal complaint, the counselor will contact one of the reporting officials listed above to begin the investigation. The reporting official, on your behalf and for the college, will see that the complaint is investigated and resolved according to the above guidelines.
4. If the process advances beyond the preliminary meeting of the student with the counseling psychologist to inquiry or investigation, the accused shall be notified.
5. Supervisors of the accused shall not become involved until some probability of fact exists supporting the allegations (thereby reducing the possibility of premature judgment or discipline).
6. Extreme sensitivity is required. After you have begun the process, you should not discuss the situation with anyone other than the counseling psychologist, the Dean of Students, and other specifically involved persons.
7. If you choose not to proceed with a formal inquiry, the College is unable to proceed further. However, the College will keep a central record so as to stay aware of possible patterns of behavior.
8. If you would like to speak with the counseling psychologist for counseling support and advice only, you may choose not to file a complaint and the psychologist is bound to keep the information confidential.

If you have any questions, feel free to contact Dr. Todd Gambill at 8004 for a personal explanation of these policies.

### **Sexual Assault**

Sexual assault is a criminal offense. Georgetown College realizes colleges cannot and should not hold themselves as an alternative to the criminal justice system. It is the intention of Georgetown College in complying with the Ramstad Amendment of the Higher Education Act of 1992, which requires institutions to develop and distribute a sexual assault policy describing prevention programs and procedures, to make a strong statement regarding sexual assault. Because it is incompatible with the philosophy supportive of a community of learning, sexual assault will not be tolerated on this campus. Students, faculty, staff, and guests are expected to conduct themselves as responsible citizens and as members of a community of learning, where lack of respect may result in suspension, expulsion, or other disciplinary actions.

### Definition of Sexual Assault

Sexual assault is defined as sexual intercourse or sexual contact with another person by forcible compulsion and/or without consent. Absence of protest is not consent. Acts of sexual assault include rape, oral or anal intercourse, and other sexual acts not involving intercourse to which participants are not both consenting.

### Lack of Consent

Lack of consent occurs when:

- a. A person is forced to submit through use of forcible compulsion.
- b. The person does not expressly or implicitly agree with the accused person's conduct under circumstances other than forcible compulsion or incapacity to consent.
- c. A person is deemed to be incapable of consenting if he/she is less than 16 years old, is mentally retarded, suffers from mental illness, or is physically helpless or is totally incapacitated.
- d. A person is rendered temporarily incapable of appraising or controlling his/her conduct as a result of a controlled or intoxicating substance administered to him/her with or without consent.
- e. A person is unable to consent when he/she is unconscious, or for any other reason is physically unable to communicate

unwillingness to act.

Notification Process

If a student is a victim of sexual assault, the student is advised to follow these procedures:

1. Go to a safe place.
2. Call someone whom you trust – a good friend, your family, a Resident Assistant, or one of the following:  
The Student Wellness Center Counseling Services..... 7074  
Rape Crisis Center.....863-7350 or 1-800-656-HOPE
3. Seek medical care at Georgetown Community Hospital Emergency Room. It is important to have a medical exam to check for physical injuries and disease, to dispense pregnancy information and prophylaxis if necessary, and to collect evidence should you decide to prosecute. The medical exam is free to victims of rape. You may have the exam and then decide not to prosecute.

**DO NOT** bathe, douche, urinate, or defecate prior to arriving at the Emergency Room as urine samples will be necessary to test for any date rape drugs.

**DO NOT** change clothes. **DO** bring extra clothes, as clothing will be held as evidence.

**DO** ask for someone you trust or a staff member from Georgetown College to go with you.

4. Report assault to campus authorities.

General Information

The College trains employees regarding Unlawful Harassment. The training includes sexual harassment as well as a review of the relevant college policy. All employees (faculty and staff) are required to participate in such education and training and to be knowledgeable concerning the College’s policy. Also, all management personnel receive additional training regarding their role in preventing harassment, as well as how reports of harassment are to be handled.

All members of the College community are required to comply with the policy and procedures outlined to address complaints. In addition to the procedures outlined herein, discrimination and harassment complaints may be filed with the U. S. Equal Employment Opportunity Commission or U. S. Department of Education, Office for Civil Rights. Any complaint of sexual harassment filed under the College’s policy shall be processed even if the complainant also files a complaint or suit with an outside agency, U. S. Equal Employment Opportunity Commission or U. S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

The College will (1) respond to every complaint of harassment reported, (2) take action to provide remedies when harassment is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved in harassment complaints to the extent it is possible. The above actions will apply to the extent permitted by law or where personal safety is not an issue.

Dissemination of Policy

This policy will be available to all employees and students.

Reporting Officials

Any individual who believes they may have experienced sexual harassment, or who believes that they have observed sexual harassment taking place, should report this information immediately to one of the following “reporting officials”. Address for each office is 400 E. College Street, Georgetown, KY 40324.

Vice President of Student Affairs / Dean of Students  
Office of Student Life  
Cralle Student Center  
(502) 863-8004

Vice President of Academic Affairs/Provost  
Office of Academic Affairs  
Giddings Hall  
(502) 863-8146

Director of Human Resources  
Office of Human Resources  
Cooke Memorial  
(502) 863-8149

Copies of the complete Harassment / Sexual Harassment Policies are available in the above offices and also at the following locations:

Office of the President  
Giddings Hall  
(502) 863-8030

Office of the General Counsel  
Giddings Hall  
(502) 863-8043

### **Amendments to Policy and/or Procedures**

The College reserves the right to modify and/or amend any or all of this policy outlined herein at any time, in its sole discretion. In the event the College determines that circumstances warrant modification/amendment of any part of this policy, timely notice of same shall be delivered, in writing, to all relevant and affected parties.

### **Family Educational Rights And Privacy Act**

Georgetown College is required by the Family Educational Rights and Privacy Act (FERPA) to notify students of their rights under the act or, if pre-college students, their parents of the rights.

1. Students must be given, upon request, the opportunity to inspect their educational records.
2. Georgetown College must provide an opportunity for students, if they desire, to challenge the content of their records.
3. Georgetown College must make a determination of who within the institution has a legitimate educational interest in, and thus access to, student records.
4. Georgetown College must issue a public notice of what categories of information about students the College intends to treat as "directory information" and thus releasable without specific prior written consent. The following constitutes directory information for Georgetown College: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, denominational preference, and other similar information. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with Georgetown College at the Registrar's Office within two weeks after registration day of the semester. In the event a refusal is not filed, the College assumes that neither a parent of a student nor the eligible student objects to the release of directory information.
5. Georgetown College must inform third parties to whom information is given about students -- for example, graduate schools students apply to -- that such information may not be passed on to fourth parties.
6. Georgetown College must keep a record of persons, other than employees of the College, who request or obtain access to student files.

### **Notices**

The Student Handbook is an official document of Georgetown College and contains the current nonacademic policies governing student life. The policies and regulations published in the Handbook supercede the constitutions, bylaws, or standing rules of any organizations. Students are expected to become familiar with the contents of this Handbook and conduct themselves accordingly.

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Georgetown College does not illegally discriminate on the basis of race, sex, color, national origin, age, or disability in its administration of education policies, programs, or activities, or in its admissions policies. Inquiries or concerns should be directed to the Provost's Office at 8034.

Off-campus social functions by service, club, or social organizations are beyond the scope of control by the College. Neither the presence of an advisor or other employee of the College; the listing of the functions on the College calendar; nor any other College involvement with the club or organization or event shall be construed to cause an off-campus event to be a College event or one which the College, its agents, servants, or employees supervise or control.

No service, club, or social organization is permitted to present itself as an agent of the College. The College does not permit the use of its name in any way by service, club, or social organization in the purchase, rental, lease, borrowing, or any other supplies or services secured for the purpose of holding a social activity.

Georgetown College is not responsible for any indebtedness, account, or other financial arrangement made by any student, student organization, faculty member, or other employee, unless authorized by official purchase order signed by the President, Treasurer, or Controller, or in writing by the Trustees through the President. The Board of Trustees establishes these policies in order to maintain fair, consistent, and sound business relationships.

## **Policy Statement as a Drug-Free Institution**

This document serves as official notice of Georgetown College's Drug-Free Workplace, and Drug-Free Schools and Communities Act Amendments of 1989 Policy. Furthermore, after reviewing this document, every student and employee should understand that violation of College policy concerning alcohol or controlled substance abuse shall result in appropriate action which may include disciplinary action up to and including suspension or dismissal. In addition to College disciplinary sanctions, students or employees may face prosecution and imprisonment under Federal, State or Local Ordinances which make such acts felony and misdemeanor crimes.

### **Standards of Conduct**

The Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require that all members of the College Community, employees and students, receive a copy of the College's statement which certifies that Georgetown College is a drug-free workplace and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989. **This policy notification insures the College's compliance with the Federal law.** For purposes of the law and this policy, drug is defined as "controlled substance", which means any controlled substance in schedules I through V of section 2020 of the Controlled Substance Act, which, in turn, means virtually every illicit drug or controlled substance from the worst street drugs to mild prescription drugs, including alcohol for the purposes of the Drug-Free Schools and Communities Act Amendments. Tobacco products are not covered. Additional information is available upon request through your supervisor, Resident Directors or the appropriate Dean. Request a copy of the Substance Abuse Prevention Program. **Accordingly, it is a violation of College policy for an employee or student of the College to unlawfully manufacture, distribute, dispense, possess or use alcohol or a controlled substance while on College property or on College business, or as part of any College activity.** Violation of this standard of conduct shall result in the imposition of one or more of the disciplinary sanctions set forth. In addition, violation of this standard of conduct may result in severe criminal penalties under local, state, and federal law. Recent federal legislation requires that these penalties be set forth in writing.

### **Disciplinary Sanctions**

#### Students

Students found to be in violation of the standard of conduct may be subject to one or more of the following penalties; reprimand, required treatment, contractual requirements, fines, probation, suspension, expulsion, referral of the matter to the appropriate authorities for criminal prosecution.

1. The manufacture, distribution, dispensing, possession or use of a controlled substance while on College property or on College business may result in suspension from the College.
2. The storage, possession or use of alcoholic beverages on College property or while on College business is strictly prohibited. The following disciplinary sanctions apply.
  - (a) Generally, a first offense without aggravating circumstances such as angry or threatening behavior toward other persons, violence, the threat of violence or the destruction of property will result in a written reprimand, possible relocation of housing assignment or revocation of College housing privileges, and a contractual agreement between the guilty student(s) and the College.
  - (b) Any offense, including the first that involves violence, the threat of violence, and destruction of property or angry or threatening behavior towards other persons may result in immediate suspension.
  - (c) A second offense may result in any of the sanctions described in paragraph (a) or in suspension.

#### Employees

Employees guilty of violating the alcohol or drug policy shall be penalized by the application of one or more of the following sanctions, dependent upon the severity or frequency of the violation; reprimand, required treatment, probation, suspension, dismissal,

referral of the matter to the appropriate authorities for criminal prosecution.

If you face termination or other disciplinary action as a result of this policy, it will be carried forward consistent with the appropriate established procedures of the College, or the Faculty Handbook for faculty members, or Student Handbook for students. Additionally, the College has available personal assistance including information, counseling or referral to a qualified off-campus substance-abuse treatment professional. Contact Dr. Macy Wyatt, Counseling Psychologist, for this assistance. Also, the local Comprehensive Care Center in Georgetown can be contacted for confidential assistance.

In addition to imposition of disciplinary sanctions by the College, students and employees may face prosecution and imprisonment under applicable local, state or Federal law, which make such acts felony and misdemeanor crimes.

## **State and Federal Laws**

(include but are not limited to the following)

### State

The state of Kentucky prohibits the following acts and prescribes the corresponding penalties:

1. No one under the age of 21 shall:
  - a. enter a premises where alcoholic beverages are sold for the purpose of receiving or purchasing alcohol;
  - b. possess or purchase, or attempt to possess or purchase, alcoholic beverages;
  - c. misrepresent his/her age or use false or altered identification for the purpose of purchasing alcoholic beverages.

Violation of these provisions is punishable by revocation of one's driver's license, a fine of \$100-500 and/or up to six months in prison.

2. Assisting a person under 21 years of age purchase or gain possession of alcoholic beverages is subject to the revocation of one's drivers license, a fine of up to \$500 and/or a prison term of up to six months.
3. Driving under the influence of alcoholic beverages carries a penalty of three to twelve months in jail, a \$500-1000 fine and up to twelve months of community labor.
4. Being intoxicated in public due to the use of alcohol or controlled substances, such that one becomes a danger to self or others carries a penalty of up to 90 days in jail.
5. Participating with five or more people in the illegal distribution of controlled substances or intoxicating liquor is punishable by 10-20 years in prison.
6. Trafficking, possessing or distributing controlled substances is prohibited. The penalties for such acts include mandatory participation in a program of treatment and rehabilitation and imprisonment from one year to twenty years and a \$3,000 to \$20,000 fine.
7. Trafficking in a controlled substance in any school classroom or on any premises within 1000 yards of any school building is punishable by one to five years in prison and/or up to a \$5,000 fine.

### Federal

Federal law prohibits certain acts listed in the appendix with their corresponding penalties.

Further, in accordance with Federal law and College policy, a College employee is required to notify their immediate supervisor within five (5) days of a conviction of any criminal drug statute violation which occurred in the workplace or while on College business. If the employee is on a Federal grant or contract, the College is required to notify the granting or contracting agency within ten (10) days of receiving notice of a conviction. The College is required to take appropriate action consistent with established procedures.

## **Health Risks**

### Narcotics

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

### Depressants

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal

symptoms include anxiety, insomnia, tremors, delirium, convulsions and possible death.

### Stimulants

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and disorientation.

### Hallucinogens

Hallucinogens such as LSD or amphetamine variants cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

### Marijuana and Hashish

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

### Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumptions of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage of vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### Appendix A:

#### **21 U.S.C. 844 (a):**

- 1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.
- Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:
  - a) 1st conviction and the amount of crack possessed exceeds 5 grams.
  - b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
  - c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
  - d)

#### **21 U.S.C. 853(a) and 881 (a) (7)**

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

#### **21 U.S.C. 881 (a) (4)**

- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceals a controlled substance.

***21 U.S.C. 844a***

- Civil fine of up to \$10,000 (pending adoption of final regulations).

***21 U.S.C. 853a***

- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

***18 U.S.C. 922(g)***

- Ineligible to receive or purchase a firearm.
- Miscellaneous
- Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

## APPENDICES

- A. Dispositions Record of Concerns
- B. Major Assessment Remediation Plan
- C. Incomplete Grade Form
- D. Independent Study Form

Georgetown College Teacher Education Program  
Dispositions Evaluation – Record of Concerns

Student Name: \_\_\_\_\_ Semester & Year: \_\_\_\_\_

Course: \_\_\_\_\_ Professor: \_\_\_\_\_

Based upon my professional relationship with this candidate, the following areas have been found to be problematic in this course.

**Indicators that Demonstrate a Commitment to the Profession and to Students and Families**

*The candidate does NOT. . .*

- \_\_\_\_\_ Display a strong sense of vocation by exhibiting enthusiasm for teaching and a commitment to learning
- \_\_\_\_\_ “Go the extra mile” and take responsibility for student learning
- \_\_\_\_\_ Show patience and persistence in working with students
- \_\_\_\_\_ Demonstrate an ethic of care by affirming and encouraging students
- \_\_\_\_\_ Meet high standards in completing course assignments
- \_\_\_\_\_ Complete course work in a timely manner
- \_\_\_\_\_ Display exemplary attendance
- \_\_\_\_\_ Show active involvement in the profession
- \_\_\_\_\_ Accept feedback and implement suggestions on professional growth needs
- \_\_\_\_\_ Collaborate effectively with others
- \_\_\_\_\_ Seek ways to enhance student achievement
- \_\_\_\_\_ Participate in professional development opportunities

**Indicators that Demonstrate an Appreciation for Diversity**

*The candidate does NOT. . .*

- \_\_\_\_\_ Focus on students’ competence versus their deficits
- \_\_\_\_\_ Demonstrate high expectations for every student
- \_\_\_\_\_ Serve as an advocate for students and families
- \_\_\_\_\_ Show respect and appreciation for diverse perspectives

**Indicators that Demonstrate High Moral and Ethical Standards**

*The candidate does NOT. . .*

- \_\_\_\_\_ Display high moral integrity and ethical behavior
- \_\_\_\_\_ Display responsible behavior
- \_\_\_\_\_ Treat others with respect
- \_\_\_\_\_ Demonstrate maturity in behavior and actions
- \_\_\_\_\_ Show compassion to others
- \_\_\_\_\_ Display a sense of fairness

**Explanation:**

Action to be taken:

\_\_\_\_\_  
Signature of Candidate/Date

\_\_\_\_\_  
Signature of Faculty Member/Date

Copies: (1) Candidate (2) Instructor (3) Candidate Folder (4) Advisor (5) Director of Graduate Studies *or* Director of Undergraduate Studies (as applicable)

Major Assessment Remediation Plan

Name of Candidate \_\_\_\_\_ Date of Conference \_\_\_\_\_

Program:

\_\_\_\_\_ Undergraduate

\_\_\_\_\_ Master of Arts in Education

Endorsement program, if applicable: \_\_\_\_\_

\_\_\_\_\_ Learning and Behavior Disorders

\_\_\_\_\_ Master of Arts – Alternative Certification

Assessment & Course: \_\_\_\_\_

Action Plan leading toward successful completion of assessment: \*

Agreed Upon Deadline for Completion: \_\_\_\_\_

\_\_\_\_\_  
Candidate Signature/Date

\_\_\_\_\_  
Faculty Signature/Date

\*Candidates may register as a provisional student for the next semester. They must successfully complete this assessment in order to register for any subsequent semesters.

*LIMIT: 2 extensions per assessment (except PRAXIS). A third extension requires approval by the Graduate Council (or Teacher Education Committee in Bachelor's Program).*

Copies to: (1) Candidate folder, (2) Associate Dean of Graduate or Undergraduate Education, (3) Advisor(s), (4) Program Director; (5) Course Instructor

INCOMPLETE GRADE FORM  
Department of Education

According to college policy, incomplete grades are given when unusual circumstances (illness, family problems, etc.) prohibit a student from completing a course, and that course can be completed without repeating. In the Department of Education, Incomplete grades may also be given if a student has not mastered all standards on a major program assessment in a course, but has otherwise made satisfactory progress in that course and thus would not need to repeat it. It is possible that a student may receive an "I" in only one or in multiple courses in a semester.

NAME \_\_\_\_\_ ID # \_\_\_\_\_

COURSE/SECTION \_\_\_\_\_ SEMESTER & YEAR \_\_\_\_\_

REASON FOR INCOMPLETE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

REQUIREMENTS UNMET (if major standards-based assessment, note it here):

\_\_\_\_\_  
\_\_\_\_\_

TARGET DATE FOR COMPLETION \_\_\_\_\_

(Incompletes are to be removed by the end of the next semester of attendance, excluding miniterms but including summer sessions. **Any Incompletes not removed by that time will result in the grade being automatically converted to an "F".**)

INSTRUCTOR \_\_\_\_\_ DATE \_\_\_\_\_

ATTACH MAJOR ASSESSMENT REMEDIATION PLAN, where applicable.

A copy of this form, along with the Major Assessment Remediation Plan, should be placed in the candidate's file.

**SUBSEQUENT ACTION**

***Note to Faculty: Please note when the Incomplete has been removed so that it can be entered into the database.***

The candidate has satisfied all requirements for removing the Incomplete, and the "I" has been converted to a passing grade.

\_\_\_\_\_  
Signature of Faculty Member/Date

**Georgetown College  
Graduate Education**

**Intent to Enroll in an Independent Study or Course by Arrangement**

Independent Study: Independent study courses allow for specialized study under the guidance of faculty members and are designed to individualize the academic program through significant learning experiences. Research or exploration of topics not currently addressed in catalog courses provides the basis for such study. Students should consult with their advisor for further information about these opportunities. Graduate students are limited to 6 semester hours of independent study.

Course by Arrangement: In rare instances, a student may need to take a catalog course outside of the listed class offering by making specific arrangements with a supervising professor. There must be extenuating circumstances for these arrangements to be approved (e.g., major illness which prevented the student from enrolling in a course during the semester in which it was offered, scheduling conflicts, etc.). Applications for a Course by Arrangement will be considered only in unusual circumstances, and require the approval of the Associate Dean for Graduate Education.

Students intending to register for an independent study or course by arrangement must complete this form. The form must be returned to the Associate Dean of Graduate Education before the student can register for the course, and (except under extenuating circumstances) no later than the week prior to the start of classes.

**DIRECTIONS: *Please Read and Follow Carefully:***

1. Identify a faculty member who is willing to supervise your project.
2. Design your Independent Study or Course by Arrangement in consultation with the professor who will be supervising the project. It is also highly suggested that the faculty member consult with the department chair during the development of the proposal. For a Course by Arrangement, adapt the standard course syllabus for an independent study format. Write a working draft of pages two and three of this form so that revisions suggested by your supervising professor may be incorporated in the final proposal.
3. TYPE your proposal on this form, or download the form and complete it in Microsoft Word.
4. Submit it to your supervising professor for review and approval (including a signature).
5. Make two copies of the completed proposal—one for you and one for your supervising professor.
6. Submit the original to the Associate Dean of Graduate Education.
7. The Associate Dean works in collaboration with the department chair. The proposal will not be accepted until it is approved by both the department chair and the Associate Dean.

**NOTES ON PROCESS:**

At this point, the Associate Dean for Graduate Education or his/her representative will review your proposed study. If the study is approved, you and your supervising professor will be notified via email. The Associate Dean may also ask for modifications in the plan to be submitted before approval can be granted. The Associate Dean may also reject the proposal in consultation with the department chair. You will be notified as soon as possible regarding the status of your proposal, normally within a week of the receipt of the plan in the Graduate Education Office.

**NOTES ON DEADLINES:**

Study proposals are due to the Associate Dean during the term prior to the intended study.

Proposals must be submitted not later than the week before the beginning of the term of the intended study. Because approval requires consultation with the department chair, early submission is recommended.

Proposals will not be approved by the Graduate Education Office after the end of the drop/add period for the term in which the study is to be completed.

## Intent to Enroll in an Independent Study or Course by Arrangement

Name:	ID:
Address:	Telephone:
Email:	Supervising Professor:
Program in which you are enrolled: <input type="checkbox"/> MA-no endorsement <input type="checkbox"/> MA-LBD <input type="checkbox"/> MA-Reading/Writing <input type="checkbox"/> MA-Alternative Certification <input type="checkbox"/> MA with Gifted & Talented Endors. <input type="checkbox"/> MA with ESL Endors. <input type="checkbox"/> MA with Instr. Tech. Endors. <input type="checkbox"/> Other	Term and year for the study: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer   20_____  Total semester hours credit for the study: _____
<b>For Course by Arrangement: Why are you unable to complete this course as a regularly scheduled class?</b>	

### Academic Plan

(Use as much space as necessary to answer each question)

**1. PURPOSE OF STUDY:**

*What are your specific objectives for this study?*

**2. REQUIRED ACADEMIC TIME:**

*Explain how the proposed independent study or course by arrangement will have an equivalent work load of a regular course. What activities (conferences, library research, laboratory research, reading, problem-solving, studio work, writing, etc.) will you undertake to meet your objectives? Provide the number of hours you estimate each activity will require over the course of the term.*

**3. MEANS OF EVALUATION**

*Indicate the criteria upon which your grade will be based. Please estimate the percentage of each category that applies to your study and provide a brief, but specific, description of each (e.g., a 50-page paper, ten journal entries of 250 words, nine laboratories, seven finished sculptures, etc.).*

- a) % **PAPER:**
- b) % **JOURNAL:**
- c) % **LAB/STUDIO:**
- d) % **EXAM: ORAL/WRITTEN:**
- e) % **OTHER:**
- f) % **OTHER:**

**5. APPROVALS (Please sign)**

**Supervising Professor:**

I approve the proposal as submitted and agree to supervise the study and provide the Office of Graduate Education with a summary evaluation of the student’s work at the end of the semester. I understand that my work on this project will entitle me to a compensation of \$200, in accordance with college policy for graduate student independent study.

\_\_\_\_\_  
Supervising Professor Date \_\_\_\_\_

\_\_\_\_\_  
Department Chair Date \_\_\_\_\_

Feedback from Department Chair, if appropriate:

**Associate Dean for Graduate Education:**

- \_\_\_\_\_ Approved as submitted
- \_\_\_\_\_ Modification Required: The Associate Dean will approve this plan of study if you will make the modifications and/or additions specified on the attached sheet and submit them within five days in the form of a written statement. The statement must be signed by your supervising professor and attached to this form.
- \_\_\_\_\_ Approved: The Associate Dean for Graduate Education approves this study as amended.
- \_\_\_\_\_ Declined: The Associate Dean for Graduate Education will not approve this independent Study for the reasons specified on the attached sheet. The project will not be reconsidered.

\_\_\_\_\_  
Associate Dean for Graduate Education Date \_\_\_\_\_