

# Young Harris College

*Guide to Student Life*

## 2024-2025



## Policies Affected by a Health Emergency

All students are advised that policies in this Guide may be superseded or modified to ensure the health and well-being of students during a health emergency. Notice of any additional modifications to policies published in this Guide will be communicated to the YHC student body using official College communication platforms, such as YHC email, <https://www.yhc.edu/>, and the YHC app.



## Table of Contents

Policies Affected by a Health Emergency .....	2
About this Guide .....	9
Guide to Student Life Examination and Revision .....	9
YHC Important Numbers .....	10
A Tradition of Excellence .....	11
The History of Young Harris College .....	11
Mission Statement .....	12
Goals.....	12
Values.....	12
Vision Statement .....	13
YHC Slogan .....	13
Educate .....	13
Inspire .....	13
Empower.....	13
Accreditation .....	14
Campus Information.....	14
Athletics: (706) 379-5107   yhcathletics.com .....	14
Academic Advising and Planning: (706) 379-5230   registrar@yhc.edu.....	15
Bookstore: (706) 379-5032   bookstore@yhc.edu .....	15
Learning Materials.....	15
Business Office: (706) 379-5119   businessoffice@yhc.edu.....	16
Campus Gate Art Gallery: (706) 379-5114   campusgate@yhc.edu .....	16
Career and Professional Development: (706) 379-5100   career@yhc.edu.....	16
Dining Services: (706) 379-5359   yhc.sodexomyway.com.....	17
Disability Services: (706) 379-5042   disability@yhc.edu .....	17
Financial Aid: (706) 379-5188   financialaid@yhc.edu .....	18
Greek Life: (706) 379-5025   greeklife@yhc.edu .....	18
Honor Code/Honor Council: (706) 379-5141.....	18
Honors Program: (706) 379-5094   viacocca@yhc.edu .....	19
Honors Program Admissions Process: Freshmen.....	19
Honors Program Admission Process: non-Freshmen .....	19
Information Technology Services: (706) 379-5212   helpdesk@yhc.edu .....	19
Available Technology.....	20
Technology Support .....	20
Intramural Sports: (706) 379-4472   reccenterstu@yhc.edu .....	20
Lost and Found: (706) 379-4569 .....	20
Mail: (706) 379-5119.....	21
Packages.....	21
Perishable Packages .....	21
Packages Containing Medication .....	21
Medical Information and Records: (706) 379-5057   smcclure@yhc.edu .....	22
Office of the Ombuds: (706) 379-5170   ldwhitakerlea@yhc.edu.....	22
Performance Opportunities: (706) 379-5182 .....	23
Police Department: (706) 379-7460 or 911 .....	23
Recreation and Fitness Center: (706) 379-4472   mrridley@yhc.edu .....	23
Religious Life: (706) 379-5166   adaniels@yhc.edu.....	23
Registrar: (706) 379-5230   registrar@yhc.edu .....	24
Residence Life: (706) 379-5300   reslife@yhc.edu .....	25

Rollins Campus Center: (706) 379-5025 | tpendergross@yhc.edu ..... 25

Rollins Planetarium and College Observatory: (706) 379-5195 ..... 26

Student Conduct Board: (706) 379-5065 | conduct@yhc.edu ..... 26

Student Counseling Services: (706) 379-5057 / (706) 379-5200 | smmclure@yhc.edu ..... 26

Campus Life and Student Activities: (706) 379-5025 | tpendergross@yhc.edu ..... 27

Success Center: (706) 379-5200 ..... 27

    Introduction to College Success - Mountain Lion 1000 ..... 27

Title IX Coordinators: (706) 379-5170 | ldwhitakerlea@yhc.edu ..... 28

    Title IX Coordinator ..... 28

    Deputy Title IX Coordinators ..... 28

    Confidential Reporting of Incidents and Counseling ..... 29

    Police Department ..... 29

Zell and Shirley Miller Library: (706) 379-4313 | library@yhc.edu ..... 29

Whom to See About What ..... 30

Introduction to Student Life Policies ..... 32

Application of Student Life Policies and Procedures ..... 32

Formation of College Policy ..... 33

    Interpretation and Revision ..... 33

Violation of Law and YHC Student Code of Conduct ..... 33

Information Concerning Alcohol and Drugs ..... 34

    Philosophy on Alcohol and Drugs ..... 34

    Federal and State Laws Regarding Alcohol ..... 34

    Possible Sanctions for Legal Convictions and Civil Liability Regarding Alcohol ..... 35

    Federal and State Laws Regarding Drugs ..... 36

    Possible Sanctions for Legal Convictions Regarding Drugs ..... 36

    Health Risks Associated with Alcohol and Other Drug Use ..... 36

    Stimulants ..... 36

    Depressants ..... 37

    Other Drugs ..... 38

    Treatment and Educational Programming ..... 38

General College Policies & Procedures ..... 41

    Definitions for use within this publication ..... 41

Academics ..... 43

Alcohol on Campus – YHC Alcohol Policy ..... 43

Animals on Campus ..... 43

    Service Animal ..... 43

    Service Animal in Training ..... 44

    Emotional Support Animal ..... 44

    Pets ..... 44

Annual Security and Fire Safety Report ..... 45

Children on Campus ..... 45

Commencement ..... 46

Community and Shared Responsibility ..... 46

Discrimination and Harassment ..... 46

Email ..... 48

Expressive Activity and Campus Protests ..... 48

General Student Complaints Policy ..... 50

    General Student Complaints ..... 50

Step One.....	50
Step Two.....	51
Step Three.....	51
Step Four.....	51
Step Five.....	51
Step Six.....	51
Step Seven.....	51
Step Eight.....	52
Step Nine.....	52
Health and Safety Requirements.....	52
General Screenings and Documentation Requirements.....	52
Health Withdrawal.....	52
Immunity for Victims.....	53
Intellectual Property Policy.....	53
Missing Persons Policy.....	54
Parental, Family, Marital Status, Pregnancy or Pregnancy-related Conditions Policy for Students.....	54
Scope.....	54
Reasonable Modifications.....	55
Voluntary Access to Separate and Comparable Portion of Program or Activity.....	55
Voluntary Leaves of Absence.....	56
Lactation Space.....	56
Limitation on Documentation.....	56
Comparable Treatment to Other Temporary Medical Conditions.....	56
Certification to Participate.....	56
Posting.....	57
Posting Approval.....	57
Posting Procedures: All Campus.....	58
Posting Procedures: Campus Housing.....	58
Preferred Display Name Policy Information.....	59
Introduction.....	59
College Systems Where Preferred Name is Displayed.....	59
Last Names.....	59
Preferred Display Name Requirements.....	59
How to Change My Preferred Display Name.....	60
Revisions and Updates to Policy.....	60
Property Insurance.....	60
Recreational Equipment/ Sports.....	60
Residence Life.....	61
Residency Requirement and Meal Plan Policy.....	61
Responsible Action.....	63
Retaliation.....	63
Room Entry and Searches.....	63
Safety and Security.....	64
Sales and Solicitation.....	64
Vaping, Smoking and Tobacco Use.....	65
Student Organizations.....	65
Student Records.....	65
Tuition, Fees, and Financial Aid.....	65

Tuition.....	65
Housing Charges .....	66
Institutional Refund Policy.....	66
Housing and Meal Plan Refund Policy .....	66
Vehicle, Traffic, and Parking .....	67
Vehicle Registration .....	67
Discounted Parking for Low-Emitting and Fuel-Efficient Vehicles .....	67
On-Campus Use of Vehicles .....	67
Designated Specific Times.....	67
Parking Areas .....	68
Parking Policy.....	68
Traffic Tickets and Fines.....	68
Traffic Appeals Process .....	69
YHC App and Social Media Policy .....	69
Social Media General Policy.....	69
Social Media Impact.....	69
Guidelines and Best Practices When Using Social Media .....	70
College-sponsored Social Media Accounts: Account Passwords and Permissions .....	70
Accessibility of Content .....	70
Social Media / Social Networking Policy Definitions.....	71
YHC App .....	71
Student Organizations and Clubs Handbook.....	75
Mission of the Office of Campus Life and Student Activities .....	75
Recognition of Student Organizations .....	75
Rights and Privileges of Recognition .....	77
Loss or Denial of Recognition.....	77
Provisional Status .....	78
Fundraising .....	78
Event Request .....	79
Booking an Event Location.....	79
Film / Movie Guidelines .....	80
Advisor Responsibilities .....	80
Final Exam Week “Dead Week” Policy.....	81
Academic Policies Regarding Recognized Student Organizations.....	81
Conduct Policies Regarding Recognized Student Organizations.....	82
Shared Responsibility.....	82
Sanctions.....	82
Hazing .....	83
State Law .....	84
Is it Hazing? .....	85
How to Report Hazing .....	85
Policies Specific to Greek Life .....	86
Guidelines for the College Fire Pit.....	86
Safety Regulations.....	86
Other Conditions .....	86
Residence Life.....	88
Mission and Objectives .....	88
Housing Application .....	88

Residence Life Staff.....	88
Residence Life Coordinators.....	88
Resident Assistants.....	89
Residence Life Policies, Procedures, and Amenities.....	89
Animals.....	89
Break Closings.....	89
Check-In, Check-Out.....	90
Community and Shared Responsibility.....	90
Damage.....	90
Disability-Related Housing Accommodations.....	91
Fire Safety.....	91
Fire Alarm Evacuation Procedure.....	92
Furniture.....	93
Housekeeping and Maintenance.....	93
Keys and YHC ID Cards.....	93
Student Lock-Out Policy.....	94
Laundry.....	94
Lofts.....	94
Meeting Attendance.....	94
Noise/ Quiet Hours.....	94
Personalization.....	95
Room Changes.....	96
Room Entry.....	96
Roommates.....	96
Theft.....	96
Visitation/Guests.....	97
Visitors.....	97
Guests.....	98
Windows/ Porches/ Balconies.....	99
Young Harris College Sexual Misconduct Policy.....	101
Policy Statement.....	101
Young Harris College Title IX Coordinator.....	102
Deputy Coordinators.....	102
Campus Police.....	103
On Campus Confidential Reporting.....	103
Off Campus Confidential Reporting.....	103
Student Rights and Responsibilities.....	104
The Common Good.....	104
The Code of Conduct.....	104
Application of the Code of Conduct.....	105
Rights and Responsibilities of Accused Students in the Conduct Process.....	106
Standards of Conduct.....	107
Student Conduct Process.....	110
Failure to Participate in the Student Conduct Process.....	111
Interim Measures.....	111
Sanctions.....	112
Student Conduct Board.....	114

Student Conduct Board Membership..... 114  
Advisor.....115  
Student Conduct Board Hearing.....115  
Composition of the Board..... 115  
Witnesses and Exhibits..... 115  
Burden to Establish Responsibility.....115  
Determination of Responsibility..... 116  
Sanctioning Phase.....116  
Appeals Process..... 116  
Notification to Others..... 117  
Student Conduct Records.....117



## About this Guide

The *Guide to Student Life* serves as a resource and reference guide for your journey of learning and personal development at Young Harris College. We encourage you to take advantage of the many services and programs offered by faculty, staff, and student organizations that are designed to enhance your overall college experience. It is the responsibility of the entire community to maintain an environment that is conducive to the mission and purpose of Young Harris College. The policies and procedures contained within this Guide are to: establish and maintain a safe and healthy campus; provide an environment that is conducive to learning and personal development; support and reflect local, state, and national laws; provide equal opportunities for all students; and reflect principles of shared responsibility.

The *Guide to Student Life* is divided into multiple sections:

- A Tradition of Excellence – an overview of the institution that includes the history, goals, values, and mission statement of the College.
- Campus Information – a detailed list of the many programs and services offered by the College to help students succeed academically and socially.
- Student Life Policies – an outline of important policies and procedures relevant to student life, including the following subsections: General College Policies and Procedures, Policies For Student Organizations, Residence Life and the Sexual Misconduct Policy. These policies and procedures are in addition to the academic expectations and responsibilities of students, and each student is responsible for knowing, observing and adhering to all student life policies and procedures.
- YHC Student Code of Conduct – an outline of the institution’s expectations and student rights and responsibilities; it creates a standard by which students are expected to conduct themselves that is consistent with the educational goals of the College.

We look forward to working with you in many ways as you begin or continue your Young Harris College experience. We encourage you to become engaged in your academic pursuits, campus life, and the local community to experience fully all that the Enchanted Valley has to offer. Have a great year!

## Guide to Student Life Examination and Revision

The policies of Young Harris College are under continual examination and revision. *The Guide to Student Life* is not a contract; it merely presents the policies in effect at the time of publication and in no way guarantees that the information contained herein will not change. We encourage you to review these policies regularly and refer to the *Guide* when questions arise.

## YHC Important Numbers

<u>SERVICE</u>	<u>PHONE</u>
YHC Campus Police	(706) 379-4569
Local Dispatch (non-emergency):	(706) 896-7460
Towns County Police	(706) 896-6388
Emergency	911
Support Abusive Family Emergencies Inc. 24- Hour Crisis Hotline	(706) 379-3000
Vice President of Student Development	(706) 379-5118
Title IX Coordinator	(706) 379-5170
Academic Affairs	(706) 379-5141
Art Gallery	(706) 379-5114
Bookstore	(706) 379-5032
Business Office	(706) 379-5119
Campus Dining	(706) 379-5359
Disability Services	(706) 379-5042
Facility Reservations	(706) 379-5016
Financial Aid	(706) 379-5188
Intramural Sports	(706) 379-4472
IT Help Desk	(706) 379-5212
Library	(706) 379-4313
Maintenance, Housekeeping, and Grounds	(706) 379-5150
Recreation and Fitness	(706) 379-5340
Registrar	(706) 379-5230
Religious Life	(706) 379-5166
Residence Life	(706) 379-5300
Student Counseling Services	(706) 379-5057
Student Conduct Administrator	(706) 379-5065
Student Development Office	(706) 379-5180
Student Involvement	(706) 379-5025
Success Center	(706) 379-5200

## A Tradition of Excellence

Young Harris College is a private, residential, liberal arts institution located in the southern Appalachian region. The College is affiliated with the United Methodist Church. Students from all backgrounds are welcome.

### The History of Young Harris College

Young Harris College was conceived in the mind of circuit-riding Methodist minister, Rev. Artemas Lester, and it was through his efforts that this institution became a reality. The College was started in 1886, as the McTyeire Institute, with the purpose of providing the first and only educational opportunities to the residents of this isolated area in the Blue Ridge Mountains. Judge Young L. G. Harris of Athens, Georgia contributed to the financial needs of the school when it became evident, during its initial years, it would not continue without financial support. Even after 1886, Judge Harris continued to contribute substantially to the College.

In 1891, the name of the school was officially changed to Young L.G. Harris College to honor its first great benefactor. The name of the surrounding village was later changed to Young Harris by an act of the Georgia legislature.

In 1931, Young Harris College was accepted for accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). At that time, YHC only offered terminal college diplomas and college prep diplomas for those planning to continue to the baccalaureate level.

Throughout the years, the College has survived by being flexible. It has served as a two (2) year institution and a high school, and it has created and replaced courses and programs as the needs of its students change. In 2007, the Board of Trustees charged the then incoming president, Cathy Cox, with returning the College to a four (4) year institution. In December 2008, Young Harris College received accreditation as a baccalaureate-granting institution, initially offering majors in Biology, Business and Public Policy, English, and Music. In 2018, Young Harris College received accreditation to offer its first Master's Degree, a Master of Arts in Teaching. Today the college offers 29 majors.

From its beginning, Young Harris College was more than just a school for young men and women of the mountains. Because of its academic standing and Christian tradition, YHC has attracted students from across Georgia, the Southeast, and even foreign countries. Today, its student body is drawn from all over the world. Young Harris College sends back to these places, to quote a graduate, "...men and women able to serve their communities and their God, for in the mountain college of North Georgia they found a place in society and faith to live by." More information about the history of the College can be found at [yhc.edu/about/history](http://yhc.edu/about/history).

## Mission Statement

In a world of continual change, Young Harris College educates students in the liberal arts and professional programs, serving both the region and the world, and empowers its graduates to create and define service, success, and meaning throughout their lives. Young Harris College's Mission Statement, Goals, and Values can be found here [yhc.edu/about/mission](http://yhc.edu/about/mission).

## Goals

Young Harris College will:

- Educate students through a comprehensive liberal arts experience.
- Challenge students through innovative academic, cultural, athletic and spiritual programs.
- Recruit and retain excellent students, faculty, and staff.
- Empower students, faculty, and staff to reach their full potential.
- Significantly increase the College's financial resources and facilities to support growth and development.
- Contribute to the quality of life of the local community.

## Values

Truth

- Truth and its unfettered pursuit through intellectual inquiry.
- Integrity in all aspects of academic, professional, and personal life.

The Liberal Arts

- Open-minded and inquisitive learners.
- The liberal arts model of higher education and its role in transforming students.

Innovation

- Open to new methods and ideas.
- Open to using a variety of learning platforms to deliver educational programs.

Heritage

- Its historic affiliation with the United Methodist Church and the Wesleyan tradition of higher education, which seek to develop both a trained mind and a warm heart.
- Academic freedom, affirmation of the dignity and worth of all persons, moral integrity, and support for the spiritual journeys of the members of the College community.

Community

- The relationships engendered through a small and diverse campus community.
- The support provided by faculty, staff, trustees, alumni, and friends.
- The natural world and the cultural traditions, and rich history of the Appalachian region.

## Citizenship

- Personal and collective responsibilities as citizens in service to society.
- The role of leadership is dedicated to creating a sustainable, just, and caring society.
- Our role of assisting our region in reaching its economic and societal objectives that reflect the values of the College.

## Vision Statement

Young Harris College will be a liberal arts institution of recognized excellence, comprised of a vibrant community of learners.

## YHC Slogan

“Educate, Inspire, Empower”

## Educate

Young Harris College seeks to be recognized in the Southeast as an institution that, through its liberal arts education, encourages students to be intellectually curious. The College will educate the whole person through a comprehensive program of classroom, residential, and extra-curricular experiences. Faculty and staff will be active, lifelong learners, and the College will support their intellectual and professional development. The College will examine its processes and learn not only from itself, but also remain involved with the academy at-large. The College will embrace emerging technology and pedagogical innovations.

## Inspire

Young Harris College will be inclusive in character, providing opportunities for the development of faith through study, worship, and service. The College will take advantage of its mountain setting, incorporating the heritage and natural environment in both academics and student programming. The College will provide diverse educational, recreational, social, and cultural experiences for its students and the surrounding community.

## Empower

Young Harris College will prepare its students to exercise mature and independent moral judgment in an ever-changing and diverse world. The College will challenge students to find and develop their particular talents, skills, and abilities. The College will provide opportunities for students to interact with others from different backgrounds, thus preparing them for responsible citizenship. The Young Harris College experience will exemplify environmental awareness, stewardship, and service to the community.

## Accreditation

Young Harris College is endorsed by the University Senate of [The United Methodist Church](#) as an affiliated United Methodist institution.

Young Harris College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Young Harris College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Young Harris College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404)-679-4500, or by using information available on SACSCOC's website [sacscoc.org](http://sacscoc.org).

Young Harris College is an accredited institutional member of the [National Association of Schools of Music](#), 11250 Roger Bacon Drive, Suite 21, Reston, Virginia 20190; (703)-437-0700.

The Teacher Preparation Program at Young Harris College is approved by the [Georgia Professional Standards Commission](#), 2 Peachtree Street, Suite 6000, Atlanta, Georgia 30303; (404)-232-2500.

Young Harris College's Accreditation statement can be found at [yhc.edu/about/quick-facts](http://yhc.edu/about/quick-facts).

## Campus Information

Athletics: (706) 379-5107 | [yhcathletics.com](http://yhcathletics.com)

Young Harris College is a member of the NCAA (Division II) and Conference Carolinas. Young Harris College participates in baseball, softball, men's and women's basketball, men's and women's golf, men's and women's lacrosse, men's and women's soccer, men's and women's tennis, men's and women's cross country, volleyball, and spirit cheerleading.

These teams play a full schedule and compete against other colleges and universities in the NCAA. There is also a junior varsity team for baseball. General information concerning each team may be obtained from the Director of Athletics and/or team coaches, or online at [yhcathletics.com](http://yhcathletics.com). Fan merchandise can be found in the campus Bookstore or online at [yhcgear.com](http://yhcgear.com).

All athletic fields, including practice facilities and courts, are for Athletics use only. Special requests for use of the athletic fields and/or courts must be submitted in writing to the Athletic Director, Aaron Bessey, by emailing [abessey@yhc.edu](mailto:abessey@yhc.edu), at least seven (7) business days in advance. Approval from the Athletic Director is required before use of any athletic field or court.



Academic Advising and Planning: (706) 379-5230 | [registrar@yhc.edu](mailto:registrar@yhc.edu)

All incoming students are pre-assigned an academic advisor. For incoming first-year students, their Mountain Lion 1000 instructor will be their academic advisor; students will later transition to a faculty advisor within their major. It is vital that transfer students declare a major as soon as possible.

Students are required to attend an academic advising session each semester to be approved to register for classes for the upcoming semester. Prior to an advising session, students should review core and major (and minor, if applicable) requirements in the YHC catalog (using appropriate catalog year, based on first semester at YHC – see [catalog.yhc.edu](http://catalog.yhc.edu)) and place appropriate courses into their cart using self-service. During an academic advising session, students will update degree plans and have an opportunity to address any other academic concerns or questions. Students are encouraged to meet with their academic advisor throughout the year and not just during scheduled advising and registration.

If you have any questions regarding academic advising, please contact the Registrar's Office in the Success Center on the lower level of the RCC.

Bookstore: (706) 379-5032 | [lloeb@yhc.edu](mailto:lloeb@yhc.edu)

The Young Harris College Bookstore, operated by Follett, is located on the lower level of Sharp Hall. The Bookstore offers all textbooks and supplies YHC students need for their courses as well as a variety of apparel and other Young Harris College merchandise. The Bookstore is open Monday – Thursday, 9:00 a.m. – 5:00 p.m., Fridays, 9:00 AM – 2:00 p.m., closed Saturday and Sunday. The Bookstore will be open on Saturdays during Parents' Weekend and Purple and White Days. The Bookstore will also have a shop open at sporting events, such as Baseball and Basketball games, "Defending the Den" to sell merchandise. For 24/7 access to the latest YHC swag, please visit [yhishop.com](http://yhishop.com).

### Learning Materials

As part of its commitment to students' ongoing success, Young Harris College includes the cost of all required textbooks in its tuition rate for all residential and commuter undergraduate degree-seeking students. Textbooks are available for pick-up at the YHC Bookstore in Sharp Hall prior to the first day of classes and must be returned no later than the last day of exams of the same term. If a book is not returned or is returned in an unusable condition, a book replacement fee will be assessed.

A student who chooses to opt out of the included textbook program is entitled to a refund of \$200 per semester. To opt out of the program, the student must make this request to the Business Office no less than 30 days prior to the first day of classes. The student is required to secure his or her own copies of all required course materials for the opt-out semester by no later than the drop deadline; failure to do so subjects the student to a \$200 fine.

Business Office: (706) 379-5119 | [businessoffice@yhc.edu](mailto:businessoffice@yhc.edu)

The Young Harris College Business Office is located on the lower level of the Pruitt-Barrett Administration Building and is open Monday-Friday, 8:00am-5pm. To support our students, we offer the following:

- Mail/Package Receiving
- Student Work-Study Payroll
- Student Account Payments and Payment Plan Options

Campus Gate Art Gallery: (706) 379-5114 | [campusgate@yhc.edu](mailto:campusgate@yhc.edu)

The Campus Gate Art Gallery provides a great source of cultural enrichment by connecting art and artists with the YHC campus and surrounding communities. The gallery is a beautifully restored building located on College Street next to the U.S. Post Office. Throughout the year, the gallery hosts exhibitions by professional artists, as well as the annual Juried Student Art + Design Exhibition and the Senior Thesis Exhibition at the end of the spring semester. The Campus Gate Art Gallery hosts receptions where guests can meet and mingle with the exhibiting artist and discuss the artwork displayed in the exhibit. All exhibitions and receptions are free and open to the public. The gallery hours are Monday-Friday, 9 a.m.-5 p.m. Information about specific exhibitions can be found at [yhc.edu/academics/fine-arts/campus-gate](http://yhc.edu/academics/fine-arts/campus-gate).

Career and Professional Development: (706) 379-5100 | [career@yhc.edu](mailto:career@yhc.edu)

Career readiness lays the foundation for developing essential core competencies, ensuring college graduates are well-prepared for success in the workplace and adept at managing their careers throughout life. The Career and Professional Development Office is dedicated to assisting students in crafting a strategic career plan, exploring on-campus job opportunities, and connecting with internships and employment prospects.

Our office offers personalized one-on-one sessions and specialized programming in the following areas:

- Assistance with selecting a major and identifying career paths
- Career exploration and access to research information
- Development of resumes and cover letters
- Interview preparation
- Career assessments and inventories
- Articulating skills effectively
- Internship planning
- On-campus student employment opportunities
- Workshops and events focused on career development
- Information about graduate and professional schools
- Networking opportunities with potential employers
- Guidance on using our career management platform, Handshake

The Office of Career and Professional Development is conveniently located in the Student Development suite on the second floor of the Rollins Campus Center. For more information about our services, please contact us at [career@yhc.edu](mailto:career@yhc.edu).

Dining Services: (706) 379-5359 | [yhc.sodexomyway.com](http://yhc.sodexomyway.com)

The Grace Rollins Dining Hall provides a program of nutritious and balanced meals for students at convenient times throughout the day and evening. Students must present their YHC ID Card upon entering the dining hall. Under no circumstances should a student allow anyone else to use their YHC ID Card, share food and/or beverages with nonpaying students or guests, or misuse or remove food, beverages, dishes or other equipment from the dining hall. Appropriate behavior is expected at all times.

Guests and family members of students may pay to eat in the dining hall; payments for meals must be made upon entering the dining hall. Students are responsible for the actions of their guests at all times.

Daily menus, hours of operation, catering guides, and other information may be viewed by visiting [yhc.sodexomyway.com](http://yhc.sodexomyway.com).

Disability Services: (706) 379-5042 | [disability@yhc.edu](mailto:disability@yhc.edu)

Disability Services works to ensure that students with disabilities have equal access to all college programs by striving to remove physical, programmatic, and attitudinal barriers. We do this by empowering students, collaborating with campus partners, and serving as the campus resource on disability-related issues. Advisors also collaborate one-on-one with students to establish and implement reasonable accommodations including but not limited to academic accommodations, housing and dining accommodations, extra-curricular activity accommodations, and on campus student employment workplace accommodations.

Students in need of any disability-related accommodation should register with Disability Services. To register, students must (1) submit a Request for Accommodations (RFA) form and (2) provide documentation of the disability in accordance with established documentation guidelines. Only disclosures of a disability made to Disability Services using the RFA form are considered valid disclosures of a disability to the College. The RFA Form and documentation guidelines are available on the YHC Disability Services website at [yhc.edu/student-life/disability](http://yhc.edu/student-life/disability) under "Students".

Disability Services is located in the Success Center which is next to Chick-Fil-A on the lower level of the Rollins Campus Center.

Financial Aid: (706) 379-5188 | [financialaid@yhc.edu](mailto:financialaid@yhc.edu)

We encourage students or parents to contact our office for assistance in understanding and/or completing the financial aid process, including filing the annual Free Application for Federal Student Aid (FAFSA) or GSFAPPS (a one-time application for Georgia state aid only), college financing, loan options, scholarship requirements, etc. If special circumstances develop, students should contact the financial aid office as soon as possible to determine possible impacts to their financial aid.

Students should know how to calculate their GPA, an important factor in maintaining aid eligibility, as outlined in YHC's Satisfactory Academic Progress (SAP) Policy. There are online tools available to assist students in calculating their current and cumulative GPA.

All YHC financial aid recipients must review the YHC Financial Aid Terms and Conditions. All recipients of federal aid, including loans, must submit an Accept/ Decline Aid form each year. Please contact our office if you have questions about your awards.

The YHC Office of Financial Aid is located on the second floor of the Rollins Campus Center in the Admissions suite. General information can be found at [yhc.edu/admissions/financial-aid](http://yhc.edu/admissions/financial-aid).

Greek Life: (706) 379-5283 | [greeklife@yhc.edu](mailto:greeklife@yhc.edu)

Greek Life at Young Harris College emphasizes scholastic achievement, philanthropy, leadership, brotherhood/sisterhood, and personal growth. There are five fraternities and six sororities from which students may get to join. There are two national fraternities, one national sorority, three local fraternities, and five local sororities. Greek Life welcomes all!

Join a Greek chapter to get more involved on campus, participate in service projects, gain interpersonal skills, make friends and build strong relationships that last well beyond four years of college. Serving as an officer allows members to develop personal leadership skills, that can be transferable to any future endeavor, while also contributing to the mission and goals of their chapter. Greeks all share similar noble values and common bonds that connect brothers and sisters with each other and with members of other Greek chapters across the nation. From the first meetings during Recruitment Week to the friendly competition of Greek Week, these bonds are formed and strengthened. Students also have the opportunity to win academic and service awards, as well as connect with Greek alumni and enjoy networking opportunities long after their days at YHC."

Honor Code/Honor Council: (706) 379-5141

The Honor Code is the keystone of student life at Young Harris College. At its heart, the Honor Code asks each member of the Young Harris College community to be a person of integrity. Students are expected to act with honesty and to adhere to the highest standards of moral and ethical values in all facets of academic and campus life. When students join the YHC community, they affirm this commitment in a formal ceremony that takes place at the beginning of the academic year. All violations of the honor code are resolved promptly and fairly by the Honor Council.

Honors Program: (706) 379-5094 | [viacocca@yhc.edu](mailto:viacocca@yhc.edu)

The Young Harris College Honors Program celebrates the mission and values of Young Harris College and provides a distinctive learning environment for high-achieving students. Students in the Honors Program have priority during registration and participate in multi-disciplinary, special-topic courses. Program participation also includes opportunities for financial support of research and travel, leadership development, and mentoring for graduate school as well as other post-graduation preparation. Students will earn an Honors distinction for their YHC transcript upon successful completion of the Honors Program.

#### Honors Program Admissions Process: Freshmen

Freshmen with a minimum YHC GPA of 3.5 are invited to apply to the Honors Program by self-nomination. Nominations are requested from the campus community by the Honors Program Director in the spring semester of each year. Applicants will complete a self-nomination form including a short essay with faculty references that can vouch for the students' ability. Applicants will also undergo an interview with the Honors Program Director. Those accepted to the Program will immediately receive the benefits of early registration for future semesters and access to special-topic Honors Seminar courses ("HONR" prefix in YHC catalog).

#### Honors Program Admission Process: Non-Freshmen

Students who do not enter the Honors Program as freshmen, but wish to join after enrolling at the College, may also apply during spring recruitment (see above). Students wishing to enter the Honors Program should have a cumulative YHC GPA of 3.5 or better and must apply before they have completed 90 credit hours. More information can be found by visiting [yhc.edu/academics/immersive-learning/honors](http://yhc.edu/academics/immersive-learning/honors).

Information Technology Services: (706) 379-5212 | [helpdesk@yhc.edu](mailto:helpdesk@yhc.edu)

The Office of Information Technology Services seeks to enhance the liberal arts experience by integrating and supporting appropriate technological solutions for all aspects of the campus community. IT provides services in four core areas:

1. Individual computer support
2. Network/telecommunications
3. Information systems
4. Instructional technology

## Available Technology

- Wireless connectivity: Available in most areas of campus.
- Email: Students are provided with a network login and email address via Microsoft's hosted email service called Microsoft 365.
- Microsoft Office: Students are provided with a downloadable copy of Microsoft Office 365. Programs include: Word, PowerPoint, Excel.
- Computers: Available in the Zell and Shirley Miller Library, the Success Center, and specific computer labs related to certain academic disciplines.
- Passwords: Expire every 90 days and can be reset by going to the [YHC Password Portal](#).

## Technology Support

Any student who needs help connecting to the campus wired or wireless network, or their YHC email, is encouraged to call (706) 379-5212, email [helpdesk@yhc.edu](mailto:helpdesk@yhc.edu) or drop by the IT Helpdesk located in the Pruitt-Barrett Building. Information Technology Services staff does not work on student owned computers or devices and does not remove viruses. Information Technology Services will provide information on removing viruses or answer questions related to computer problems. Additional information and tutorials can be found on the YHC IT Help Desk portal at <https://yhc.freshdesk.com/support/home>.

Intramural Sports: (706) 379-4472 | [reccenterstu@yhc.edu](mailto:reccenterstu@yhc.edu)

Intramural sports programming at Young Harris College provides a variety of team and individual activities for students, staff, and faculty. Leagues and day tournaments offer opportunities for competitive play in a safe environment while also providing a means for students to stay active, make new friends, and have fun. Our intramural sports programming creates a positive environment where students are encouraged to explore healthy ways to hone their social skills, strengthen their abilities, and sharpen their agility. We keep our program fresh by offering new and interesting sports and activities to a broad range of participants.

For additional information on intramural sports at Young Harris College, contact the Recreation and Fitness Center or visit <https://www.yhc.edu/student-life/recreation/center/intramurals>.

Lost and Found: (706) 379-4569

Any found, unclaimed property should be turned in to the [YHC Police Department](#) located in Manget Hall. The Police Department will make every effort to process and return any found item to its rightful owner. A record will be maintained of all lost and found items processed through the department, and all unclaimed items will be held for 60 days before being discarded or donated to a charitable organization.



Mail: (706) 379-5119

The U.S. Post Office for the city of Young Harris is located near the front of campus on College Street. All students are encouraged to obtain a P.O. Box from the Young Harris Post Office when they arrive on campus so that they can receive mail. A small box may be rented for one (1) year or six (6) months for a nominal fee. The Young Harris Post Office, phone number (706) 379-3240, is maintained by the United States Postal Service, not the College. Keys must be returned to that location upon completion of the rental period. To obtain a P.O. Box you will need to complete the required application on the U.S. Postal Service website and request a Housing Verification letter from the [Office of Residence Life](#).

If a student does not have a P.O. Box, they are still able to receive mail and packages through the Business Office. Items must be addressed to 1 College Street, Young Harris, GA 30582 and must include the student's name. Students will be notified via email when they receive a package or mail in the Business Office. Packages and mail may be picked up Monday through Friday from 8 a.m. – 5 p.m., and students must show their YHC ID Card.

### Packages

Packages will be held up to 30 days past the date of delivery. Packages received after the end of the semester may be held over breaks upon written request. Packages and mail will be returned to sender or forwarded if applicable. Any forwarding cost, if required, is the responsibility of the student and must be paid prior to services rendered. Any Unclaimed or Unlabeled packages remaining will be disposed of and/or donated at the discretion of the Business Office. All possible attempts will be made to contact students to notify arrival of mail and packages including email and phone notification.

### Perishable Packages

Any perishable items must be picked up within 48 hours of receipt by the Business Office. Any perishable package received on a Friday, or before a Holiday, must be picked up by the student. They may designate a friend to pick up the items for them but must notify the Business Office in writing via their YHC email. If a perishable package remains past 48 hours, or is leaking or otherwise spoiled, it will be disposed of at our discretion.

### Packages Containing Medication

Students who receive medication via USPS, UPS, FedEx, or other mail delivery services should be aware of the delivery schedule and should arrange for medication to be delivered Monday – Friday during college business hours.

Medical Information and Records: (706) 379-5057 | [smcclure@yhc.edu](mailto:smcclure@yhc.edu)

All students are required to have medical insurance coverage in compliance with the Affordable Care Act. International students are required to purchase an international student medical insurance policy that is effective prior to entering the United States and that remains in effect until the student permanently arrives back in their home country. For questions contact Sandy McClure at (706) 379-5057 or [smcclure@yhc.edu](mailto:smcclure@yhc.edu).

The College complies with all legal and ethical obligations to safeguard personal health information. Medical records will only be released or disclosed in a manner that is consistent with ethical and legal obligations to protect the medical privacy of persons who have Personal Health Information (PHI) on file.

The College provides degree-seeking students with access to the Virtual Care Group at no additional charge. Service includes: virtual physician visits, mental health visits, and crisis counseling. If you are ill or injured, you should seek medical care with a provider, locally, at home, or through the Virtual Care Group. All students are encouraged to have a first aid kit on hand that is stocked with basic over-the-counter needs including adhesive bandages of various sizes, pain reliever, medication for gastrointestinal discomfort and symptoms, antibiotic cream, a means of cleaning minor cuts and scrapes, and any other items that the student may use on regular basis.

Office of the Ombuds: (706) 379-5170 | [ldwhitakerlea@yhc.edu](mailto:ldwhitakerlea@yhc.edu)

The Ombuds provides students with an impartial, informal, and confidential space where they can discuss an issue or matter of concern or a question about campus policy. The role of the Ombuds is to listen impartially, discuss options for resolution confidentially, refer to resources, and assist the student as needed to move toward resolution.

Conversations with the Ombuds are kept confidential to the extent legally allowable and consistent with YHC campus safety and security procedures. In situations where information reported may indicate a threat to campus or a member of campus, the Ombuds will contact the appropriate resources to maintain the safety of the campus. The Ombuds is obligated to follow the College's Title IX policy for reporting sexual misconduct while maintaining the confidentiality of the parties involved in accordance with the YHC Sexual Misconduct Policy.

The Ombuds is located in the Pruitt Barrett Administration Building within the Academic Affairs suite.

Performance Opportunities: (706) 379-5182

All ensembles and productions of the Division of Fine Arts are open to all Young Harris College students regardless of major. Students may audition for a part on stage or behind the scenes for all theatre and musical theatre productions. YHC students from all majors are also invited to participate in the Concert Choir, Chamber Choir, Concert Band, Jazz Ensemble, Pep Band, and Piano Ensemble. Auditions are required for some ensembles. Contact the Division of Fine Arts or visit [yhc.edu/academics/divisions/fine-arts/](https://yhc.edu/academics/divisions/fine-arts/) for more information.

Police Department: (706) 379-7460 or 911

The Young Harris College Police Department (YHC PD) is a certified police agency recognized by the state of Georgia. The YHC PD is charged with the responsibility of providing life safety and property protection. Officers are authorized to enforce YHC policies as well as all local, state, and federal laws. The YHC PD has jurisdiction over the campus and local vicinity and maintains a working relationship with all other local and state law enforcement agencies.

The Police Department is located in Manget Hall. An officer is on duty 24-hours a day, seven days a week. In addition to general safety and law enforcement services, YHC maintains campus crime statistics and reports, conducts educational programs, provides safety escorts, issues parking decals, enforces campus parking policies, and provides security and traffic assistance for athletic and other campus-wide events.

In addition to certified officers, the Police Department is also staffed by security officers who carry out limited public safety and security services for the Young Harris College community.

Recreation and Fitness Center: (706) 379-4472 | [mrridley@yhc.edu](mailto:mrridley@yhc.edu)

The Young Harris College Recreation and Fitness Center spans almost 60,000 square feet and is designed to serve the entire campus community. The space features a first-class, fully equipped weight room and fitness center, a 37-foot climbing wall, an elevated indoor jogging track, athletic courts lined for basketball, pickleball and volleyball and multipurpose classrooms for yoga, dance, and aerobics. The Rec Center also serves as the home court for the YHC Mountain Lions Volleyball team and the Men's and Women's Basketball teams.

Call or visit [yhc.edu/student-life/health-and-wellness/recreation-and-fitness-center/](https://yhc.edu/student-life/health-and-wellness/recreation-and-fitness-center/) for more information, including hours of operation and events.

Religious Life: (706) 379-5166 | [adaniels@yhc.edu](mailto:adaniels@yhc.edu)

A Young Harris College education has been steeped in religious life since Methodist minister Rev. Artemas Lester founded the College in 1886. We believe a liberal arts education transforms how we think, what we believe, and what we do.

The Office of Religious Life seeks to provide a "GPS" for student navigating their lives during these formative years.

(G)reat Conversations.

We believe that the ability to have deep and meaningful conversations is essential to the good life. We also believe that this is a neglected and dying skill in our culture today. Therefore, our events always seek to promote dialogue rather than monologue. **Our Chapel Services every week at 6:30 p.m. on Wednesday offer a chance to ask questions and wrestle with the deep questions of life. These meetings will vary as to where they meet and what they discuss, check out our Instagram to find out more on a weekly basis.** Fall 2024 will have a focus on watching films and having discussion around issues presented in what is being watched. Also, we have Religious Life Book Circles that focus on reading books on difficult issues like Anxiety, Gun Violence, and Faith and Doubt. We also plan events each semester such as the Martin Luther King, Jr. Prayer Breakfast and bring in special speakers from time to time to help facilitate such life-giving discussions.

(P)articipatory Practices.

We believe that any vision of the good life requires practice. Rather, actually doing something. For that reason, we provide opportunities for students to experiment with different religious and spiritual practices like mindfulness, prayer, singing, art, poetry, and even educational trips that challenge the mind and the heart. One such trip we are planning in the Spring of 2025 is a Civil Rights Bus Tour that will provide historical and theological understandings of this important moment in history. Other such experiences in the works are a trip to Israel/Palestine. We also have a program we call Fellowship Fellows, where a group of selected students commit to a semester of study around an issue that can help or hurt community on campus, then write a grant proposal for an idea or program they would implement to create more or better community on campus. Two grants are given each year up to \$1,000.

(S)ervice to Others.

We believe that any meaningful life will be poured out for others. We look to incorporate service in all that we do. This looks different in each instance but can be anything from writing cards to the patients in Atlanta Children's Hospital, singing Christmas Carols, or going on a trip to places such as Give Kids the World in Florida or Brazil.

We hope this gives you an idea how you can get involved with us on campus!

Email our Chaplain, Rev. Dr. Adam Daniels, at [adaniels@yhc.edu](mailto:adaniels@yhc.edu) with any questions or to set up a private appointment for prayer, counseling, or study.

Registrar: (706) 379-5230 | [registrar@yhc.edu](mailto:registrar@yhc.edu)

The Office of the Registrar is responsible for all aspects of student registration and ensures the accuracy, integrity, and security of academic records. The Registrar prepares and distributes the academic calendar, registration schedule, records majors/minors and academic advisors, maintains grade reports and transcripts, evaluates transfer credits, verifies enrollment, and certifies students for graduation.

Rollins Planetarium is located in the Alva and Edna Maxwell Center and hosts numerous public showings per year. Guests are encouraged to arrive early for the best seats. No late seating is permitted. YHC students, faculty, and staff are admitted for free with their YHC ID.

The Office of the Registrar is located in the Success Center on the lower level of the RCC, and students are encouraged to stop by with any questions or visit the [Registrar's page](#) on the [Current Students](#) page on the YHC website. The Office of the Registrar can also be reached by email at [registrar@yhc.edu](mailto:registrar@yhc.edu).

Residence Life: (706) 379-5300 | [reslife@yhc.edu](mailto:reslife@yhc.edu)

The Office of Residence Life is committed to providing and maintaining a clean and safe living environment that is conducive to the intellectual and personal growth of all YHC students. The Office of Residence Life seeks to provide an environment where students can live, study, and

share ideas with their peers whose culture, lifestyle, and opinions may be different from their own. An environment of diversity is supported and celebrated both in Residence Life and at Young Harris College as a whole.

Residential facilities are supervised by full-time, live-in professional Residence Life Coordinators (RLCs). The RLC serves as a resource to the students in their building(s). Every RLC keeps regular office hours and can provide services such as personal and academic advice and referrals, crisis intervention, and conflict mediation. They also communicate community standards for members of the YHC residential community. The RLC is responsible for all administrative functions of the residence hall and directly supervise the Resident Assistants.

Resident Assistants (RAs) are a primary resource for students living on campus. These student leaders facilitate the development of community on their floor(s) and in their suite(s) and building(s). RAs are an excellent source of information and advice about classes and ways to get involved in campus life. RAs also enforce College and Residence Life policies, as well as all health and safety requirements. In doing so, they assist in the maintenance of a clean, healthy, and safe environment where all students can sleep, study, socialize, and live comfortably. For questions, comments, or concerns regarding Residence Life, please contact the Director of Residence Life at [reslife@yhc.edu](mailto:reslife@yhc.edu).

Rollins Campus Center: (706) 379-5025 | [tpendergrass@yhc.edu](mailto:tpendergrass@yhc.edu)

The Rollins Campus Center (RCC) serves as the social and intellectual heart of campus. The Rollins Campus Center is home to the Zell and Shirley Miller Library, the Success Center, Grace Rollins Dining Hall, and the Mary Ripley Warren Student Organization Loft. The Center also houses Chick-fil-A Express and Starbucks, and contains a multimedia theater, game room and recreation space for student use and entertainment. The Offices of Admissions and Financial Aid, The Robinson Family Student Development Suite, and Camps and Conferences are also located in the Center. The Center provides plenty of indoor and outdoor space for students to meet, study, and socialize.

organizations available at YHC, visit [yhc.edu/student-life/campus-activities](http://yhc.edu/student-life/campus-activities).

Rollins Planetarium and College Observatory: (706) 379-5195

The O. Wayne Rollins Planetarium, opened in 1979, features a state-of-the-art GOTO Chronos Space Simulator star projector. The GOTO uses light guided technology to project a realistic and beautiful starry sky. With high-speed, computer-calculated positioning, a simple click of a mouse sets the sky for any time in the past, present, or future.

The planetarium also features a Sky-Skan Definiti full-dome digital projection system. The Sky-Skan Definiti system creates an immersive and engaging image over the entire dome surface and offers a powerful “you-are-there” experience for the audience.

Rollins Planetarium is located in the Alva and Edna Maxwell Center and hosts numerous public showings per year. Guests are encouraged to arrive early for the best seats. No late seating is permitted. YHC students, faculty, and staff are admitted for free with their YHC ID.

The Young Harris College Observatory features a fourteen-inch Schmidt-Cassegrain reflector telescope and is open for occasional public viewing sessions, if skies are clear. The observatory is located nearby on the Brasstown Valley Resort property. Maps are available at the planetarium and observing sessions last up to one hour.

Student Conduct Board: (706) 379-5065 | [conduct@yhc.edu](mailto:conduct@yhc.edu)

The Student Conduct Board hears allegations of student misconduct involving violations of the Student Code of Conduct. In cases where a student or student organization is found responsible for violating one or more Standards of Conduct, the Student Conduct Board recommends an appropriate and equitable sanction. The Student Conduct Board is comprised of 12 to 15 upper classman (sophomores or above) who serve as members of the Student Disciplinary Board and Traffic Appeals Board. Students interested in joining or learning more about the Student Conduct Board should contact the Student Conduct Administrator at [conduct@yhc.edu](mailto:conduct@yhc.edu). More information can also be found in the Student Code of Conduct section.

Student Counseling Services: (706) 379-5057 / (706) 379-5200 / [smclure@yhc.edu](mailto:smclure@yhc.edu)

Students looking for a safe space to discuss personal challenges and mental well-being are encouraged to use available on-campus counseling services. These free and confidential services are provided by Licensed Professional Counselors.

Face-to-face services are available during regular business hours (Monday – Friday, 9:00 am – 5:00 pm) by appointment. **Uwill** provides crisis and scheduled appointments virtually for students who have registered with **Uwill**. Registration can be completed using your YHC email address at [app.uwill.com](http://app.uwill.com). **Uwill** services are also available after hours and on weekends. Both face-to-face and virtual counseling services are provided to students at no additional cost. Should long-term treatment, medication management, and/or psychological evaluation be needed, the office of counseling services will assist with referral to an appropriate local provider.



Student Counseling Services also provides periodic presentations, workshops, resources, and posts related to mental health and well-being to students, staff, and faculty. The Counseling Office is located on the lower level of the RCC in the Success Center suite beside Chick-Fil-A.

Office of Campus Life and Student Activities: (706) 379-5025 | [tpendergrass@yhc.edu](mailto:tpendergrass@yhc.edu)

The mission of the Office of Campus Life and Student Activities is to provide YHC students with a variety of opportunities to become involved both on and off campus. The office complements the college's academic programs and mission by seeking to enhance the overall educational experience of students through the development of, exposure to, and participation in various social and cultural events.

The Office of Campus Life and Student Activities is located on the third floor of the Rollins Campus Center in the Student Organization Loft. For general information on the student organizations available at YHC, visit [yhc.edu/student-life/campus-activities](http://yhc.edu/student-life/campus-activities).

Success Center: (706) 379-5200

The Success Center staff support students' efforts to create and execute their educational plans while providing resources students need. The Success Center staff provides various services including academic coaching and planning, academic success, peer tutoring, course support, counseling services, student accommodations, and First-Year Experience. Located within the Success Center is the Office of Disability Services, Student Counseling, Academic Support, Registrar's Office, First Year Experience, and Peer Tutoring. Students may be contacted by the Success Center staff as a result of their status with academic probation, academic suspension, course cancellations, course changes, graduation, or other academic reminders. Further, faculty and staff are encouraged to raise concerns on students' performance through the academic alert and intervention program. When a concern is raised, a member of the Success Center staff will reach out to the student of concern to address the concern mentioned. If you have any questions regarding services or support offered within the Success Center, please reach out to Morgan Henderson at [mbhenderson@yhc.edu](mailto:mbhenderson@yhc.edu).

#### [Introduction to College Success - Mountain Lion 1000](#)

The mission of Mountain Lion 1000 (MTLN 1000) is to support entering first-year students in making a successful transition into the scholarly life and social community at Young Harris College. MTLN 1000 is the next step in the journey of young adult academic life that each student begins during their Ready to ROAR experience and continue during ROAR Orientation.

Designed with the needs of first-year undergraduate students in mind, the heart of the course centers on the development of four critical Literacies for Life: community literacy, self- literacy, academic and information literacy, and institutional literacy. MTLN 1000 sections follow a common syllabus to provide students with information, skills, and competencies necessary for success during their first year at YHC and beyond. Each MTLN 1000 instructor is assisted by a FYTT (First-Year Transition Team) Leader, a more advanced student who attends all class meetings, provides an invaluable student perspective, mentors students in their MTLN 1000 section, and helps facilitate the formation of a classroom community.

All first-time, full-time students will take MTLN 1000 in their first semester of enrollment. MTLN 1000 also satisfies one of the requirements of YHC's general education core and must be taken each semester until the student earns a passing grade for the course. All classes meet Mondays, Wednesdays, and Fridays. The teaching instructor serves as the advisor for each member of their section during their first semester at YHC. After their first semester, students transition to advising with faculty in their chosen majors.

For more information, please contact Dr. Benjamin Van Dyke, the Faculty Director of the First-Year Experience, at [bpvandyke@yhc.edu](mailto:bpvandyke@yhc.edu).

Title IX Coordinators: (706) 379-5170 | [ldwhitakerlea@yhc.edu](mailto:ldwhitakerlea@yhc.edu)

The Associate Vice President for Policy and Compliance and College Ombuds has been designated as the Title IX Coordinator to address complaints of discrimination based on sex and sex-based harassment reported to the College. Several deputy Title IX Coordinators have also been assigned to help with this process. Their responsibilities include: Receiving reports of sexual misconduct including harassment, discrimination, and retaliation; ensuring that the College responds appropriately and effectively to each complaint; and when needed, providing supportive measures.

Coordinators are knowledgeable about, and will provide information on, options for complaint resolution. They also work closely with the Office of Student Counseling, the Chaplain's Office and the Young Harris College Police Department (YHC PD). Together, the coordinators play an integral role in carrying out the College's commitment to provide a positive learning, teaching, and working environment for the entire YHC community.

The following individuals are available to respond to general concerns or questions, or to address specific complaints of harassment, sexual harassment, discrimination, or retaliation. Unless otherwise noted as confidential reports, faculty and staff must report incidents.

#### Title IX Coordinator

- Dr. Laura Whitaker-Lea, Associate Vice President for Policy and Compliance and College Ombuds:  
(706) 379-5170 | [ldwhitakerlea@yhc.edu](mailto:ldwhitakerlea@yhc.edu)

#### Deputy Title IX Coordinators

- Leeah Hughes, Assistant to the Provost  
(706) 379-5141 | [lphughes@yhc.edu](mailto:lphughes@yhc.edu)
- Anna Claire Knight, Assistant Director of Athletics for Compliance/SWA  
(706) 379-5296 | [acknight@yhc.edu](mailto:acknight@yhc.edu)
- Wendy Morgan, Director of Disability Services  
(706) 379-5042 | [wmorgan@yhc.edu](mailto:wmorgan@yhc.edu)

- Naveela Philbeck, Director of Human Resources  
(706) 379-5276 | [nphilbeck@yhc.edu](mailto:nphilbeck@yhc.edu)

### Confidential Reporting of Incidents and Counseling

The two “confidential resources” listed below can provide a confidential setting to discuss concerns and are not required to disclose.

- Nerissa Baker, Director of Student Counseling  
(706) 379-5057 | [nbbaker@yhc.edu](mailto:nbbaker@yhc.edu)
- Rev. Dr. Adam Daniels, Chaplain  
(706) 379-5166 | [adaniels@yhc.edu](mailto:adaniels@yhc.edu)

### Police Department

The police will take reports and inform complainants of legal options.

- Emergency: 911
- Local Dispatch (Non-Emergency): (706) 896-7460
- Office Phone: (706) 379-4569
- Towns County Police: (706) 896-7460 or (706) 896-6388

Zell and Shirley Miller Library: (706) 379-4313 | [library@yhc.edu](mailto:library@yhc.edu)

The Zell and Shirley Miller Library supports teaching, learning, and research at Young Harris College. The three floors of the Library are designed and furnished for varied types of use with group study encouraged on the first and second levels. The first floor of the Library is available for student use 24 hours a day with computers, printing, and seating. Our extensive electronic resources are accessible from anywhere for current students via YHC password authentication. Printing, scanning, and photocopying academic material is free for students. Food and beverages are permitted in the Library.

Assistance with research, technology resources, and more is available from Library staff in person at the Service Desk, via text messaging service at (706) 383-0005, telephone at (706) 379-4313 or email at [library@yhc.edu](mailto:library@yhc.edu). Follow us on Instagram @zsmillerlibrary and the YHC app.

Library hours are posted on the Library doors. Changes are posted to the doors, Instagram and the YHC app.

## Whom to See About What

The following table was created to help point you in the right direction depending on some common questions you might have. Don't see your question here? Reach out to any Young Harris College Faculty or Staff member and they could help connect you with the correct office.

Question:	Link for who to email:
Who do I talk to about <i>dropping a class</i> ?	Office of the Registrar
Who do I talk to about <i>getting a tutor</i> ?	Success Center
Who do I talk to about a <i>parking ticket</i> ?	Traffic Appeal Form
Who do I talk to about a <i>roommate issue</i> ?	Residence Life
Who do I talk to about <i>scholarships</i> ?	Financial Aid
Who do I talk to about <i>accommodations</i> ?	Disability Services
Who do I talk to about <i>starting a club</i> ?	Student Involvement
Who do I talk to about <i>Intramural Sports</i> ?	Campus Recreation
Who do I talk to about <i>joining a Greek org</i> ?	Greek Life
Who do I talk to about <i>exploring spirituality</i> ?	Religious Life
Who do I talk to about <i>weight training</i> ?	Campus Recreation
Who do I talk to about becoming an RA?	Residence Life
Who do I talk to about <i>reporting a crime</i> ?	Campus Police
Who do I talk to about <i>losing my ID card</i> ?	Information Technology
Who do I talk to about <i>a student complaint</i> ?	The Ombuds Office
Who do I talk to about <i>reserving a room</i> ?	Student Involvement
Who do I talk to about <i>switching majors</i> ?	Registrar's Office
Who do I talk to about <i>my lost AirPods</i> ?	Campus Police
Who do I talk to about <i>getting an ESA</i> ?	Disability Services
Who do I talk to about <i>changing meal plans</i> ?	Residence Life
Who do I talk to about <i>requesting transcripts</i> ?	Registrar's Office
Who do I talk to about my <i>mental health</i> ?	Counseling Services
Who do I talk to about <i>room selection</i> ?	Residence Life
Who do I talk to about <i>getting a job</i> ?	Career and Professional Development
Who do I talk to about a <i>conduct violation</i> ?	Student Conduct Administrator



# Student Life Policies



## Introduction to Student Life Policies

All students are expected to comply with the policies and procedures of Young Harris College. The Guide to Student Life contains the policies most relevant to students (“Student Life Policies”) and the College’s website (yhc.edu) contains additional general policies that all students should observe. The policies of the College are under continual examination and revision.

The Guide to Student Life is not a contract; it merely presents the policies in effect at the time of publication and in no way guarantees that the policies will not change. The College and its students, faculty, and staff are also subject to all local, state, and federal laws and statutes. Alleged violations of law by any student, whether on or off campus, are subject to college investigation, review, and action (including student conduct proceedings), in addition to any action taken by the proper civil authorities. Each member of the College community is individually responsible for being informed of the law. Ignorance of federal, state, or local laws or college policies will not be accepted as an excuse for prohibited conduct.

Student Life Policies are applicable to all Young Harris College students, visitors, and guests.

## Application of Student Life Policies and Procedures

College policies, including Student Life Policies and the Code of Conduct, shall apply to all Young Harris College students, whether matriculated or not, whether taking courses on-campus or off.

The Vice President for Student Development, as designated by the Young Harris College President, is responsible for the administration of Student Life Policies and any college policies concerning student conduct. The Vice President for Student Development, in their sole discretion and on a case-by-case basis, decides whether College policies shall be applied to conduct occurring off campus. The Vice President for Student Development has jurisdiction over all non-academic matters and ensures that the Student Conduct Administrator will develop policies and procedures for the administration of the Student Code of Conduct in accordance with the provisions of College policies.

Violations of Academic Policies, such as cheating and plagiarism, shall fall under the jurisdiction of the Provost and the Honor Council. For more information, contact the Office of Academic Affairs at (706) 379-5141.

Violations of the Sexual Misconduct Policy shall fall under the jurisdiction of the Title IX Coordinator and Deputy Coordinators. For more information, contact the Title IX Coordinator at (706) 379-5170.



## Formation of College Policy

Any student, faculty member, staff member, or administrator may recommend a revision of, addition to, or deletion from the College policies contained in the Guide to Student Life. Recommendations from interested parties shall be submitted to the Student Development Office. The Vice President for Student Development, in consultation with the appropriate parties, will ensure discussion of the proposed change.

## Interpretation and Revision

Any question of interpretation or application of the Student Code of Conduct shall be referred to the Vice President for Student Development or their designee. The Student Code of Conduct shall be reviewed at least every two (2) years under the direction of the Vice President for Student Development.

## Violation of Law and YHC Student Code of Conduct

Young Harris College as an entity supports the enforcement of the laws and regulations of the United States, the state of Georgia, Towns County, and the city of Young Harris. Each student and employee, as a member of the College community, is expected to do the same. Any student found to have committed or attempted to commit a violation of federal, state, or local law may be subject to disciplinary action by the College in addition to any legal consequences.

Young Harris College student conduct proceedings are administrative proceedings and may be initiated against a student involved in conduct that violates or potentially violates criminal law or college policy. Conduct proceedings may be initiated without regard to the pendency of civil or criminal litigation in court, or criminal arrest, and prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Development. Determinations made or sanctions imposed under the Student Code of Conduct shall not be subject to change on the grounds that criminal charges regarding the same incident were dismissed, reduced, or resolved in favor of or against the student.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed through the YHC student conduct system, the College may advise off-campus authorities of the existence of College policy and of how such matters are typically handled within the Young Harris College community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus, and with the conditions imposed by criminal courts for the rehabilitation of student violators provided the conditions do not conflict with College policies or sanctions. Individual students and other members of the College community, acting in their personal capacities, remain free to interact with government representatives as they deem appropriate.

Any student arrested for any reason must contact the Vice President for Student Development before returning to campus.

## Information Concerning Alcohol and Drugs

Young Harris College, as an institution of higher education, is committed to supporting and complying with all applicable laws, including the federal Drug Free Schools and Communities Act Amendments of 1989. The law under this act covers both drugs and alcohol, and relates to faculty, staff, and students. Additional applicable sanctions under this act may include loss of financial aid and/or termination of employment. College policies concerning student use of alcohol and drugs, as well as the consequences for violations, can be found under the Student Code of Conduct section of this document.

### Philosophy on Alcohol and Drugs

Young Harris College expects its students to comply with Federal and Georgia laws regarding drugs and alcohol. The College is concerned with the welfare of the community and each student's academic and personal development. The College strives to create a healthy environment where the illegal and/or improper use of alcohol and/or drugs does not interfere with learning, performance, or development. The abuse of alcohol and/or drugs disrupts this environment and places the well-being of the members of the College community at risk. It is important for all members of the community to take responsibility for preventing the illegal and/or improper use of alcohol and/or drugs from adversely affecting the community's learning environment and the academic, physical, spiritual, and emotional well-being of its students. The use of illegal drugs by any student is prohibited. The use of alcohol by any student, regardless of age, is prohibited on campus, except as provided in the Alcohol on Campus Policy. The abuse or misuse of legal drugs is prohibited.

### Federal and State Laws Regarding Alcohol

Penalties for violations of law may involve serious fines, probation, jail time and forfeiture of a driver's license. Below is a brief synopsis of the current state alcohol code (Official Code of Georgia Title 3), including penalties associated with violations:

- Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited.
- Furnishing alcoholic beverages to persons who are under 21 years of age or noticeably intoxicated is prohibited.
- It is prohibited for any person under 21 years of age to misrepresent his or her identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage.

- The sale of alcoholic beverages without a license is prohibited. The sale of wine or malt beverages within 100 yards of a college campus, and the sale of distilled spirits within 200 yards of a college campus in the state of Georgia is also prohibited, regardless of the existence of a license; provided, however, that licensees selling alcohol only for on-premises consumption near college campuses are regulated by local law. "Sale" includes charging admission to any activity where alcoholic beverages are served, even if the beverage is "free" to those who have gained admission.
- Public intoxication and possession of an open container of an alcoholic beverage in the passenger area of a vehicle are both prohibited in the state of Georgia. In addition, the College prohibits possession of an open container of an alcoholic beverage on campus other than as expressly provided for in the Alcohol Policy.

### Possible Sanctions for Legal Convictions and Civil Liability Regarding Alcohol

The sentence for a first conviction regarding alcohol possession by a person under 21 years of age is up to six months imprisonment, or a \$300 fine, or both. In addition to criminal penalties, anyone who knowingly furnishes alcohol to an underage person or a noticeably intoxicated person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the drinking driver.

It is unlawful to drive under the influence of alcohol or drugs. Any person convicted of driving under the influence (DUI) of alcohol or drugs may face the following penalties:

- First DUI conviction: Fine of no less than \$300 and no more than \$1000, and imprisonment for not less than ten (10) days and no more than 12 months; license suspension; a minimum of 20-40 hours of community service; completion of a DUI risk reduction program; clinical evaluation; and probation of 12 months, if imprisoned for fewer than 12 months.
- Second DUI conviction: Fine of \$600 to \$1000, imprisonment for no less than 90 days; license suspension; not fewer than 30 days of community service; completion of a DUI risk reduction program; clinical evaluation; and probation of 12 months less any days actually incarcerated.
- Third DUI conviction: Fine of \$1000 to \$5000, prison for no less than 120 days; license revocation for 5 years; not fewer than 30 days of community service; completion of a DUI risk reduction program; clinical evaluation; and probation of 12 months less any days actually incarcerated.
- If a DUI causes the death of another person, the prison sentence is from three (3) to 15 years.

## Federal and State Laws Regarding Drugs

State of Georgia statutes make it unlawful to be under the influence of, to use, possess, distribute, sell, offer, or agree to sell or represent to sell narcotics, hallucinogens, dangerous drugs or controlled substances, except where permitted by prescription or law. Young Harris College affirms these statutes, cooperates with, and involves civil and law enforcement authorities at any time. Dangerous drugs are those defined as “dangerous drugs” by the Official Code of Georgia Section 16-13-71.

## Possible Sanctions for Legal Convictions Regarding Drugs

A federal or state drug conviction can disqualify a student for Federal Student Financial Aid funds. The period of ineligibility may range from one year to an indefinite period of time based on whether the conviction was for sale or possession and whether the student had previous offenses.

Under Georgia criminal statutes, the penalties for drug offenses depend on the nature of the offense, the drug involved, whether the offense is a first or subsequent offense, and in some cases, the amount of the drug involved. Possible sanctions include: imprisonment; forfeiture of property used to facilitate illegal possession; forfeiture of vehicles and other conveyances used to transport or conceal controlled substances; civil fines, denial of Federal benefits including student loans, grants, and contracts; ineligibility to receive or purchase firearms; and denial or revocation of certain Federal licenses and benefits (e.g. pilot licenses, public housing, etc.).

Moreover, in accordance with Georgia law, any student convicted of a felony that involves the manufacture, distribution, sale, possession or use of a controlled substance or other illegal drug, or student organizations involved in these activities, will be subject to specific penalties required by state law, federal law, or both.

For more information, federal penalties can be found at:

<https://www.dea.gov/drug-information>

## Health Risks Associated with Alcohol and Other Drug Use

The following list describes some of the health hazards that are associated with alcohol and other drug use. This listing includes substances, both legal and illegal, that are most commonly found on college campuses.

### Stimulants

Drugs classified as stimulants speed up central nervous system activity. Excess use causes dizziness, anxiety, impaired coordination, sleeplessness, and hallucinations. Prescription drugs in this category include Ritalin and Adderall, which, when mixed with alcohol, can cause serious health consequences, including death.

- Amphetamines (Benzedrine, Dexedrine, methedrine, diet pills, and MDMA): Effects include rushed and careless behavior, euphoria, increased alertness, talkativeness, stimulated heart rate, increased adrenaline, insomnia, and restlessness. Common complications can include nervousness, paranoia, hallucinations, dizziness, tremors, decreased mental ability, sexual impotence, seizures, and death from an overdose.
- Cocaine (cocaine powder, crack, and freebased cocaine): Effects include brief euphoria, increased energy and sense of power, restlessness, surface anesthesia, and suppressed appetite. Common complications include tremors, nasal bleeding, inflammation and perforation, loss of brain function, toxic psychosis, seizures, depression (particularly afterward), confusion, and death from an overdose (heart or respiratory failure) or impure supply.
- Nicotine (cigarettes, e-cigarettes, dip, chew, and snuff): Affects the central nervous system almost immediately. When smoked, nicotine travels through the bloodstream twice as quickly as injected heroin, reaching the brain within seconds. Tobacco, both smoked and smokeless, is the leading cause of cancers of the cheeks, gums, palate, tongue, lungs, and lips. For YHC's policy on nicotine use, see the section entitled [Vaping, Smoking and Use of Tobacco Products](#).

## Depressants

Drugs classified as depressants slow down the central nervous system, reduce heart rate, and blood pressure. Even small doses can produce depression, drowsiness, and irrational behavior.

- Alcohol (beer, wine, liquor, and some medications for coughs, colds, and congestion): Absorbed into the bloodstream and transmitted to all parts of the body, most significantly affecting the brain. It is classified as a psychoactive drug because of its effects on the mind and behavior. Small to moderate doses reduce physical coordination, mental alertness, cause staggering, slurred speech, and slow reaction time. Larger doses can cause mood swings, memory blackouts, unconsciousness and even death. Common complications include dehydration, hangover, long-term heart, brain, circulatory and liver damage, and cancer. Overdose and/or mixing with other depressants can cause respiratory failure.
- Narcotics/Opiates (heroin, oxycodone, hydrocodone, morphine, opium, codeine, methadone, and Demerol): Depresses blood pressure and breathing, elevates pulse, relaxes muscles and reduces pain. They also produce euphoria, nausea, drowsiness, and slurred speech. Common complications include respiratory and circulatory depression, dizziness, vomiting, sweating, dry mouth, lowered libido, and complications from injection.

- Cannabis (marijuana, hashish, hashish oil and tetrahydrocannabinol/THC): Effects include higher blood pressure, heightened senses, distorted perception, impaired memory and psychomotor skills, euphoria, increased heart rate and appetite, and dilated pupils. Common complications include possible lung damage, reduced sperm count and sperm mobility, changes in ovulation cycles, and damage from impure doses.
- Tranquilizers (Valium, Librium, Rohypnol (roofies) and Thorazine): Immediate effects include relief of tension, anxiety, and drowsiness. Complications and long-term effects can include a hangover, menstrual irregularities, destruction of blood cells, jaundice, and coma. It is especially dangerous when used with alcohol.

### Other Drugs

- Hallucinogens (LSD, Ketamine, PCP, psilocybin, MDA, mescaline (peyote), DMT, SIP, and ecstasy): Produce auditory and visual hallucinations, and a distorted perception of time and space. Hallucinogens elevate blood pressure, dilate pupils, and cause dizziness. Common complications include depression, paranoia, physical exhaustion after use, psychosis (freaking out), exaggerated body distortion, fear of death, and flashbacks.
- Anabolic Steroids (HGH and steroids): Many of these drugs are synthetic copies of the male hormone, testosterone. Regular use can cause acne, sexual impotence, and damage to the heart, lungs, and kidneys. Users may also experience psychosis, delusions, paranoia, and hallucinations.
- Synthetic Cannabis (synthetic, marijuana, K2, Spice, and Incenses): The product is generally made up of various herbs sprayed with synthetic chemicals causing effects similar, but not identical, to marijuana. Official Code of Georgia Section 16-13-25 now classifies these substances in the same Schedule I controlled substance category as heroin and LSD.
- Inhalants (nitrous oxide, chlorohydrocarbons (used in aerosol sprays), hydrocarbons (found in gasoline, glue, and paint thinner), and amyl nitrate): Immediate effects include nausea, nosebleeds, fatigue, lack of coordination, and sneezing. Excessive use can cause pressure behind the eyes, headache, vomiting, and sometimes blackouts. Long-term use can damage kidneys, bone marrow, and the brain.

### Treatment and Educational Programming

Underage consumption of alcohol and all use of drugs are prohibited at YHC not simply because they are in violation of the law, but because of the demonstrated health risks associated with their use. Young Harris College is committed to providing accurate and up-to-date information regarding dangerous substances, as well as the risks and potential consequences of their use. For students seeking assistance with suspected drug or alcohol problems, the office of Student

Counseling Services is available for initial dialogue and assistance in defining the extent of any problem. If a substance abuse problem is determined to exist, referrals may be made to a local or state alcohol and drug service or other certified rehabilitation program. Treatment and educational programs are regulated by Title 26 Chapter 5 of the Official Code of Georgia.

The complete Official Code of Georgia, including laws and penalties, can be found at:  
<http://www.lexisnexis.com/hottopics/gacode/default.asp>.



# General College Policies and Procedures





## General College Policies & Procedures

### Definitions for use within this publication

1. The term “College” or “YHC” means Young Harris College.
2. The term “student” includes all persons taking courses at the College, either full-time or part-time, as determined by the Office of the Registrar; persons who withdraw after violating or allegedly violating college policy; persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College; or persons who have been notified of their acceptance for admission.
3. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities and is considered by YHC to be a member of its faculty, whether full-time or part-time, as defined by the Director of Human Resources.
4. The term “staff member” means any person employed by the College or serves the College through a third party in an official relationship whether full or part time.
5. The term “YHC official” includes any person employed by YHC, performing assigned administrative or professional responsibilities.
6. The term “member of the YHC community” includes any person who is a current student, as defined by the Office of the Registrar, or employee of the College, as defined by the Director of Human Resources.
7. The term “YHC premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by YHC (including private streets and sidewalks).
8. The term “organization” means any number of students who have complied with the formal requirements for recognition by YHC, also known as a recognized student organization.
9. The term “shall” is used in the imperative sense.
10. The term “may” is used in the permissive sense.
11. The term “policy” or “college policy” means the written regulations of YHC as found in, but not limited to, the Guide to Student Life, College catalog, Honor Code or on the College’s website.
12. The term “Student Life Policy” means the written regulations of YHC as found in, but not limited to, the Guide to Student Life.
13. The term “Academic Policy” means the written regulations of YHC as found in, but not limited to, the College catalog and Honor Code.

14. The term “possession” includes both actual and constructive possession. Actual possession is having the physical custody or control of an object. Constructive possession is having the knowledge of an object’s existence and the ability to control the object.
15. The term “weapon” means any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound or harm, incapacitate, or cause serious bodily injury or death, including, but not limited to: firearms (loaded and unloaded, real and replica); ammunition; electronic control devices (such as Tasers and stun guns); devices designed to discharge an object (such as BB guns, air guns, pellet guns, potato guns, and slingshots); explosives; dangerous chemicals (such as tear gas and oleoresin capsicum); martial arts weapons; bows and arrows; artificial knuckles; nightsticks; blackjacks; dirks; and daggers, swords, and knives with fixed blades longer than three (3) inches. The term “weapon” does not include chemical repellents available over the counter for self-defense; instruments used solely for personal hygiene, preparation of food, or maintenance; instruments used in college-related instruction, college employment-related duties or by YHC recognized student organizations with expressed, written permission from the YHC Chief of Police or their designee.
16. The term “notice” means notice given in writing and delivered by regular mail, courier service, hand delivery to the address the College has on file for the student or student organization, or by e-mail to the student’s or student organization’s YHC e-mail account.
17. The term “Administrative Hearing” refers to the initial hearing a student has with a trained member of the Student Development staff regarding the student’s alleged involvement in a violation of one or more of the Standards of Conduct.
18. The term “Student Disciplinary Board Hearing” refers to the hearing an accused student may elect to have in order to contest pending disciplinary charges and/or a recommended sanction.
19. The term “Student Conduct Board” refers to the group of students trained by the Student Conduct Administrator to hear allegations of student misconduct and determine the responsibility of a respondent or student organization charged and establish an appropriate penalty in cases where the student or student organization is found responsible.
20. The term “Standards of Conduct” refers to the standards by which students are expected to conduct themselves as members of the Young Harris College community.
21. The term “Complainant” refers to any person, group of people, or student organization that submits a complaint to the College alleging another student, group of students or student organization violated one or more of the Standards of Conduct and/or College Policies.
22. The terms “Accused Student” “Accused Student Organization” and “Respondent(s)” mean any student, group of students, or student organization alleged to have violated one or more of the Standards of Conduct and/or Young Harris College Policies.

## Academics

Students are responsible for knowing, observing, and complying with all Academic Policies published in hard copy or available electronically including, but not limited to, the Honor Code ([www.yhc.edu/academics/honor-code](http://www.yhc.edu/academics/honor-code)) and College catalog ([catalog.yhc.edu](http://catalog.yhc.edu)). For more information regarding Academic Policies, please refer to the above documents located online or contact the Office of Academic Affairs at (706) 379-5141.

## Alcohol on Campus – YHC Alcohol Policy

The President of Young Harris College at his/her discretion may permit beer and/or wine to be served by a third-party server at certain College-sponsored events.

- Students must be at least 21 years of age to possess or consume alcohol at any such designated event.
- Students must be able to provide valid proof of age.
- Students deemed intoxicated prior to the event will not be allowed entry into the event.
- Students must not engage in any violations of institutional policy during the event.
- Students may not bring alcohol to the event and are only allowed to consume a limited amount of alcohol at the event which is being served by the third-party server.
- Distilled spirits or Caffeinated Alcoholic Beverages will not be allowed at any designated student event.
- No common containers will be permitted at any designated student event.

Any form of alcohol, except as described for the above designated events, is not permitted on campus regardless of student age.

## Animals on Campus

Young Harris College allows animals on campus under certain conditions. The following are the basic guidelines to which an owner must adhere. For an unabridged version of the Animals on Campus Policy, please request information from any of the following offices: Provost, Vice President for Student Development, Disability Services, and Human Resources. Animals on campus fall into one of the following categories and are permitted access according to their category.

### Service Animal

A service animal is any dog specifically trained to perform a task for the benefit of an individual with a disability. In some circumstances, a miniature horse may be considered a service animal. The tasks performed by a service animal must directly relate to the individual's disability. A service animal or a service animal-in-training may access any facility a person may access if it is related to the owner/handler's disability.

## Service Animal in Training

Under the ADA, a service animal must already be trained before it can be taken into public places. However, some state or local laws cover animals that are still in training. Excerpts from Georgia Law taken from the following site apply:

<https://www.animallaw.info/statute/ga-assistance-animal-georgias-assistance-animalguide-dog-laws>

*Every person engaged in the training of a guide dog or service dog ... shall have the same right to be accompanied by such dog being trained as the totally or partially blind person, deaf person, or physically disabled person, so long as such trainer is identified as an agent or employee of a school for seeing eye, hearing, service, or guide dogs.*

*Every person engaged in the raising of a dog for training as a guide dog or service dog for the purpose of accompanying a person ... shall have the same right to be accompanied by such dog being raised for training as the totally or partially blind person, deaf person, or physically disabled person has ..., so long as:*

- *Such dog is being held on a leash and is under the control of the person raising such dog for an accredited school for seeing eye, hearing, service, or guide dogs;*
- *Such person has on his or her person and available for inspection credentials from the accredited school for which the dog is being raised; and*
- *Such dog is wearing a collar, leash, or other appropriate apparel or device that identifies such dog with the accredited school for which such dog is being raised.*

## Emotional Support Animal

Any animal specifically designated by a qualified mental health care provider that alleviates one or more identified symptoms of an individual's mental health disability and that is approved as an accommodation by Disability Services. Such animal may afford an individual with a mental health disability an equal opportunity to use and enjoy a dwelling provided there is a nexus between the individual's mental health disability and the assistance the animal provides.

ESAs are a housing accommodation and MUST be approved by Disability Services AND registered with Residence Life before arriving on campus. Students can begin the housing accommodation process on the Residence Life Housing Accommodation website

[yhc.edu/student-life/residence-life/housing-accommodations](http://yhc.edu/student-life/residence-life/housing-accommodations). ESAs are not service animals.

ESAs are only permitted in a resident's bedroom and to exit to the outside based on the shortest distance to the outdoor space. ESAs are considered pets when outside of the specific residence of the owner.

## Pets

Pets are not permitted in any campus building at any time with the exception of fish in an aquarium of 10 gallons or less. For purposes of this policy, a pet is any animal that is not a service animal or an approved ESA.

While pets are permitted on College grounds the following conditions apply:

- Animals are allowed in general public-access, outdoor areas.
- Animals must be leashed (6-foot leash or less) and in the control of their owner at all times. Under no circumstances should animals be allowed to run loose or be tied to buildings, handrails, trees, bicycle racks, or other objects.
- Owners should be aware of the animal's behavior and be considerate of others. It is the owner's sole responsibility to control the animal.
- The owner is responsible for cleaning up and disposing of animal waste properly.
- Young Harris College, at its sole discretion, except as required by law, retains the right to deny access to any animal.

## Annual Security and Fire Safety Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Young Harris College prepares an annual security and fire safety report containing campus security policies and procedures, data on campus crimes, and other related information. The report is compiled and published by October 1st by the YHC Police Department. The current report is available in hard copy at the YHC Police Department, and online at [yhc.edu/student-life/police/clery](http://yhc.edu/student-life/police/clery).

## Children on Campus

Minor children who are supervised by a custodial parent or guardian, and those who are participating in approved educational events with appropriate adult supervision, are welcome on the Young Harris College campus. Due to considerations of safety, confidentiality, liability, and the potential for disruption, the College has set the following limits on children visiting campus:

- A child visiting campus may not be left unaccompanied by the supervising adult for any length of time.
- Children exhibiting symptoms of potentially contagious illnesses may not be brought to campus.
- Children may be brought into places of work, including offices, classrooms, laboratories, athletics facilities, and other spaces where employees carry out assigned duties, only on a limited basis. Children may not be brought into such spaces repeatedly (e.g., as an alternative to childcare).

Children are welcome at all public events on campus unless otherwise indicated, provided they are appropriately supervised. Exceptions to this policy may be granted only with the express consent of the President or the Provost.

## Commencement

Commencement is a time in which we celebrate the hard work and accomplishments of Young Harris College graduates. Graduates are permitted to decorate their mortarboard, subject to the following conditions:

- Decorations must be in good taste and in keeping with the purpose of the event (recognizing and celebrating the graduates)
- Decorations must not extend beyond the edge of the mortarboard or hang off the mortarboard, aside from the tassel, and may not rise more than an inch above the mortarboard (so no long ribbons or high-rise architecture)
- Decorations must not include trademarked images or products, organizations, companies, or other institutions
- Decorations must not disparage, insult, taunt, harass, or show disrespect to others in any way

Any decoration that violates these rules or that could pose a significant distraction during the ceremony will be removed. If you are unsure, please contact the Academic Affairs Office prior to decorating your mortarboard.

To the standard regalia, you may add supplemental regalia, such as a Baccalaureate stole, honor cord(s), medallion, etc., so long as that supplemental regalia is associated with College awards or recognized organizations.

## Community and Shared Responsibility

All students are responsible for knowing, observing, and upholding all College policies. Students are responsible for their conduct and the conduct of their guests.

Students who knowingly act in concert to violate College policy will be held jointly responsible for such violations. Shared responsibility applies to both disciplinary action and monetary fines.

Failing to report behavior that violates College policy, failing to immediately remove oneself from situations where College policy is being violated, and failing to prevent others from violating College policy is in and of itself a violation of College policy. Students who are present but are not observed to be participating in inappropriate behavior or to be in possession of prohibited items/objects, are also in violation of College policy and may be subject to disciplinary action.

## Discrimination and Harassment

Young Harris College is committed to maintaining a fair, respectful, and inclusive environment for living, work, and study. To that end, and in accordance with federal and state law, the College has adopted the following Non-Discrimination Policy which is applicable to employees, students, and any visitors, guests, patrons, contractors, or clients of Young Harris College.

Young Harris College does not discriminate on the basis of sex, gender, race, color, creed, religion, age, national origin, disability, genetic information, marital status, pregnancy, parental status, gender identity, gender expression, sexual orientation, military or veteran status (including status as a veteran of the Vietnam era), or any other protected category under applicable local, state, or federal law, ordinance or regulation. Further, Young Harris College prohibits retaliation for reporting or confronting harassment and/or discrimination and retaliation for using any process intended to address harassment and/or discrimination.

The Young Harris College Policy on Non-Discrimination applies to administering all educational programs and activities, admissions, financial aid, hiring and employment practices.

If the behavior is sexual in nature, the student should follow the procedures set forth in the Sexual Misconduct Policy.

- A student who alleges sex or gender discrimination or harassment should contact the Title IX Coordinator, Laura Whitaker-Lea, Associate Vice President for Policy and Compliance, (706) 379-5170, whose office is in Pruitt Barrett.
- For employees, allegations of sex discrimination or harassment may be reported to their supervisor, their supervisor's supervisor, the Provost, or the Title IX Coordinator. For employees, the process for resolution may be through the Title IX process or through the process outlined in Policy 703 of the Employee Handbook, depending on the allegations presented.

All other claims of discrimination or harassment should follow the procedures outlined. The report should include as much detail as possible, such as the name(s) of the individual(s) involved, the names of any witnesses, direct quotations if language is relevant, the date, time, and location of the incident, descriptions of any conduct or gestures, and any documentary evidence (notes, pictures, cartoons, etc.) the student may have in their possession or is aware exists. All complaints shall be investigated according to the following procedures:

- Allegations of disability discrimination or harassment should be reported to the Provost or the Provost's Designee.
- Allegations of age discrimination or harassment should be reported to the Provost or the 504 Coordinator located in the Human Resources Office in the Pruitt-Barrett Building.
- Allegations of race discrimination or harassment or national origin discrimination or harassment should be reported to the Provost or the Provost's Designee.

The College follows the following steps once a harassment allegation is made:

1. The College shall issue a written notice indicating receipt of the complaint to both the accused and the complainant when an investigation will be initiated.

2. Any investigation will be conducted in an impartial manner.
3. The College will take reasonable efforts to maintain the confidentiality of students alleging a violation of the Discrimination and Harassment policy, however, such information may be revealed in order to carry out the College's policies, in response to lawfully issued subpoenas and court orders, and in compliance with applicable law.
4. Any attempts to solve the matter informally by the parties must be mutual, voluntary, and facilitated by the appropriate coordinator listed above.
5. Upon completion of the investigation or resolution, parties will be provided with a written resolution of the complaint.
6. If prohibited behavior is substantiated, appropriate disciplinary action will be taken and communicated to the parties, as appropriate. For conduct that violates the Student Code of Conduct or the Employee Handbook, the appropriate hearing processes will be followed.

Young Harris College will take all steps necessary to prevent the recurrence of discrimination and/or harassment, and to correct the effects that discrimination and/or harassment may have on others.

If the complaint involves either the Provost or the Vice President for Student Development, the President will appoint an investigator that may be internal or external to the institution. The complainant will receive a written response to their complaint.

Retaliation against the individual making the complaint or individuals participating in the investigation is prohibited and should be reported to the appropriate Coordinator listed in the Discrimination and Harassment policy above.

Any student who makes a good faith complaint regarding alleged discriminatory and/or harassing behavior will be protected from student conduct charges related to the making of the complaint (see Immunity for Victims Policy below). Any student who is found to have made a knowingly false complaint of discrimination and/or harassment may be subject to student conduct charges.

## Email

Email is the official means of communication among all students, faculty, and staff at Young Harris College. Official communications will be sent to students and employees via email to their Young Harris College-assigned email addresses. Students are expected to check their email on a frequent and consistent basis.

## Expressive Activity and Campus Protests

A liberal arts-based curriculum encourages conversation and critique, lively debates, thoughtful rebuttals, and peaceful demonstrations as means of expressing one's perspective. Young Harris College as a private college affords students with the opportunity to engage in expressive activity and campus protests in a respectful and non-violent manner that does not disrupt the normal



operations of the College. Students who desire to engage in expressive activity and campus protests may do so by following the process outlined below.

At least 1 week prior to the event/activity, the student(s) responsible for coordinating/organizing the event shall register the expressive activity with the Office of Student Development.

Registration shall include the following:

1. Date, time, and location of the expressive activity;
2. Name of event and identification of issue(s) or cause(s);
3. Anticipated number of attendees/participants;
4. Identification of student coordinator(s)/organizer(s) with contact information (phone number and email);
5. Acknowledgement of receipt of guidelines and acceptance of responsibility for event/activity; and
6. Date and time of meeting with Chief of Campus Police to discuss safety plan.

The Registration Form for Campus Protests and Expressive Activities is available in the Office of Student Development.

*NOTE:* Final approval for the event will not be considered until the completion of all the above steps and meeting with the Vice President of Student Development or their designee.

Once the above information has been received, the Office of Student Development shall coordinate with other campus entities regarding communication and logistics, including, but not limited to: Campus Police, Communications Team, and Facilities. The event coordinator(s) / organizer(s) shall meet with the Chief of Campus Police to develop and agree upon a safety protocol no later than three (3) business days prior to the event / activity.

No outside entities shall be allowed to organize, coordinate, or participate in protests or expressive activities on the Young Harris College campus. Additionally, campus affiliates of national organizations shall not have any outside assistance in coordinating or organizing an expressive activity.

Protests and expressive activities shall not disrupt classes, research, administration, or living environments, and shall not prevent the free flow of motor vehicles, non-motorized vehicles, or pedestrian traffic. All events shall take place outside in the area designated in the registration process.

Students engaged in expressive activity shall not belittle, bully, or target any student or group of students, or any individual or group of individuals. Students who use language that incites violence shall be removed from the protest or activity and the protest or activity shall be discontinued. Students who damage or attempt to damage property shall be removed and the protest or expressive activity shall be discontinued. Violation of the guidelines or registration process are grounds for discontinuation of the protest or expressive activity.

Young Harris College retains the right to bill the student organizer(s) and/or participants for costs incurred as the result of the protest or expressive activity including, but not limited to the following: cost of additional police or security, clean-up of the grounds, and/or the repair of property.

Students who engage in a protest or expressive activity that violates the YHC Student Code of Conduct or local, state, or federal laws are subject to student conduct proceedings and/or the legal process. Please refer to the Student Code of Conduct for information regarding appropriate student conduct. Expressive activities and campus protests that occur on sidewalks and roads not owned by Young Harris College are subject to local and state ordinances and laws and must be approved by local authorities prior to the activity or event. Students should refer to the section on Posting with regard to publicity for any expressive activity or event.

## General Student Complaints Policy

Young Harris College provides students with an opportunity to address general student complaints, grievances, and concerns through a comprehensive set of policies, programs, and procedures. The College has identified processes for resolving specific types of concerns. Jurisdiction for resolving many types of concerns is covered by the policies and accompanying processes listed below.

Issue	Responsible Office	Location of Policy
Academic Suspension	Academic Affairs	College Catalog
Accommodations Appeal	Policy and Compliance	Guide to Student Life
Conduct Appeal	Student Development	Guide to Student Life
Financial Aid Suspension	Financial Aid Office	College Catalog
Grade Appeal	Academic Affairs	College Catalog
Honor Code Appeals	Academic Affairs	College Catalog
Housing Appeals	Student Development	Guide to Student Life
Parking Appeal	Student Development	Guide to Student Life
Sexual Misconduct/Title IX	Policy and Compliance	<a href="http://yhc.edu/titleix">yhc.edu/titleix</a>

## General Student Complaints

The General Student Complaint Policy is for complaints not covered by another institutional policy and process. All students have the right and the responsibility to address an issue that is unjust, causes harm, or creates the potential of harm. The process for addressing a General Student Complaint is outlined below.

### Step One

Identify the issue. Identify potential solutions. Is the concern that a policy or process is unfair or not being applied equally? Is the issue a single incident or an on-going problem? Identify credible and relevant information.

### Step Two

Have a conversation with the individual who is closest to the concern. Describe the issue and discuss potential solutions. It is possible that the person is unaware of the problem, and you may be able to provide a perspective. It is also possible that you do not have all the information relevant to the issue. If you are upset about a decision that was made, meet with the person who can assist you.

### Step Three

If the matter is not resolved after discussing the concern with the person at the closest possible level, make an appointment with that person's supervisor and talk with that person about the concern. Perhaps the person can assist in coming up with reasonable solutions.

### Step Four

This step moves the process from informal to formal. After utilizing the first three steps listed above in the process, if a student does not think the matter has been resolved reasonably, the student may submit a written student complaint on the COMPLAINT FORM. The complaint must:

1. Identify the problem,
2. Provide relevant information, and
3. Describe the steps the student has taken to resolve the matter, including names of individuals with whom the student has discussed the matter.

### Step Five

Once the COMPLAINT FORM is received, the student will receive an acknowledgement of the written student complaint and the complaint will be routed to the appropriate administrator to investigate. (Please note: Complaints regarding budget and personnel decisions such as hiring, discipline, or termination of employees are confidential and private matters. While a student may complain about a budget or personnel decision, the student will only receive acknowledgement of receipt of the complaint.)

### Step Six

The administrator will investigate the complaint or assign investigators to the complaint. The investigation will conclude within 30 Business Days, or the administrator will provide an update to the person who made the complaint, including:

1. A reason that the investigation is taking longer than expected and
2. A timeline for when the complainant will receive a response regarding the matter.

### Step Seven

The complainant receives a response regarding the issue. If the complainant is not satisfied with the response, the complainant may appeal to the Provost or designee, unless the complaint is about the Provost. Appeals of the original response must be based on one of the following criteria:

1. The process was not followed. The complainant must state what part of the process was not followed.
2. There is new information not previously known or available. The Complainant must provide the new information and date it became known.

3. There is evidence of bias by the individual responding to the written complaint. The Complainant must provide evidence of the bias.

*In cases in which the Provost is the subject of the complaint, the Vice President for Finance and Operations will serve as the appellate.*

#### Step Eight

The Provost (or the Vice President for Finance and Operations) will provide a response to the appeal within 15 business days of receiving the appeal. The response to the appeal is final and binding and concludes the on-campus complaint process.

#### Step Nine

Young Harris students who have exhausted the complaint process offered by the College may file a complaint with the Georgia Nonpublic Postsecondary Education Commission. Further information on the Commission's Complaint Procedure may be found at [gnpec.georgia.gov/student-complaints](http://gnpec.georgia.gov/student-complaints).

## Health and Safety Requirements

The health, safety, and security of students and employees is the top priority of the College. The College will take reasonable precautions to prevent danger, mitigate risks, and address issues of health and safety. As a student of Young Harris College, the student assumes personal responsibility for taking personal precautions to prevent any accident and illness and for any personal accident or illness while on campus, or in conjunction with any College sponsored event or travel.

### General Screenings and Documentation Requirements

All students are required to provide documentation of required immunizations, titer tests, health information, and screenings. These records must be on file and complete by August 1 for students starting fall semester and December 1 for students starting spring semester.

The College may require additional health screenings before or during the semester that may be necessary for protecting and/or maintaining the health and safety of the College community. Students will be notified of any public health screening requirements and the date by which they must comply. Failure to comply may result in the requirement to leave campus housing until such time as a student provides the information required by the screening. No refund will be made when a student fails to meet a health documentation or screening requirement.

### Health Withdrawal

The demands of college life require that a student be able to function at their very best. A student with a serious physical or mental health condition(s) may need to withdraw from the institution in order to make their health a priority. In cases in which a student withdraws for health-related concerns and is requesting special academic consideration in the withdrawal

process, the student should provide documentation of their condition to Sandy McClure, [smcclure@yhc.edu](mailto:smcclure@yhc.edu). Documentation must be from a physician, physician's assistant, nurse practitioner, or a licensed mental health professional who has treated the student within the last 30 days. Documentation should be received no later than 15 business days of the effective withdrawal date. Students who withdraw, even for health-related concerns, remain responsible for financial obligations to the institution.

A student whose behavior disrupts the residential community, violates College policy, or disrupts the educational process for other students will be subject to the Student Conduct process regardless of any contributing health condition. A student who threatens the health or safety of others may be removed under the interim suspension process.

In cases of emergency, a College staff member may contact a family member or the listed emergency contact and request that a student be taken off campus on a short-term basis to manage an emergent health issue. These situations do not constitute a withdrawal.

### Immunity for Victims

Young Harris College encourages the reporting of conduct violations and crimes that occur on campus or against YHC students. A victim might be hesitant to report a crime to a college official in fear of being charged with a policy violation themselves (i.e., underage drinking at the time of a sexual assault). It is in the best interest of the YHC community that a victim of a crime reports the incident to a College official. To encourage reporting, Young Harris College offers victims of crimes, and may offer those who assist victims of crimes, amnesty from College policy violations related to the incident. Such amnesty is given at the discretion of the Vice President for Student Development or their designee.

### Intellectual Property Policy

The Intellectual Property Policy ("IP Policy") affirms the College's commitment to comply with United States law pertaining to intellectual property, including copyrights, trademarks, and patents and codifies College practices relevant to intellectual property. In addition to this IP Policy, the College has developed the Intellectual Property Resource Manual ("IP Resource Materials") which outlines the relevant statutes, and recommends a variety of tools by which faculty, staff, and students can learn more about intellectual property law and ensure their own compliance with its provisions.

The College encourages all members of its community to respect faithfully the property rights and their assignees; to educate members of the campus community about intellectual property law and rights available under that law; and to exercise vigorously our rights and responsibilities as teachers, scholars, authors, and creators in educating students, creating new works of pedagogy, scholarship, and art, and sharing those works with a wider community.

Faculty, staff, and students are responsible for understanding this policy and will be accountable for actions that willfully disregard it. Intellectual property law is an unsettled area of the law which may be revised by law, amendment or adjudication. The College will monitor legal developments to ensure that College practices remain compliant with the letter and spirit of the law.

### Missing Persons Policy

In accordance with the Higher Education Opportunity Act of 2008, Young Harris College has developed a policy for notifying a student's emergency contact on record for a student who resides in on-campus housing and who is determined to be missing.

A student may be deemed missing if it is reported to appropriate College officials (YHC Police Department, Director of Residence Life, or the Vice President for Student Development) that the student has been unreachable via personal contact, telephone, e-mail, or other means of electronic communication for 24 hours or more. Any College official that is notified of the above should immediately contact the YHC Police Department.

Upon determination by the YHC Police Department that a student is missing, the student's designated emergency contact will be notified as soon as possible, but no later than 24 hours after that determination. The student's custodial parent or guardian will also be notified if that person is not the designated emergency contact, and the student is under 18 years of age and not an emancipated individual. The YHC Police Department may cooperate with local law enforcement officials in any missing person investigation involving a YHC student. Students may go to the YHC Police Department to assign a confidential emergency contact to be used in the event they become missing. Once assigned, this confidential contact information will only be accessible to authorized campus officials and law enforcement and is not disclosed outside of a missing person investigation.

### Parental, Family, Marital Status, Pregnancy or Pregnancy-related Conditions Policy for Students

#### Scope

Young Harris College has not adopted or implemented any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

Young Harris College does not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The College does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided that the College ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

Young Harris College ensures that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the College's education program or activity.

Young Harris College will take specific actions to promptly and effectively prevent sex discrimination and ensure equal access to the College's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

Young Harris College will inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the College's obligations under this section and provide the College's notice of nondiscrimination.

#### Reasonable Modification

Young Harris College will make reasonable modifications to the College's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the College's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the College must consult with the student. A modification that the College can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.

The student has discretion to accept or decline each reasonable modification offered by Young Harris College. If a student accepts the College's offered reasonable modification, Young Harris College will implement it.

Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures. [See 106.40 (b)(3)(ii); and 106.40 (b)(3)(ii)(C)]

#### Voluntary Access to Separate and Comparable Portion of Program or Activity

Young Harris College will allow the student to voluntarily access any separate and comparable portion of the College's education program or activity.

### Voluntary Leaves of Absence

Young Harris College must allow the student to voluntarily take a leave of absence from the College's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the College that allows a greater period of time than the medically necessary period, Young Harris College must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the College's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began. [See §106.40 (b)(3)(ii)(C)(iv)]

### Lactation Space

Young Harris College will ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

### Limitation on Documentation

Young Harris College will not require supporting documentation unless the documentation is necessary and reasonable for the College to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action is obvious, such as when a student who is pregnant needs a bigger uniform, when the student has previously provided the College with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

### Comparable Treatment to Other Temporary Medical Conditions

Young Harris College will treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical benefit, service, plan, or policy the College administers, operates, offers, or participates in with respect to students admitted to the College's education program or activity.

### Certification to Participate

Young Harris College will not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the College's class, program, or extracurricular activity unless:

- (i) The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- (ii) Young Harris College requires such certification of all students participating in the class, program, or extracurricular activity; and
- (iii) The information obtained is not used as a basis for discrimination prohibited by this Policy.



## Posting

All printed literature, posters, placards, and banners posted on College property must be approved by the Office of Campus Life and Student Activities. All public notices or publicity materials must be sponsored by a recognized student organization, College department, or otherwise approved by the Office of Campus Life and Student Activities. All publicity for an event should include the name of the activity, the date and time of the activity, the location of the activity, and the name of the person and/or organization responsible for the activity.

While individuals may have the right to freedom of speech, they also have a responsibility, as members of the Young Harris College community, to review and consider the impact of their words when submitting literature for posting. YHC prohibits the use of profanity and prejudicial content in advertising. Advertising that promotes the use and/or sale of alcohol or illegal drugs, the commission of a crime, incites or promotes violence, or that discriminates against or harasses an individual or a group of individuals is also prohibited.

Approved materials may be posted in designated areas on campus. Posters, flyers, notices or similar items may not be attached to unauthorized campus facilities/ locations, including, but not limited to: trees; columns on the Plaza; trash cans; the Susan B. Harris Memorial Chapel; recycling bins; benches; campus maps; light poles; or exterior surfaces of buildings. Items posted improperly will be removed and destroyed. Persons and organizations that post items improperly may be subject to adjudication under the student conduct process and/or charged for the cost of removal and any damage to College property.

Chalking is not allowed on poles, columns, or campus buildings. Chalking should only be displayed where rain will naturally wash it off and all posting guidelines must be followed.

Recognized student organizations and College departments are responsible for removing their posted notices. Directional signs must be staked and removed by the next business day after completion of the event.

### Posting Approval

- Approved materials may be posted for a maximum of two weeks.
- All proposed flyers, handbills, banners and notices to be posted on the campus of Young Harris College must be submitted to the Office of Campus Life and Student Activities a minimum of five (5) business days before the expected posting date for approval. The original must be approved and stamped PRIOR TO PRINTING.
- Flyer size for bulletin boards is limited to 8 1/2 by 11" or 8 1/2 by 14" for all postings. Exceptions: College sponsored or external events that have preprinted posters size 11 x 17".
- Flyers/postings will not be rejected as long as all information presented is true and not libelous, is consistent with the College academic mission, College policies, and does not infringe upon rights of others.
- All constituents interested in posting flyers on campus must make their own copies and post the flyer around campus themselves.

- At no time will businesses or other organizations outside of the Young Harris College community post flyers without the consent of the Coordinator of Campus Life and Student Activities. Postings from any businesses or organizations found in violation of this policy will immediately be removed and the group may lose future campus posting privileges.

#### Posting Procedures: All Campus

- Materials may be posted on campus bulletin boards and doors only (excluding special purpose bulletin boards specifically designated by campus departments or groups, and/or the Susan B. Harris Memorial Chapel).
- Posting on designated bulletin boards is limited to one (1) flyer per event per board and only one single layer of fliers allowed (no overlapping). Postings may go up no more than two (2) weeks prior to the event and must be removed by the next business day following the completion of the event. Only one banner per organization or department may be displayed at one time on/in each campus building.
- Only transparent scotch tape and blue painter's tape are acceptable means of attaching flyers and banners. An organization or individuals using improper adhesives (i.e. clear packing tape, duct tape, etc.) will be held financially accountable for all damages.
- For safety reasons, posting material may not be placed on the window of a door or otherwise obstruct the view of persons entering or exiting through the door.
- Posting of materials on any campus bulletin board that is assigned to a College department or unit requires the approval of that department or unit, and must follow its applicable policies and practices relating to the posting of materials. Any materials not authorized by the applicable department or unit will be removed and discarded.
- Space for banners is on a first-come, first-serve basis. Banners may only be moved by the sponsoring group or the Office of Campus Life and Student Activities.

#### Posting Procedures: Campus Housing

In addition to the above posting procedures, if you wish to have flyers/notices posted within Campus Housing, you must also follow the process listed below:

- All flyers/notices to be posted in Young Harris College campus housing must be hung by Residence Life staff in approved locations.
- Constituents interested in posting flyers for the halls must make their own copies (50 for full hall coverage) and turn them into the Director of Residence Life (RCC rm. 332) at least five (5) business days before the expected posting date.

Please consider the impact on the environment as you make decisions regarding printing and distributing flyers. Any questions about the Young Harris College Posting Policy should be directed to the Coordinator of Campus Life and Student Activities at (706) 379-5025.

## Preferred Display Name Policy Information

### Introduction

To be a more welcoming and hospitable campus community and to assist in creating a greater sense of belonging, Young Harris College has developed a policy and process through which preferred first names may be used and displayed in internal campus systems. When a preferred first name is provided, the College will use a preferred first name to display except where a legal first name is required by law, regulation, or for external reporting.

Official College Records, including but not limited to Admissions Records, Academic Records, Financial Aid Records, NCAA (National Collegiate Athletic Association) Records, Police Reports and any other system that requires legal names or requires external reporting will continue to use an individual's full legal name to ensure an individual's identity and institutional compliance.

### College Systems Where Preferred Name is Displayed

Customer Relations Management (Liaison)

Student Information System (Power Campus, Self Service)

Learning Management System (Moodle)

Young Harris College App

Student Identification Card (Preferred Display Name will be in addition to Legal Name)

Microsoft Office Products licensed by the College (e.g., email, calendar)

Athletic rosters used at games/matches and displayed on the YHC website

### Last Names

An individual will be allowed to change their preferred display name for a first name only. Last names will not be changed except in the case of a legal name change.

### Preferred Display Name Requirements

A request to use a preferred display name will be implemented across all College systems that allow for the option of displaying a preferred first name. Individuals may not individually choose which systems in which to have a preferred name displayed.

#### Requirements

- Must contain alpha characters, hyphens, and spaces only
- Must contain more than one letter
- No names used for the purpose of misrepresentation or fraud
- Must not contain profane, offensive, discriminatory, or inappropriate language
- Must not be a trademarked name
- Must not reference a fictional character

## How to Change My Preferred Display Name

To request a name change, students must submit a written request via email to the Office of Academic Affairs at [academicaffairs@yhc.edu](mailto:academicaffairs@yhc.edu). Students and employees may change their preferred display name once per year. A student or employee may change their preferred display name as part of the legal name change process regardless of whether they have previously done so during the year.

## Revisions and Updates to the Policy

Young Harris College will continue to work to identify systems in which a preferred first name may be displayed. The College will offer updates only after thorough review and testing. The College will communicate upcoming changes prior to implementation. To review the full Use of Preferred Name Policy, contact the Office of Academic Affairs in the Pruitt-Barrett Administration Building.

## Property Insurance

Students are strongly encouraged to carry appropriate insurance to cover any loss and/or damage of personal property. Oftentimes, dependents are covered under a parent or guardian's homeowner's insurance policy. Students should check with their parent or guardian's insurance carrier for details.

The College makes every effort to safeguard the personal property of each student. However, the College does not assume any obligation to pay for the loss of or damage to items of personal property which occurs in its buildings or on its grounds, regardless of cause.

## Recreational Equipment/ Sports

Bicycles and Longboards:

- Bicycles and longboards shall be allowed on campus as a means of transport only. Riders ride at their own risk, and the College assumes no liability for injury. Bicycles or longboards shall not be used for stunts or tricks, nor shall they be used in any manner that would cause damage to campus buildings or landscapes.
- Board must be 30 inches or longer with wheels 60 millimeters or larger.
- The use of a bicycle or longboard inside any campus building is prohibited.
- Bicycle racks are provided throughout the campus for storage. A bicycle may be stored in a residential room, suite, or apartment only if: 1) all occupants approve; 2) it is cleaned before entering campus housing; and 3) room exits are not obstructed.
- It is against fire code to store a bicycle in a hallway or stairwell. Any bicycle or other object chained to or left in a stairwell or other unauthorized location, may be removed, and discarded without notice.
- Students must demonstrate care when riding bicycles or longboards on campus roads, sidewalks, etc.

- Any bicycle, longboard, or other non-motorized vehicle left unattended after the close of the spring semester shall be discarded. Any non-motorized vehicles remaining on campus after spring semester will be donated to a local charitable organization.

Skateboarding and roller skating of any kind is prohibited on campus.

Playing or practicing golf is not allowed on campus due to the potential of injury to bystanders and the possibility of damaging College grounds and property. The only exceptions are the use of lightweight “whiffle” type golf balls and playing or practicing on the putting greens controlled by the Athletic Department.

## Residence Life

Regardless of commuter or residential status, all students, visitors, and guests are responsible for knowing, observing, and complying with the information contained in the Residence Life section of the Guide to Student Life. Any general questions about Residence Life should be directed to the Director of Residence Life at (706) 379-5300 or [reslife@yhc.edu](mailto:reslife@yhc.edu).

### Residency Requirement and Meal Plan Policy

Young Harris College believes living on campus is integral to the traditional college experience. As such, all full-time undergraduate students between the ages of 17 and 23 are required to live in campus housing. Continuing students over 23 may remain in housing up to 26 years of age without official approval. Incoming students over 23 years old may appeal to the Vice President of Student Development to reside on campus if they meet one of the criteria listed below with supporting documentation. The Housing Appeals Committee will review the information for a response. This policy is in place to ensure all students can fully engage in the college experience. Criteria to appeal to live on campus:

- Continuing students who are 26 years old on the first day of either fall or spring semester class.
- Incoming or transfer students who were honorably discharged military, reserve, or National Guard aged 23-28.
- Incoming international students enrolled in the traditional college experience who are in the age range of 23-26.

Young Harris College does not provide married or family housing under any circumstances.

Any traditionally aged student (17-23 years of age) who meets one or more of the following criteria with supporting documentation may apply via the online housing system to be exempt from the residency requirement:

Criteria to appeal for commuter status:

- The student is 23 years of age or older on the first day of class in either fall or spring semester;
- The student has completed eight (8) semesters as a full-time student at YHC and earned 90 hours;

- The student has lived in College housing the equivalent of eight (8) fall and spring semesters and earned 90 hours;
- The student is enrolled in 11 or fewer course credit hours in either semester;
- The student is married, divorced, or has a dependent(s) for which the student has
- primary or joint custody or
- The student lives in the permanent, legal, and primary residence of a parent or guardian within a 45-minute drive or twenty-five miles of Young Harris College located in Young Harris, GA. Requests will be verified, and additional information may be requested. A second home or a vacation home does not qualify.

Young Harris College is interested in students being successful in their educational pursuits and recognizes that some situations may qualify for additional consideration that may require an exception to the policy. Any student who believes they have extenuating circumstances should indicate that they have a reason other than the ones listed above and respond to the questions on the Request to Commute form when prompted. The Housing Appeals will review the information and decide.

Examples of considerations for approval of extenuating circumstances:

- Home address
- Major
- Work responsibilities (hours per week, location of job)
- Family responsibilities (examples: care for family member, assist with family farm, etc.)
- Transportation

The Housing Appeals Committee consists of representatives from the following offices on campus:

- Director of Admissions
- Assistant Dean for Campus Life and Student Wellness
- Registrar
- Director of Financial Aid
- VP for Student Development

The above positions represent a wide variety of viewpoints for new and continuing students.

Housing agreements are binding for one academic year. However, if a student meets one of the exemptions to the residency requirement prior to the first day of classes during the spring semester, the student may appeal in writing to the Housing Appeals Committee to cancel and be released from their agreement for the spring semester.

Any student who meets one or more of the exemptions may apply to live on campus. However, because YHC must ensure sufficient space exists to house all students who are required to live on campus, the College reserves the right to house any student who meets one or more exemptions above only after all other students have been housed. Young Harris College

does not offer campus housing for spouses, partners, or families of students. Students must be 17 years of age or older on the first day of class to be eligible to reside in Young Harris College housing.

Other requests for a housing exemption may be granted on rare occasions. An appeal must be submitted in writing through the online housing system and should explain the extenuating circumstances the student believes warrants consideration. The Housing Appeals Committee will review each appeal on a case-by-case basis.

All students must purchase a meal plan. All residential students must purchase an unlimited meal plan with the exception of Village residents who may choose between an unlimited meal plan or the 10-meal plan. Students approved to live off campus will be assigned a commuter meal plan but may choose among any of the residential plans or the upgraded commuter plan.

### Responsible Action

The welfare of the College community is of the highest priority. Young Harris College encourages students to offer help and assistance to others in need by contacting the YHC Police Department. There are times when a student or group of students might hesitate to aid another for fear of one, both, or all of them being charged with a policy violation themselves (i.e., an underage student has been drinking and fears the consequences of calling an ambulance for an incapacitated friend). While policy violations cannot be overlooked, the College pursues a policy of limited immunity that considers the situation as a whole and the act of helping someone in need.

### Retaliation

Young Harris College prohibits retaliation against any individual who files a complaint regarding harassment (including sexual), discrimination or hazing, or is involved in the complaint or grievance process for any reason.

### Room Entry and Searches

Young Harris College respects the privacy of its students and believes that students should be protected from unreasonable search and seizure. However, the College reserves the right to enter a suite, apartment, or room, or any vehicle located on College property in order to conduct a search. Typically, authorized representatives of the College in compliance with their job-related responsibilities will only conduct a room entry for one of the following reasons:

- Administrative Search for Policy Violations: YHC staff may enter to conduct an administrative search based on reasonable cause or credible information that a violation of College policy has occurred or may be occurring, or evidence of that violation may be located in the place to be searched. Administrative searches are generally conducted to enforce College policy requirements, not with the intention to pursue criminal prosecution. If YHC staff believe that potential criminal violations have occurred,



either before or during an administrative search, YHC may contact campus or local police to proceed.

- Health and Safety Inspections: YHC staff may enter to conduct Health and Safety Inspections and/ or in response to health and safety concerns related to the facilities or potential policy violations that may impact the health and safety of students in the housing facility to ensure a healthy, safe environment.
- Health and Safety Emergencies: YHC staff may enter to respond to an emergency threatening the health or safety of students, or the property.
- Facility Maintenance and Concerns: YHC staff may enter to perform any necessary maintenance, custodial, or repair work.
- Suite, apartment, and room searches may be conducted whether or not the occupants are present. Any personal items on campus are subject to the administrative search process.
- Legal search warrants by local, state, or federal police or law enforcement agencies do not require the approval of the College and shall be honored. To the extent allowed by the external law enforcement agency, every effort shall be made to have a representative of the Division of Student Development and/or YHC Police Department observe a search conducted as a result of a warrant.

## Safety and Security

The Young Harris College Police Department patrols campus and an officer is on duty 24 hours a day, seven days a week. YHC Campus Police are certified by the Georgia Police Officers Standards Training Council (POST). YHC PD is charged with the duty of protecting the members of the campus community and enforcing College policies and civil laws. Young Harris College Police

Officers have the authority to arrest individuals. The campus community is encouraged to report crimes and emergencies to the police immediately.

## Sales and Solicitation

Any recognized YHC student organization or student wanting to engage in a money-making project on campus (including the residence halls) must first request permission from the Coordinator of Campus Life and Student Activities. Organizations seeking funds or advertisements from persons or businesses off campus may do so only with the approval of the Coordinator of Campus Life and Student Activities in conjunction with the Office of Advancement.

Organizations may collect dues, fees, and donations. They may sell materials related to the purpose of the organization. Funds raised by a recognized YHC student organization may be expended consistent with the stated purpose(s) of the organization. Such funds are subject to local, state, and federal laws, and to financial accountability. No fundraising activities shall conflict with the ongoing business operations or interests of Young Harris College. Recognized organizations must receive prior approval from the Vice President for Advancement before soliciting businesses for funds, gift cards, etc.

The solicitation of sales, services, memberships, or gifts on campus from outside vendors or persons is prohibited without the permission of the Coordinator of Campus Life and Student Activities.

## Vaping, Smoking and Tobacco Use

Smoking, and the use of tobacco products is prohibited inside any building or facility owned by the College. All entrances, breezeways, porches, patios, and balconies are designated as smoke free and tobacco free. Students who choose to smoke or use tobacco products must be 25 feet away from any campus building.

*Smoking is defined as inhaling, exhaling, burning or carrying any lit cigar, cigarette (including any type of electronic cigarettes), pipe or other tobacco or vapor producing product in any manner or form.*

## Student Organizations

All students are responsible for knowing, observing, and complying with the Student Organization policies provided by the Office of Campus Life and Student Activities. Anyone interested in forming a Student Organization should contact the Coordinator of Campus Life and Student Activities at [tpendergrass@yhc.edu](mailto:tpendergrass@yhc.edu). Please see [Specific Policies for Student Organizations](#) in the following section.

## Student Records

The Family Educational Rights and Privacy Act (FERPA) allows students to access and request amendment to their educational records and limits the ability of others to access those records, except as authorized by law. Academic records are compiled and maintained in the Office of the Registrar while student conduct records are under the jurisdiction of the Student Conduct Administrator. Students may authorize the release of their educational records by signing a FERPA Release form. Such forms are kept on file in the Office of the Registrar. The full Young Harris College FERPA Policy is available in the College catalog and online at [yhc.edu](http://yhc.edu) under Registrar.

## Tuition, Fees, and Financial Aid

### Tuition

Students are charged the same rate for 12 to 18 semester credit hours. An additional fee will be charged for hours taken in excess of 18 hours per semester. Students who enroll for fewer than 12 semester hours will be charged at the less-than-full-time rate on a per-credit-hour basis. All accounts must be paid in full before a student will be allowed to register or reserve housing for the next semester. More detailed information about current tuition and fees is available in the Business Office.

## Housing Charges

Housing charges for the next academic year are announced each spring. A list of all charges is available on the College's website. Private rooms may be available upon request as space permits. For more information, contact the Office of Residence Life at (706) 379-5300 or by email at [reslife@yhc.edu](mailto:reslife@yhc.edu).

## Institutional Refund Policy

If a student withdraws from the College, refunds for tuition charges for each semester will be made according to the following schedule:

- Within the 1st week of class: 75% Adjustment
- Within the 2nd week of class: 25% Adjustment
- Within the 3rd week of class: 10% Adjustment
- After the 3rd week of class: No Adjustment

Meal charges are prorated on a weekly basis from the first scheduled class period until actual withdrawal. Withdrawals made any time during the week are prorated to the Monday following the week of withdrawal. Any portion of a week is charged as a full week. There are no refunds for temporary absences, labs, special fees, courses dropped after the drop/add period, or charges to any student suspended or expelled for disciplinary reasons. Refund of institutional aid is calculated on the same basis as tuition (stated above). In no case will institutional aid generate a refund greater than the amount of funds already received from the student. No refund for any deposit is given to a student dismissed for disciplinary reasons.

Withdrawal can affect student financial aid and create a balance due. Any student who receives federal financial aid, including grants and loans, will have a Return to Title IV Funds calculated to determine what portion of their aid can be kept within their package. Failure to pay any balance due for any semester will result in an administrative STOP being placed on the student's account. Students with an administrative STOP on their account will be restricted from registering for classes in future semesters. Transcripts and diplomas will not be released until the account is paid in full. Uncollectible balances are subject to be turned over to a commercial collection agency and may be reported to a national credit bureau. All costs, expenses, and fees incurred by the College in collecting or attempting to collect a past due account are the responsibility of the student.

To resolve any past due accounts, please call the Business Office at (706) 379-5119.

## Housing and Meal Plan Refund Policy

Refunds for meal charges are prorated to the Monday following the withdrawal date. In no case will institutional aid generate a refund greater than the amount of funds already received. No refund is given for housing. No refund for meal charges will be given to any student dismissed for disciplinary reasons.

Additional information and policies regarding tuition, fees, and payment plans as well as student financial aid, can be found in the College catalog, or by contacting the Business Office at (706) 379-5119, or the Financial Aid Office at (706) 379-5162 or by going online to [yhc.edu](http://yhc.edu) and clicking on the Admissions tab.

## Vehicle, Traffic, and Parking

The following policies have been developed in an effort to maintain safe traffic conditions on campus and to ensure maximum availability of all campus parking facilities. Violations of these policies may result in fines or other action. For questions relating to traffic policies, students should contact the Office of Student Development or the Young Harris Police Department.

### Vehicle Registration

Young Harris College grants permission for students to have and operate a duly registered automobile, motorcycle, or other vehicle on campus. All motorized vehicles must be registered with the YHC Police Department within 48 hours after the vehicle is brought to campus. To register the vehicle, the student must provide the current tag number of their vehicle. There is a per semester charge to register your vehicle. Vehicle permits must be clearly displayed at all times on the bottom right corner of the back window. Vehicle registration is billed to student accounts each semester.

### Discounted Parking for Low-Emitting and Fuel-Efficient Vehicles

Young Harris College offers a 20% discount on vehicle registration and parking decals exclusively for students who own low-emitting and/or fuel-efficient vehicles. In order to qualify for this discount, low-emitting and fuel-efficient vehicles must be classified as a Zero Emissions Vehicle (ZEV) by the California Air Resources Board or have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide. The number of discounted permits available to students each semester shall not be limited.

### On-Campus Use of Vehicles

Students should maintain a speed limit conducive to safe conditions for themselves, pedestrians, and other vehicles on campus. The speed limit on campus is 15 mph. Students are reminded that all state and local regulations must be obeyed on roads throughout campus. Student vehicles are to be used only on campus roads, city streets, and in parking areas. Vehicle use on sidewalks and non-paved areas is prohibited.

### Designated Specific Times

There is a path that runs between the two rows of Village Apartments and another that starts at the Recreation and Fitness Center and goes past Enotah Hall, The Towers and Appleby Complex. These paths are generally closed, as indicated by the gate between Rollins Hall and Enotah Hall and by the bollards by Village 100, Village 1000, the Recreation and Fitness Center and one both sides of the plaza. For safety reasons, vehicles are not permitted on either path except during

officially designated times (at the start and end of each semester). During these designated times, use of these paths is limited to loading and unloading vehicles only. Overnight parking is not permitted. Tampering with the gate or the bollards is not permitted.

### Parking Areas

Students are to park in designated parking areas indicated by the designation of the parking decal only. Students are reminded that the lawns on campus are not to be used as parking areas. At no time may vehicles be taken inside campus buildings or parked on porches, entry ways, sidewalks or lawns. Students are not permitted to park in reserved spaces.

A YELLOW CURB INDICATES A NO PARKING ZONE.

A BLUE CURB INDICATES AN ADA ACCESSIBLE PARKING ZONE.

The current parking map can be found at [yhc.edu/about/maps-directions-parking](http://yhc.edu/about/maps-directions-parking).

Designated parking areas (residential and non-residential) may be adjusted each year and communicated during campus housing and commuter meetings.

### Parking Policy

All undergraduate students are charged a parking fee each semester and must either complete the online vehicle registration or the online parking waiver form by the last day of drop/add courses for the term as set by the Registrar's Office (typically at the end of the first week of classes). Requests for parking waivers after that deadline will not be honored. Students who request a parking decal will obtain that from the YHC Police Department during the first week of classes. Decals and waivers do not carry over from year to year but do carry over from fall to spring semester (meaning that a student who has a parking decal fall semester will keep that same decal for spring semester, and a student who has a waiver fall semester will automatically get a waiver for spring semester).

If a student initially completes the vehicle waiver by the deadline but then brings a car partway through the year, then the student must first complete the online parking permit form, pay the parking permit fee and then go to the YHC Police Department to obtain the decal. The cost of the parking permit for the balance of the semester will be prorated, as determined by the Business Office.

Online registration and waiver links will be emailed at appropriate times each semester.

### Traffic Tickets and Fines

Fines associated with traffic tickets will be added to student accounts. An excessive number of tickets per semester MAY RESULT IN REVOCATION OF VEHICLE PRIVILEGES. Ticket charges are \$25.00 per ticket. Questions regarding traffic tickets and fines should be directed to the Young Harris College Police Department or the Student Development Office.

## Traffic Appeals Process

Any student, employee, contractor, or guest on campus may choose to appeal a ticket by submitting a [YHC Traffic Appeal Form](#) to the Student Development Office within five (5) business days of the ticket being issued. Traffic Appeals are closed meetings and the information considered during the appeal is limited to that which is submitted in writing to the Traffic Appeals Board.

The Traffic Appeals Board membership consists of a pool of students and employees selected by each of the governmental bodies on campus. SGA selects student representatives. Staff Council selects staff representatives. Faculty Senate selects Faculty representatives.

For each meeting of the Traffic Appeals Board there will be the following voting members from the Traffic Appeals Board membership pool: one student, one faculty member and one staff member, and is chaired by a member of the Student Development staff.

The Traffic Appeals Board may uphold, overturn, or modify the original decision or fine. Notice of the decision will be sent to the appellant's YHC email address within three (3) business days of the hearing. Any decision rendered by the Traffic Appeals Board shall be considered final and binding upon all involved.

## YHC App and Social Media Policy

### Social Media General Policy

All employees and all students, including but not limited to student organizations, student groups, and athletic teams, are specifically prohibited from using the College's network, computers, email accounts, the YHC App, College-affiliated social media accounts, or any other form of technology owned or provided by the College for the purpose of, or in connection with, any form of violence, threatening behavior, organizing lawless action, harassment, sexual misconduct, hazing, or bullying.

### Social Media Impact

While social media can be an important and useful means of communication, it can also:

- Distort the lines of professional relationships
- Confuse the opinions and voice of Young Harris College with the opinions and voice of individuals affiliated with the College and
- Affect organizational, professional, and personal reputations

## Guidelines and Best Practices When Using Social Media

Ask yourself before posting:

- Is it legal?
- Is it responsible?
- Is it respectful?
- Does it reflect the values I live by and those of my place of employment?

Exercise respect, discretion, and professionalism when posting, especially when posting about Young Harris College or an individual member of the College community.

Identify personal views as your own, not as the views of the College.

Do not disclose confidential information about the College or about any individual.

Do not use copyrighted or proprietary information or materials without permission.

Avoid posting any information on social media that could jeopardize your job, your future job prospects, or would otherwise reflect poorly on you or on the College.

### College-sponsored Social Media Accounts: Account Passwords and Permissions

All social media accounts that are sponsored by or represent a department, division, or an organization and use the Young Harris College name or branding must provide the following information to the next level supervisor of the department or division, to the advisor of the organization, and to the Office of Communications.

1. The name of the account's primary administrator
2. Email of the account's primary administrator
3. Student or Employee ID of the account's primary administrator
4. Password to account
5. Name and email of back-up administrator
6. Access to all administrative functions on the account

### Accessibility of Content

When social media content is broadly used by Young Harris College's students, employees, and/or the general public to carry out or participate in its core educational programs and activities, all available accessibility-supported features of the platform should be used. For more information on how to make your social media content accessible, please consult: [Social Media Accessibility Guidelines](#).



## Social Media / Social Networking Policy Definitions

For purposes of this policy, social media and social networking means communication and interaction through the internet and web-based technology, and includes personal web pages, and accounts or profiles created on the YHC App and any other external social media outlet.

### YHC App

Young Harris College App User Policy User content and behavior on the Young Harris College app is governed by the YHC Code of Conduct in the Guide to Student Life for students and the Young Harris College Employee Handbook.

As stated in the Code of Conduct located in the Guide to Student Life:

*The privilege of being a member of the YHC community carries responsibilities. Your words and actions should bring credit to you, your family, your community, and Young Harris College. One individual's actions will have an impact on the community, positively or negatively. Whether inside or outside of class, on or off campus, as a member of a group or team or as an individual, your decisions affect those within your community. Respect, honor and integrity should guide both your actions and words. YHC is committed to teaching students to be responsible citizens and to pursue lives consistent with the core values of the institution. As a community, YHC expects the behavior of all members of the community to be:*

- *Legal*
- *Responsible*
- *Respectful of persons and property*
- *Reflective of our institutional values*

*Being a responsible member of this community compels you to consider not only your actions but also the actions of others and the effects on the community. Do not simply point out problems but help find solutions. Intervene to help someone else in need. Ask for assistance for yourself or others. Do not stand by silently but become active and engaged. Keeping YHC a safe and enjoyable environment in which to learn, work and live is the responsibility of every member of this community.*

YHC App user content and behavior is governed by multiple standards within the Code of Conduct and in the Employee Handbook. A student or recognized student organization may be disciplined for misconduct, including:

- Acts of dishonesty
- Threats, intimidation, causing physical harm to any person; endangering the health or safety of any person; engaging in conduct that causes a reasonable person to fear harm for their health or safety; or making an oral or written statement (including electronically) that a reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of violence to a particular individual or group of individuals, regardless of the intent to carry out the act of violence.

- Harassment, which is defined as conduct that is so severe or pervasive or objectively offensive that it substantially interferes with the ability of a person to work, learn, live or participate in or benefit from the services, activities or privileges provided by the College
- Engaging in disorderly, lewd, indecent, or obscene conduct or breach of peace
- Engaging in speech—either orally or in writing—that is directed to inciting or producing imminent lawless action or is likely to incite or produce such action
- Theft, misuse, or unauthorized use of information technology facilities, resources, or access codes, or conduct that violates the College’s Acceptable IT Use Policy which can be found on the [Current Students](#) page on the YHC website.
- Violating a College policy or rule including, but not limited to those published in the Guide to Student Life, the College Catalog, the College web site, email notice, posted signage, or any other written communication

The College prohibits posts on the YHC App that contain:

- Profane and vulgar language, including curse words or portions of curse words such that the profanity is recognizable
- Pornographic material or photos,
- Symbols of hate or speech that denigrates individuals or groups of individuals
- Bullying, intimidation, and threats
- Distribution of misinformation, disinformation, and information that is not credible

All members of the YHC community who have a yhc.edu email address and agree to the terms and conditions of using the YHC app in order to have access to its content. This means administrators, faculty, staff, and students who are using the app have a responsibility to report illegal, irresponsible, disrespectful, and misleading user content and behavior. A user may report a post or inappropriate use in one of the following ways:

1. User posts can be flagged as inappropriate by other users.
2. A user may email ([website@yhc.edu](mailto:website@yhc.edu)) if the content requires immediate attention such as bullying, threatening, harassing, profane, or determines that a danger to any persons or property exists.
3. Contact the YHC Police Department in the case of imminent danger.

Flagged or reported posts will be reviewed by a YHC app administrator who will:

1. Determine if the post is in conflict with the [Social Media Policy](#), the Student Code of Conduct or the Employee Handbook.
2. Remove posts temporarily or permanently if the post is in conflict with the [Social Media Policy](#), the Student Code of Conduct or the Employee Handbook.
3. Refer the offending user to the Student Conduct Administrator, if a student or the Supervisor, if an employee.

If the post does not violate the [Social Media Policy](#), the YHC App administrator will unhide the post if it was automatically hidden. Multiple breaches of Social Media policy on the YHC app may result in the offending user being muted on or removed from the app. An employee who uses the YHC App inappropriately will be referred to their supervisor and/or to Human Resources.



# Policies for Student Organizations



## Student Organizations and Clubs Handbook

For most students, a significant factor in the successful attainment of a college education is the manner in which time outside the classroom is utilized. The fact that Young Harris College makes available to students a number of social, recreational, cultural, and academic opportunities implies a firm belief in the value of extra-curricular educational experiences. One important phase of a student's learning can be participation in campus clubs and organizations, offering the opportunity to form friendships, work with others of varying backgrounds, assume leadership, and explore shared interests.

### Mission of the Office of Campus Life and Student Activities

The mission of the Office of Campus Life and Student Activities is to provide Young Harris College students with different opportunities to become involved in on and off campus experiences, which will enhance the development of the whole person. The office complements the College's academic programs. It enhances the overall educational experience of students through development of, exposure to, and participation in social, cultural, leadership development, fraternity and sorority, intellectual, recreational, community service, activities and organizations.

### Recognition of Student Organizations

Students interested in forming an organization must contact the Coordinator of Campus Life and Student Activities. Recognized student organizations shall be categorized into one of the following:

- Honor Societies: Recognize and provide support for students who demonstrate a high level of academic achievement
- Academic /Departmental Organizations: Promote and establish a liaison between an academic division or department and the College
- Greek Organizations: Greek letter organizations that consider themselves a social fraternity/sorority
- Cultural Organizations: Organizations representing a variety of cultural and ethnic backgrounds
- Service Organizations: Provide volunteers for on-campus and off-campus service-related projects and community-based organizations
- Spiritual Organizations: Provide a means for students of a particular denomination or religious affiliation to interact with others
- Club Sports: Promote and develop common sports or recreation related interests
- Special Interest Groups: Organizations with a wide range of purposes, geared toward unique or specialized audiences
- Student Governance Organizations: Organizations that exist as a governance body (i.e., Student Government Association, YHC Greek Council, Inter-Religious Council)
- Media and Publications Organizations: Organizations that provide students with media production experiential opportunities

For a student organization to be granted official recognition and maintain status as a recognized student organization, the following requirements must be met:

- Each recognized student organization must renew recognition status at the beginning of each fall semester. Recognition packets are available in the Office of Campus Life and Student Activities. Student clubs/organizations that fail to renew their registration by the deadline will be declared inactive unless approved by the Office of Campus Life and Student Activities. Inactive student clubs/organizations are not entitled to privileges granted to those student clubs/organizations that are officially recognized.
- Each organization must govern itself according to a constitution agreed upon by the organization's membership and approved by the Coordinator of Campus Life and Student Activities. The constitution must state, using proper form, all membership requirements, the purpose of the organization, and all policies which will govern the workings of the organization. A current copy of each organization's constitution must be kept on file in the Office of Campus Life and Student Activities.
- Each organization must have an advisor approved by the Coordinator of Campus Life and Student Activities. The advisor must commit to be involved actively in overseeing the activities of the organization. It is expected that each organization will routinely consult with its advisor and inform him/her of all organization activities, practices, and undertakings. Any faculty or staff member employed by Young Harris College is eligible to serve as an advisor to a student organization.
- Each organization must submit a current membership roster to the Coordinator of Campus Life and Student Activities no later than the end of the second week of classes each semester including full names (no nicknames) and current positions. Each organization must immediately inform the Coordinator of Campus Life and Student Activities of any changes in membership during each semester.
- All organization-sponsored campus programs must be approved no less than one week in advance by the Coordinator of Campus Life and Student Activities. This approval process applies to any event/activity held on Young Harris College property and/or off-campus, which is formally or informally planned, advertised, or undertaken by any student organization or any part thereof.
- Each recognized student organization must provide one student representative to the Student Organizations Council of Presidents as an active and voting member. Meetings are held monthly.

The College may deny or withdraw all recognition of rights and privileges from a recognized student organization where there is 1) a failure or refusal to abide by College Policy, 2) danger of violence or disruption of the College's educational mission, or 3) a violation of criminal law by the organization or by its members at a function sponsored by the organization.



## Rights and Privileges of Recognition

The various recognized student organizations which exist on campus assume a key role in contributing toward a healthy and positive campus life and student activities program. The College extends to recognized student organizations the right to use its name and its facilities, when available.

Accordingly, to ensure a basic consistency of purpose and philosophy, certain policies governing the on-going recognition of organizations have been developed.

Recognized student organizations and their members may be subject to the revocation of recognition and/or other disciplinary action for violation of these policies. Officially recognized student organizations have the following rights and privileges:

- Use of Young Harris College facilities subject to the Facilities Use Policy.
- Appropriate use of the Young Harris College name and logo on formal letters and publications in accordance with the YHC Brand Standards Manual available from the Office of Advancement located in Sharp Hall and YHC Connect.
- Authorization to publicize events and distribute information on campus (with proper approval);
- Opportunity to sponsor fundraising activities on campus consistent with College Policy.
- Opportunity to schedule registered activities and events in accordance with the appropriate policies and procedures.
- Advisement from the Office of Campus Life and Student Activities.
- Ability to borrow items for events/meetings from the Office of Campus Life and Student Activities.
- Opportunity to have club or organization information on the Young Harris College website.
- Representation on the Council of Presidents for Clubs and Organizations.
- Eligible to receive funding from the Office of Campus Life and Student Activities when available.
- Participate in leadership opportunities offered by and through the College

## Loss or Denial of Recognition

If, at any point during the recognition process, it is determined that an organization will lose or be denied recognition, the Office of Campus Life and Student Activities will properly inform and provide the organization an opportunity to eliminate the basis for denial.

Possible reasons for the suspension or denial of organization recognition include:

- Failure to submit officer and organization registration forms by deadlines
- Violation of College Policies and procedures
- Violation of Student Organization Policies
- Failure to act in accordance with the organization constitution or stated objectives
- Neglecting organization responsibilities as stated in the recognition process



## Provisional Status

A new organization that wishes to be recognized as a student organization may be recognized on a provisional status. Provisional status provides recognition for one full semester in order to fulfill the requirements of the College and appropriate governing bodies for full recognition.

Below are some of the requirements that the new organization must meet in order to receive full recognition of the College:

- Must complete a minimum of three programs of different types, for which a flyer/sign in sheet be submitted to the Office of Campus Life and Student Activities (i.e. educational, community service related) where at least 50% of the organization members participate;
- A current list of at least (10) students who meet membership requirements for the organization and will continue their education at YHC for the following semester;
- Signature of a Young Harris College faculty/staff member indicating his/her willingness to continue to serve as the organization's advisor;
- Evidence that all members read and understand the Hazing Policy;
- Documentation showing that meetings were held on a weekly/biweekly basis throughout the provisional period;
- All members of Greek organizations and the president of the individual organization must maintain a minimum 2.0 cumulative GPA;
- Must conduct its affairs in a lawful manner according to Georgia state law, organization constitution, and the College Policies. Individuals are considered to be acting on behalf of their organization when they are functioning as organization members.

If denied full recognition, the petitioning group may request a continuation of temporary recognition and will have until the end of the current semester to submit the request to the Office of Campus Life and Student Activities. In addition, if temporary recognition is approved, the organization will have a maximum of 30 days commencing the first day of the following semester to complete the new request for full recognition. If the application is denied again, the group's recognition is terminated. One calendar year must elapse before reapplying for recognition.

## Fundraising

Following the guidelines set forth by the Sales and Solicitation Policy contained in the Guide, organizations may collect dues, initiation fees, and donations. They may sell materials related to the purpose of the organization. Funds raised by recognized student organizations may be expended consistent with the stated purposes of those organizations. Such funds are subject to local, state, and federal laws, and to financial accountability.

No fundraising activities shall conflict with the ongoing business operations or interests of Young Harris College. Recognized organizations must receive prior approval from the Coordinator of Campus Life and Student Activities before soliciting businesses for funds, gift cards, etc.

## Event Request

No individual student is permitted to host an event on campus without affiliation of a recognized student organization. Recognized student organizations, in order to request approval for an event to take place on/off campus, must submit a Request for Program form to the Office of Campus Life and Student Activities a minimum of five (5) business days prior to the requested event date.

The Request for Program form is located on the Connect Page for Campus Life and Student Activities. The Coordinator of Campus Life and Student Activities will notify the YHC Police Department of any events sponsored by recognized student organizations. Local authorities in conjunction with YHC Police monitor off campus student sponsored events. The Office of Campus Life and Student Activities reserves the rights to deny an event from taking place on campus that violates College Policies.

## Booking an Event Location

The College extends to recognized student organizations the right to use its name and facilities. Requested venues will be reserved through the Request for Program Form located on the Campus Life and Student Activities page on Connect.

The College reserves the right to deny the use of facilities to any organization that is not officially recognized by the College or a recognized student organization that does not follow College Policy. The following facilities are available for student use:

- Black box theatre
- Recreation and fitness center
- Chapel
- Clegg Auditorium
- Enotah Amphitheatre
- Enotah Conference room
- Glenn Auditorium
- McKibben Conference Room (Goolsby)
- Planetarium
- Plaza & lawn
- Pruitt-Barrett Conference Room
- Residential common spaces
- The Rollins Campus Center
- Wilson Lecture Hall (Goolsby)

## Film / Movie Guidelines

Young Harris College acknowledges and complies with the Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) that oversees how copyrighted materials (i.e. movies or film) may be used publicly. The federal copyright law restricts the use of movies to private showings (private room/home) and prohibits public performance. Therefore, any student or recognized student organization wishing to show a movie in common meeting spaces (student center, lawn, classrooms, etc.) must abide by federal copyright law and uphold College Policies.

Under no circumstances should a student and/or student organization show a movie on campus without prior approval from the Office of Campus Life and Student Activities and purchasing/securing the rights to the movie. Organizations should plan accordingly as the cost to these rights may vary. Stop by the Office of Campus Life and Student Activities, on the 3rd floor of the Rollins Campus Center with any questions.

## Advisor Responsibilities

Young Harris College requires that each recognized student organization have an advisor who is a full-time employee of Young Harris College (exceptions may only be made with permission from the Coordinator of Campus Life and Student Activities and Assistant Dean of Campus Life). Organizations are free to choose their advisor pending approval from the Office of Campus Life and Student Activities. The advisor serves as an important resource for the organization, providing the basis for long-term stability, as well as growth and development. As the students change from year to year, the attention and guidance of an advisor can have a marked impact on the group with which he or she works. Ideally, recognized student organizations are to be initiated, developed, and maintained by the students.

It is important for each advisor to provide support and guidance while encouraging the students themselves to supply the primary source of organizational leadership and initiative for the planning of programs and events. The advisor is NOT in charge of the organization. The appropriate balance of leadership exerted between the advisor and student leaders often depends upon the mix of personalities involved. In instances when the student leadership may be underdeveloped, the advisor is encouraged to help develop the appropriate skills in the student while communicating with the Office of Campus Life and Student Activities.

The duties of the advisor, as detailed below, may be interpreted differently depending on the nature of the organization; specific areas of knowledge and expertise will vary among advisors. Each advisor's personal style will affect the degree of direct involvement he or she has with the group, and the extent to which responsibility for certain organizational functions are shared among the advisor and chief officers. Additional responsibilities listed in the organization advisor agreement form include the following:

- To be aware of all plans for programs and activities, and to provide assistance when needed in the coordination of these events
- Must be made aware of all room requests and room setup requests sent to Office of Campus Life and Student Activities and the Physical Plant Office from the recognized student organization
- To be aware of College Policy regarding recognized student organizations
- To provide a basis for continuity in the organization from year-to-year
- Attend Advisor Training during Fall Semester and Spring Semester

### Final Exam Week “Dead Week” Policy

In an effort to support the academic mission of the College and ensure students are not overly burdened during finals week, certain restrictions are placed on the activities of recognized student organizations. Beginning two days prior to the start of finals through the end of the semester, student groups and organizations shall not organize/schedule social events such as dances, elections, concerts, or other activities which may conflict with academic studies.

Institutional events that are not sponsored or organized by student groups and organizations may be exempt from this policy. Study breaks, tutoring sessions, regular organization meetings and/or end-of-term, and members-only social gatherings are permitted. However, organization presidents and advisors should ensure meetings or academic-related activities do not conflict with the study time of members. In rare cases, exceptions to this policy may be made as determined by the Coordinator of Campus Life and Student Activities.

### Academic Policies Regarding Recognized Student Organizations

While participation in a student organization plays an important role in a member’s personal development, it should always be remembered that the chief focus of each student should be on intellectual achievement, the development of understanding, and the ability to use one’s mind positively and creatively. To underscore the importance of such achievement for each student, the following policies have been developed: One student cannot hold the presidency of two or more of the following groups at the same time: Student Government Association, Campus Activities Board, YHC Greek Council, or Inter-Religious Council. Presidents of all student organizations must have and maintain a minimum 2.0 cumulative GPA and may not be on academic or conduct probation at the time of election or during the term of office. If the student fails to meet any of the above requirements, he or she must resign and is not eligible to hold an office in that organization for a minimum of two semesters.

## Conduct Policies Regarding Recognized Student Organizations

Recognized student organizations are representatives of the College. Therefore, the goals and purposes of recognized student organizations must be consistent with and in support of the goals and mission of Young Harris College. Student organizations will be held responsible for the behavior of their members when their actions evolve from, or are in any way related to, their association with activities of the group. The only means by which liability on the part of the organization can be avoided is if the violators are identified and it can be shown that members of the organization took responsible steps to prevent the violation by their fellow members. Violations of College Policy by recognized student organizations are typically either heard by the Student Conduct Administrator, or a designated hearing board/officer.

Any student or organization wishing to report a violation related to a recognized student organization may do so by contacting the Student Conduct Administrator. At the discretion of the Vice President for Student Development, reported policy violations by student organizations may be handled administratively by the Coordinator of Campus Life and Student Activities or referred to the Student Conduct System.

### Shared Responsibility

Every organization has the duty to take all reasonable steps necessary to prevent infractions of College Policy as well as federal, state, and local laws related to the activities of the organization. This duty is not only applicable to members of the organization who are engaging in the activity, but is applicable to every member, including those not engaged in the activity.

Recognized student organizations should understand that when dealing with allegations of student organization violations, the College defines a "College related activity" as any activity sponsored by the College or by an organization recognized by the College. The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity but depends upon whether the activity is related to the organization. All members need to be aware of their behaviors while participating in College related activities.

### Sanctions

Each recognized student organization must conduct its affairs in a lawful manner according to state and federal law, its constitution, and College Policies. It is expected that every organization will exercise self-governance, which carries with it the responsibility of each member to hold other members accountable for their actions. When such actions are in conflict with the policies, philosophy, or interests of the College, an organization may be held responsible for the actions of its membership, or for any part thereof, and may be subject to disciplinary action, including, but not limited to, the following:

- Administrative Warning
- Restitution
- Conduct Probation
- Loss of Privilege
- Loss of YHC Recognition/Charter
- Completion of mandated or approved education and training programs

In addition, if any Greek organization is suspended through the YHC Student Conduct System, the period of suspension may include but is not limited to the following:

- No participation as an organization, formally or informally, in any Campus Life and Student Activities event, including Recruitment Week, Greek Week, intramurals, Fall and Spring Fest, etc.
- No wearing of organization paraphernalia on campus.
- No display of sorority or fraternity letters anywhere on campus, including but not limited to residence hall windows, campus center, and recreation center.
- No formal recruitment activities of any kind.

For a complete list of sanctions please refer to Student Conduct section of this publication. In the case of an organization failing to follow the appropriate administrative guidelines outlined by the Coordinator of Campus Life and Student Activities, loss or suspension of recognition may be appealed to the Vice President for Student Development for reconsideration. In the case of loss or suspension of recognition as a result of a student conduct violation, please refer to the Student Conduct section of the Guide for information on the appeal process.

## Hazing

Young Harris College strictly prohibits hazing of any kind. Student organizations as a whole, and/or individual members of any student organization, will be held accountable for violations of federal, state, and local law and the College Policy as it relates to hazing. The College upholds the position on hazing adopted by the [Association of Fraternity/Soro Advisors](#) and Fraternal Information and Programming Group. However, for brevity, the following policy should be the guideline used by all student organizations.

Enforcement of this policy comes under the jurisdiction of the Vice President for Student Development or his/her designee. In this regard, the College defines hazing as follows: Any activity or situation intentionally or unintentionally created, with or without consent, whether on or off the organization's premises, which endangers the mental or physical health of participants; which provides physical discomfort; which subjects the individual to embarrassment, harassment, or ridicule; which creates excessive fatigue, physical, or psychological shocks to the individual; which requires participation by the individual in quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities, road trips or any other such activities; which requires late or early work sessions or any activity which is not consistent with the academic achievement, laws, rituals, and/or policies of the organization or the regulations and College Policies or applicable law.

## State Law

State of Georgia Hazing Law - OCGA16-5-61. As used in this Code section, the term:

1. "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.
2. "School" means any school, college, or university in this state.
3. "School organization" means any club, society, fraternity, sorority, or a group living together which has students as its principal members.
4. "Student" means any person enrolled in a school in this state.

It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature. Any individual member or members of the organization participating in hazing activities will forfeit the organization's campus privileges, including its right to license or exist on campus.

The following are examples of conduct which are hazing activities:

- Actions that recklessly or intentionally endanger the physical and mental health or safety of students;
- Forced or required consumption of any food, drink, drug, or any other substance;
- Forced or required participation in physical activities, such as calisthenics, exercises, or so-called games;
- Exposure to the weather;
- Excessive fatigue resulting from sleep deprivation, physical activities, or exercises;
- Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual;
- Physical brutality, including paddling, striking with fists, open hands, or objects, and branding;
- Kidnapping, transporting, or stranding of individuals ("road trips");
- Verbal abuse including "line-ups" and berating of individuals;
- Forced or required conduct that could embarrass or adversely affect the dignity of the individual, including the wearing of apparel that is conspicuous or extraordinary, or the performance of public stunts and activities;
- Forced servitude including errands and clean-up activities;
- The intentional creation of clean-up work or labor for new members by active members or alumni;
- Denial of sufficient time to study;
- Nudity or lewd behavior;
- Any activity, ceremony, or ritual using live or dead animals;
- Any other activities not consistent with the philosophy and policies of the College.



### Is it Hazing?

Five possible questions to ask to determine if it's hazing?

1. Will active/current members of the organization refuse to participate with the new members and do exactly what they're being asked to do?
2. Is there risk of injury or a question of safety?
3. Would you object if the activity were featured in the newspaper or on a local TV news program?
4. Would you have any reservation about describing and justifying the activity to your parents, to a professor, or to the President of the College?
5. Would you have any reservations informing the Office of Campus Life and Student Activities what you are doing?

If the answer to any one of these simple questions is "yes," the activity is probably hazing. You should be proud of all the activities you ask your new members to do.

### How to Report Hazing

Georgia law makes hazing illegal and Young Harris College strictly prohibits hazing of any kind. Any violations or suspected violations of the law or College Hazing Policy should be reported immediately to the Greek Life Coordinator or the Student Development Office. The Division of Student Development staff will carefully investigate all complaints and take necessary actions upon verification of violation. Student athletes may also contact the Athletics Director or specific coach to report an incident of hazing. Any student who believes they are a victim of hazing has the right to file a police report regardless of whether or not they make a complaint with the College.

To report an incident:

- [Young Harris College Incident Report Form](#)
- YHC Police Department: 706-379-4569
- Emergency: 911
- Towns County Dispatch: 706-896-7460
- Student Development Office: 706-379-5118
- Director of Greek Life: 706-379-5283
- NCAA Athletics: 706-379-5296 or the sport coach.

When reporting an incident:

- Indicate who was involved, what happened, and when and where it occurred.
- Include your name, phone number, and e-mail address.
- Provide contact information of all witnesses.

An anonymous report may be filed, and all appropriate steps will be taken to protect the confidentiality of anonymous reporters. However, the quality and outcome of the College's investigation of an alleged hazing incident may be affected by the need to protect the identity of anonymous reporters.

## Policies Specific to Greek Life

The Greek Life Handbook is accessible through the Office of Campus Life and Student Activities.

### Guidelines for the College Fire Pit

No individual student or recognized student organization shall use the College fire pit without prior approval from the Director of Student Involvement at least two weeks prior to the desired date. A “Fire Pit Policy & Reservation Form” may be found in the Office of Student Involvement, in the RCC or on the Student Involvement Connect Page. Approval to use the fire pit will not be honored if a burn ban is issued by local, state, or federal authorities. Below are safety regulations and other conditions that must be followed in order to use the fire pit.

#### Safety Regulations

- The fire cannot be lit or must be extinguished if the winds exceed 10 miles per hour.
- All personal vehicles must be at least 50 feet away from the fire and parked so as not to impede access by emergency vehicles, if necessary.
- Means of extinguishment must be present at the fire site.
- The fire cannot be left unattended.
- The YHC Police Department must be called prior to the ignition of the fire and after it is extinguished.

#### Other Conditions

Only recognized clubs and organizations and College departments may reserve and use the fire pit. The sponsoring group must provide firewood and is responsible for lighting and extinguishing the fire. The following items **MUST NOT** be burned: paper, cardboard, paperboard, treated wood, foam, lead paint, asbestos materials, rubber, garbage, plastics, tires, stumps, roofing materials, sheet rock, tar paper, or any other polluting matter. Flammable fuels such as gasoline, diesel or kerosene shall not be used to start or keep fires burning.

Charcoal lighter fluid or manufactured starter logs are recommended. The fire must be extinguished by 11:00 p.m. and the area completely clean and cleared by 11:30 p.m. Advisors **MUST** be present prior to the ignition of the fire and/or start of the event until after the fire is extinguished/the end of the event. Reservations will be confirmed or denied via email.

Reservations are not guaranteed until confirmation is received. Any exception to the above guidelines and regulations may only be made with the written permission of the Coordinator of Campus Life and Student Activities and shall be noted on the Fire Pit Policy & Reservation Form.

# Residence Life



## Residence Life

### Mission and Objectives

The Office of Residence Life is committed to providing and maintaining a clean and safe living environment conducive to the intellectual and personal growth of all YHC students. The Office of Residence Life seeks to provide an environment where students can live, study, and share ideas with their peers and members of the YHC faculty and staff whose culture, lifestyle, and opinions may be very different from their own. An environment of diversity is supported and celebrated in Residence Life.

The Residence Life Office is committed to the following:

1. Maintaining an environment conducive to learning
2. Maintaining an environment conducive to safety
3. Maintaining an environment conducive to personal growth
4. Maintaining an environment conducive to social and community development

### Housing Application

To be considered for placement in campus housing, a housing application must be submitted along with a room deposit. Room deposits are not applied to the cost of room and board. Instead, a room deposit is a contingency deposit against possible damage to College property or for failure to follow proper check-out procedures. Deposits are collected at initial application and retained by the College throughout a student's entire experience at Young Harris College. New incoming students are assigned campus housing based on the date of deposit and submitted housing application. The deposit shall be returned upon graduation or separation from the institution if there are no outstanding charges on a student's account. Any student dismissed from YHC for disciplinary reasons will not receive a deposit refund.

The housing application and agreement is for residency in College housing and not for a particular room or roommate. The College will honor specific requests whenever possible, provided deadlines are met.

### Residence Life Staff

#### Residence Life Coordinators

Residential facilities are supervised by full-time, live-in professional Residence Life Coordinators (RLCs). The RLC serves as a resource to the students in their building(s). Every RLC keeps regular office hours and can provide services such as personal and academic advice and referrals, crisis intervention, and conflict mediation. They also ensure that students maintain appropriate behavior as members of the YHC residential community. The RLC is responsible for all administrative functions of the residence hall and directly supervises the Resident Assistants.



## Resident Assistants

Resident Assistants (RAs) are a primary resource for students living in campus housing. These student leaders facilitate the development of community on their floor(s), and in their suite(s) and building(s). An RA can assist students with personal or academic concerns and can refer students to appropriate resources on campus. RAs are also excellent sources of information and advice about classes and ways to get involved in campus life. RAs also enforce College and Residence Life Policies. In doing so, they assist in the maintenance of a clean, healthy, and safe environment where all students can sleep, study, socialize, and live comfortably.

## Residence Life Policies, Procedures, and Amenities

### Animals

For reasons of health, maintenance, pest control, and general convenience, animals (with the exception of approved service animals, emotional support animals, or fish in an aquarium of 10 gallons or less) are not allowed in campus housing. Any student found to have a pet-related item (e.g., pet cage, pet food, water bowl, litter or leash) in their room is subject to disciplinary action. Any student assigned to the same room or suite where an animal is found may be held responsible as well.

Students requesting an animal accommodation, such as an emotional support animal, should start by reviewing and submitting information located on the Residence Life Housing Accommodation website at <https://www.yhc.edu/student-life/residence-life/housing-accommodations>

### Break Closings

All residential facilities are closed when school is not in session for longer than three consecutive business days. Before leaving, residents must turn off all lights, unplug all appliances (not including refrigerators), and lock all doors and windows. Thermostats should be set to 74 in the summer and 68 in the winter when students are leaving for breaks.

Scheduled YHC closings will be posted on the official academic calendar which can be accessed at [yhc.edu/academics/calendar](https://www.yhc.edu/academics/calendar).

Students with extenuating circumstances must apply and obtain permission to remain in campus housing during break periods. For the purposes of students' safety, Residence Life may consolidate students during these break periods, closing certain residence halls. Students who are approved to be on campus during times the residence halls are not open for general occupancy are not permitted to have any guests until the residence halls reopen. Any YHC student who has not yet been approved to be on campus during that break period or any individual who is not connected to the YHC campus is considered a guest. Residents who are found in violation of this guest policy or any other College policy will be removed from housing immediately and not permitted to return until the residence halls reopen.

## Check-In, Check-Out

Upon moving into their assigned room, students are required to complete and sign a Room Condition Report (RCR) form. Any room damages and/or defective equipment should be noted on the form. The RLC or RA is available during the room inspection and can assist with this process.

Upon move-out, all students must check-out of their room with an RLC or an RA. An Express Checkout option is available at the end of each semester for students departing the residence halls. If a student uses the Express Checkout option, they may not appeal damage charges. A Room Condition Report (RCR) form must again be completed and signed at the time of move-out. When changing rooms, a student must be checked out of the old room and checked into the new room by an RLC or an RA in each campus housing facility involved. Improper check-out will result in a minimum \$35.00 fine and the loss of the ability to appeal or dispute charges related to room damage.

Students must leave the room in the same condition it was in upon check-in. The room should be clean with no posters on the walls, no trash left in the room, and no personal belongings left behind. There is a minimum charge of \$100.00 per person for rooms left unclean, which may be applied in addition to an improper check-out fine. An additional walkthrough will be conducted by the Physical Plant Staff and Residence Life Staff following move-out of all campus facilities. At that time, additional charges may be applied for cleanliness and damages.

## Community and Shared Responsibility

In addition to College policy pertaining to community and shared responsibility, residential students are responsible for assisting in the maintenance of a healthy, safe, and comfortable living community. Students are responsible for their assigned room, its contents, and any act that takes place in it. Students are also expected to conduct themselves with proper regard for the rights, property, and privileges of other residents within the framework of good community living. In situations where personal responsibility cannot be determined, all occupants of a room, suite, or hall may be charged accordingly. Shared responsibility applies to both disciplinary action and monetary fines.

## Damage

Rooms and furnishings should be kept in good condition at all times. Furniture should not be removed from any room. Additionally, furniture that is inside of the room (i.e., bed frames, mattresses, bar chairs, etc.) may not be placed outside on decks or porches. Any disassembled furniture must be reassembled prior to move out. Students will be found responsible for any damage they cause and will be charged accordingly. Nails, screws, and other such fixtures (including wall mounts for tv's) may not be used to affix items to room walls or furniture because of the excessive damage they may cause to the walls and/or woodwork.

Occupants may be held responsible for any stains, burns, tears, breakage, or undue wear on furniture and walls. Students may also be charged a fine for leaving personal belongings or trash in the room upon check-out.

### Disability-Related Housing Accommodations

Accommodation requests will be addressed on a first come, first served basis. Students should request disability-related housing accommodations as soon as possible after reviewing information on the Residence Life Housing Accommodation website.

Housing accommodations are related to your current housing agreement which extends through the academic year. As such, students MUST renew their housing accommodation requests for each housing agreement term. Students MUST provide updated documentation for each new housing accommodation request or renewal.

For important dates and further housing accommodation information, students should refer to the Residence Life Housing Accommodation website at [yhc.edu/student-life/residence-life/housing-accommodations](http://yhc.edu/student-life/residence-life/housing-accommodations).

### Fire Safety

Fire safety and prevention is of paramount importance in a residential living environment. The responsibility for this safety rests with each resident living in the hall. Each residential facility is equipped with fire alarm pull stations on every floor and at every access point. In addition to the institution's Fire Safety Policy, the following pertain to all residential students:

- Open Flame
  - Items such as oil lamps and incense are prohibited. Unlit/Unused candles are permitted for decoration as long the wick has been removed.
- Appliances
  - One refrigerator (6.0 cubic feet or less) is permitted in each room – refrigerators are provided in Enotah Hall, Rollins Hall, and The Village Apartments.
  - One microwave oven (under 1 cubic foot or less) is permitted in each bedroom.
  - Open coil or open flame items such as ranges are prohibited.
  - George Foreman type grills, toasters, and toaster ovens are only permitted in The Village Apartments.
  - Electrical appliances such as irons, coffeepots, hot pots and electric blankets – while on, these must not be left unattended. Young Harris College requires appliances that heat to have automatic shut-off features.
  - It is prohibited to house refrigerators, microwaves, or other appliances in use in closets, drawers, or other enclosed spaces.
  - Halogen lamps, lava lamps, and lamps with plastic shades are prohibited. Residents must use the correct wattage lightbulbs for lamps.

- Electrical Safety
  - Do not overload electrical outlets.
  - Electrical products should be marked by the manufacturer as “UL Listed”.
  - Always use a power surge protector for multiple outlets to protect your property.
  - Each power strip and extension cord must be plugged into a wall outlet. Plugging extension cords into other extension cords, plugging extension cords into power strips, plugging power strips into extension cords or plugging power strips into other power strips is prohibited. In addition, power strips and/or extension cords may not be plugged into outlet expanders.
  - Do not place posters or wall hangings over electrical outlets or lights.
  - Students may not tamper with (including plugging anything into) the wireless access points in the residence halls.
- Trees
  - Live trees are prohibited in campus housing.
- Grills
  - Charcoal grills are only allowed on the concrete areas of the Village Apartments at least ten feet away from any building. Residents will need to properly dispose of used charcoal and store grills properly. Grills should never be used or stored on wooden porches/decks. Failure to use or store grills properly may result in loss of grilling privileges.
- Other Fire Safety Concerns
  - Hookahs or other smoking devices are prohibited in campus housing.
  - Removal of window screens and restrictors is prohibited.
  - Jamming of personal bedroom doors or propping of exterior doors is prohibited.
  - Tampering with electronic locking mechanisms, such as taping the lock or magnet is prohibited.

#### Fire Alarm Evacuation Procedure

At the beginning of the fall semester, the fire alarm procedure is explained, exits are posted, and a fire drill is held for the instruction of all residents. A minimum of one unannounced fire drill will be held each semester. The following procedures should be followed during a fire alarm:

- Close all windows in your room
- Close the door behind you
- Walk quietly and quickly to your exit
- Wait for the “all clear” signal from a Residence Life Professional before re-entering the building

Failure to evacuate the building or re-entering a building prior to receiving permission to do so during a fire alarm is prohibited and will result in a conduct violation.



## Furniture

All student possessions, as well as any and all College-owned furniture and equipment assigned to a room, suite or apartment must remain in that room, suite or apartment. No additional storage space is provided. Furniture shall not be arranged in a manner that impedes access or egress from a room or disrupts fire safety equipment (i.e., sprinklers) from working properly.

Furnishings from any room or suite shall not be removed, exchanged (including mattresses) between rooms, or dismantled. College bedroom furniture may not be stored in common rooms. Residence Hall Common Room furniture may not be relocated to student bedrooms, suites, or apartments. Additionally, furniture that is inside of the room (i.e., bed frames, mattresses, bar chairs, etc.) may not be placed outside on decks or porches.

## Housekeeping and Maintenance

While Young Harris College employs housekeepers in each building to maintain the cleanliness of shared spaces, it is the responsibility of each resident to assist in creating a healthy living environment. Residents are expected to clean up after themselves and not to leave personal items or garbage in the hallways, common lobbies, bathrooms, or laundry rooms of any building.

To ensure housekeeping is able to do their jobs efficiently and effectively, no items are to be left in the hallway such as shoes, trash, bikes, and various other items.

When items in a room or in a common area need repair, please submit a work order through the YHC App. To check on the status of a work order submitted, please contact the Office of Student Development. In cases of emergency situations, please call the 24/7 Res Life number: 706-970-1987. Most repairs are completed within three business days.

## Keys and YHC ID Cards

Primary responsibility for personal safety remains with the student. However, because no amount of watchfulness on the part of the College can replace the habit of consistently locking one's door, each resident is issued and is responsible for a key and YHC ID Card which provides access to their room. When a student checks out of their room, withdraws from the College, or graduates, it is required that all keys be returned to a member of the Residence Life Staff.

Duplication of any Young Harris College key is strictly prohibited.

Students should not prop open any Residence Hall room or building door. Students may not tamper with or disable a lock, door mechanism, or card access technology in order to prevent their door from locking. This includes using tape to prevent a door from locking. Students should never prop open exterior doors to any campus building.

## Student Lock-Out Policy

Students are expected to carry and use their key(s) and/or YHC ID Card to access their room, suite, or apartment. YHC recognizes that students can on occasion accidentally lock themselves out of their living space. In the event a lockout occurs, Residence Life staff members are available to assist residents.

Students will be allowed two free lockouts per year. Residents will be charged \$20.00 for each subsequent lockout. If a student abuses the lockout policy, the student will be referred to the student conduct process.

## Laundry

Each residence hall is equipped with a laundry room, accessible with a YHC ID Card, for the residents of that building. The use of washers and dryers is included in residential fees. Students must provide their own laundry detergent and dryer sheets. All washers on campus use “high efficiency” detergent. Each unit in The Village Apartments has its own washer and dryer.

## Lofts

In the interest of safety, homemade lofts are not allowed in campus housing facilities. Most beds within the residence halls are able to be bunked. Those students wishing to bunk beds are free to do so as long as bed frames have the appropriate pieces to ensure that they can be bunked safely.

## Meeting Attendance

Campus housing meetings are an important part of living in a residential community. When possible, students will be given a 48-hour minimum notice of an upcoming campus housing meeting, with the exception of the first meeting held following resident check-in. If a student has a reasonable excuse for missing a meeting, the Residence Life Coordinator for that building must be notified in advance of the meeting to arrange an alternate time to meet. Regardless of a student’s reason for missing a meeting, they are held accountable for the information discussed and/or distributed at the meeting without exception.

## Noise/ Quiet Hours

In order to create an environment which allows students to gain the most from their time at Young Harris College, policies have been established which allow for both study and socialization. The right to sleep and study takes priority over all other activities and privileges. Each building has standard quiet hours from 11 p.m. – 10 a.m. Quiet hours are when noise should be kept to a minimum to facilitate sleep and study. Beyond such minimum hours, it is entirely up to the residents of each hall to modify these hours. Quiet hours are in effect 24 hours a day starting on the last day of class until the end of final exams each semester.

Although specific quiet hours exist, courtesy is expected at all times. When noise interferes with the ability to sleep, study or otherwise enjoy the living environment, it is each student's responsibility to resolve the issue by first speaking with the person(s) responsible for the noise. If an agreed upon resolution is not established, an RA or RLC may be contacted to further address the problem.

### Personalization

The Office of Residence Life is committed to the goal of allowing residents the freedom of expression inherent in adapting their rooms to their personal needs. In effort to promote school spirit and community, non-YHC related items may not be hung out-facing from residence hall windows. Only YHC Flags, YHC spirit paraphernalia, and Greek letters are approved to hang from windows, however, anything else is to be hung inside personal suites and bedrooms.

Students may:

- Hang drapes using tension rods
- Decorate in any other way that does not permanently alter the room (e.g., posters, faux plants, throw rugs)
- Use 3M Command strips/hooks to hang items on walls
- Hang YHC and Greek affiliated paraphernalia or items from windows

Students may not:

- Dismantle any College furniture (other than College-owned beds for the purpose of raising or lowering the frame)
- Prevent egress from a room (e.g., affix cardboard to a window with duct tape)
- Affix anything permanently to the walls, ceiling, or doors including lofts, TV mounts, bookcases, wallpaper, glued corkboards, etc.
- Paint anything that belongs to the College
- Cover or line the inside or outside of light fixtures with fabric or paper
- Use puffy double-sided, duct, or packing tape to affix items to College walls or furniture
- Possess or use stolen items such as restaurant or street signs, or items that seem likely to have been stolen such as bathroom signs, road cones, or large cardboard cutouts without proper proof of purchase
- Have or use a dart board (including soft or safety darts)
- Perform any maintenance on their rooms and must report issues to staff (clogged sinks, insect repellents, room fogger, etc.)

## Room Changes

For safety and security reasons, as well as the comfort of all residents, it is vital that the College be able to determine where each resident lives at any given time. The only room a student is allowed to occupy is the one assigned by the Office of Residence Life. Residents who wish to change rooms must set up a meeting with their Residence Life Coordinator. Taking up residence (as defined by the College) in a room other than the one assigned, or in the common area for any length of time or for any reason, is prohibited.

## Room Entry

The residential facilities are owned and controlled by the College. In addition to entering a student's room in accordance with the [Room Entry and Searches](#) policy, authorized College personnel may enter a student's room for the purpose of inspecting health and safety conditions, providing maintenance and/or housekeeping services, ascertaining general room condition, checking occupancy, or ensuring compliance with College policy.

## Roommates

Students are able to request a specific roommate. If a specific and mutual roommate request is not received by the specified deadline, the Office of Residence Life compares interests and all other information given on the housing application in an attempt to place individuals with similar habits together in the building requested when possible. Every reasonable effort is made to honor available requests and preferences at the time of room placement.

For various reasons, students may at times be assigned to a room without a roommate. If adequate space is available on campus, students may be given the opportunity to pay an additional fee for a private room. If a student does not pay the additional fee and/or that option is not available, then the room shall be left in a condition that would allow another student to move in at any time. This means that a bed, desk, dresser, closet, etc. must remain clear for personal belongings at all times. Typically, advance notice is given to the occupant of the room if another student will be moving in; however, advance notice may not always be possible. Refusing a roommate and/or failure to keep the room "roommate ready" is prohibited.

## Theft

Students should always lock the door when leaving their room, suite or apartment, keep their YHC ID Card and room key with them at all times, and promptly report any doors or windows that do not lock properly to an RLC or RA.

Tips to prevent theft:

- Always lock your bicycle
- Never leave unattended valuables in plain sight
- Do not leave jewelry or other valuables in the bathroom
- Do not leave clothing unattended in the laundry room
- Be careful where you leave your books in public areas
- Use of lockbox to store medication and other valuables

Personal belongings found in residential common rooms or laundry rooms should be turned in to the RLC or an RA or taken to the YHC Police Department. Immediately report all thefts to the Young Harris College Police Department and then contact the RLC of the building. Students should obtain property insurance for protection against damaged or stolen property.

### Visitation/Guests

In an effort to protect the health, safety, comfort and well-being of all students, certain restrictions exist for guests and visitors. These restrictions are outlined below.

At the beginning of each semester, RAs and RLCs assist new roommates in the negotiation of a roommate agreement. Roommate agreements may also be negotiated when room changes occur. Roommate agreements help aid in setting boundaries between roommates and/or suitemates. If students residing in a given room, suite or apartment wish to further limit the access of guests and/or visitors, they may do so by indicating agreed upon changes on the roommate agreement.

Enforcement of visitation and guest restrictions will include consideration of College policies as well as any additional restrictions determined by roommates through the agreed upon roommate agreement.

### Visitors

A visitor is defined as any current Young Harris College student present, with permission, in a particular residential complex, room, suite or apartment where they are not officially assigned. Each residential facility is equipped with at least one common area where visitation is permitted 24-hours a day. Outside of that area (i.e., residential rooms, suites or apartments, and interior hallways of same-sex buildings), the following times and conditions apply:

- Visitation is limited to the following times:
  - Residence Halls:
    - 9 a.m. – 1 a.m. – Sunday through Thursday
    - 9 a.m. – 2 a.m. – Friday and Saturday
  - The Village Apartments:
    - 9 a.m. – 1 a.m. – Sunday through Thursday
    - 24-hour visitation – Friday and Saturday
- All students are responsible for what occurs in their assigned room, suite or apartment. If a violation of the Visitation Policy occurs, all occupants of that room, suite or apartment may be held accountable.
- Residents are expected to be mindful of their roommate and their suitemates when hosting visitors.

## Guests

A guest is defined as any person on YHC premises who is not a current Young Harris College student. In addition to the conditions outlined for visitors above, the following restrictions also apply to guests who enter a residential complex:

- Residents must register their guests with their RLC via email in advance of their guest's arrival.
- All guests must have a designated host. Hosts are responsible for the conduct of their guests and for escorting them at all times. Guests are not allowed to be present in a residential complex without their host.
- Guests must observe and follow all College policies and will be asked to leave campus if found to be a disruption to the community or individual residents.
- A student may have no more than two guests at a time.
- Same-sex guests may stay overnight. Opposite-sex guests are not allowed to stay in a residence hall room or suite overnight.
- No overnight guests are permitted prior to the start of classes and after the last day of classes each semester.
- Same-sex guests may not stay for longer than two nights per visit. The RLC of that complex must approve any extension. No guest is allowed to stay for an extended period of time or to visit an unreasonable number of times, as determined by the Director of Residence Life.
- Overnight guests UNDER the age of 18 must have written consent from the RLC of the complex. Permission is typically granted with parental consent.
- Residents are responsible for any guest's actions within their space.

No person may take up residence in campus common areas (public or those within a suite or apartment) or a bedroom to which they have not been formally assigned.

## Windows/ Buildings/Porches/ Balconies

Windows cannot be obstructed by furniture, cardboard, or other items. Entering or exiting a campus facility through a window is prohibited except during emergency situations. Hanging anything out of windows and/or placing items outside the window on ledges, roofs, or overhangs without the permission of the RLC is prohibited. Some windows on campus are equipped with restrictors, a device which prevents the window from opening to the full extent. Students may not remove this device from their window. Students will be asked to remove any item that is deemed to be offensive by the College.

At no time are students allowed to climb/scale any buildings, porch railings or balconies. Jumping from The Village Apartment porches is prohibited. Allowing or encouraging others to jump from the porch or balcony is also prohibited. Balconies may not have anything hanging on them that obstructs Residence Life's ability to see onto the porch. Residents may only hang YHC spirit paraphernalia or Greek letters on porches/ balconies.



# YHC Sexual Misconduct Policy And YHC Code of Conduct



## Young Harris College Sexual Misconduct Policy

### Policy Statement

*It is the policy of Young Harris College (“Young Harris” or the “College”) to maintain an environment that is free of all forms of discrimination and harassment, including sexual misconduct for its community members. College community members include students, faculty, administrators, staff, volunteers, vendors, contractors, visitors, and individuals regularly or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the College or on its property. The College has enacted this Sexual Misconduct Policy (the “Policy”) to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.*

*This Policy prohibits all forms of sexual harassment and discrimination, gender-based, harassment and discrimination, and sexual assault, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy. All of the foregoing conduct shall be referred to as “Prohibited Conduct.”*

*Young Harris does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:*

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

*Sexual harassment is also prohibited under Title IX and Title VII of the Civil Rights Act of 1964, and other applicable statutes. This Policy prohibits sexual harassment against Young Harris community members of any sex in the context of education or employment. This Policy also prohibits gender-based harassment that does not involve conduct of a sexual nature. Sexual harassment cases involving two employees will be handled through the Title IX process or Title VII of the Civil Rights Act (as covered in Policy 703 Sexual and other Unlawful Harassment) depending on the alleged Prohibited Conduct.*

*Upon receipt of a Formal Complaint, the College will take prompt and equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects. In addition, the College will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) in response to reported Prohibited Conduct. Students, employees, or third parties who are found to have violated this Policy may face disciplinary action up to and including expulsion (students) or termination of employment or contractual relationship (employees or third-party contractors).*



Young Harris College also prohibits other forms of discrimination and harassment as described in Policy 103 Equal Employment Opportunity in the Employee Handbook and in the Guide to Student Life.

To read the full policy on Sexual Misconduct, please go to [yhc.edu/titleix](http://yhc.edu/titleix).

#### Young Harris College Title IX Coordinator

*Dr. Laura Whitaker Lea*

*Associate Vice President for Policy and Compliance and College Ombuds*

*Office: Office of Academic Affairs, Pruitt Barrett Building*

*Phone: (706) 379-5170*

*Email: [ldwhitakerlea@yhc.edu](mailto:ldwhitakerlea@yhc.edu)*

#### Deputy Coordinators

*Leeah Hughes*

*Assistant to the Provost*

*Office: Office of Academic Affairs, Pruitt Barrett Building*

*Phone: (706) 379-5141*

*Email: [lphughes@yhc.edu](mailto:lphughes@yhc.edu)*

*Anna Claire Knight*

*Assistant Director of Athletics for Compliance/SWA*

*Office: Department of Athletics*

*Phone: (706) 379-5296*

*Email: [acknight@yhc.edu](mailto:acknight@yhc.edu)*

*Wendy Morgan*

*Director of Disability Services*

*Phone: (706) 379-5296*

*Email: [wmorgan@yhc.edu](mailto:wmorgan@yhc.edu)*

*Naveela Philbeck*

*Director of Human Resources*

*Office: Human Resources Office located on the 2<sup>nd</sup> (main floor) of Pruitt Barrett*

*Phone: (706) 379-5276*

*Email: [nphilbeck@yhc.edu](mailto:nphilbeck@yhc.edu)*

### Campus Police

Campus Police are available to report any incident of crime or violence as well as any incident involving Prohibited Conduct. Campus Police may be reached through the following phone numbers or at their office located in Manget Hall, first floor:

<i>Emergency Assistance</i>	<i>911</i>
<i>Local Dispatch (non-emergency)</i>	<i>(706) 896-8560</i>
<i>Campus Police Office</i>	<i>(706) 379-4569</i>
<i>Towns County Police</i>	<i>(706) 869-7460, or 6388</i>

### On Campus Confidential Reporting:

<i>Counselor</i>	<i>Chaplain</i>
<i>Nerissa Baker</i>	<i>Rev. Dr. Adam Daniels</i>
<i>Phone: (706) 379-5160</i>	<i>Phone: (706) 379-5166</i>
<i>Email: <a href="mailto:nbbaker@yhc.edu">nbbaker@yhc.edu</a></i>	<i>Email: <a href="mailto:adaniels@yhc.edu">adaniels@yhc.edu</a></i>
<i>Office: Success Center</i>	<i>Office: Student Development</i>

### Off Campus Confidential Reporting:

*North GA Mountain Crisis Network – Blue Ridge*  
*Phone: (706) 632-8400*  
*Email: [crisishelter@etcmail.com](mailto:crisishelter@etcmail.com)*

*SAFE/ Support in Abusive Family Emergencies, Inc. – Blue Ridge*  
*Phone: (706) 379-3000*  
*Email: [info@safeservices.org](mailto:info@safeservices.org)*

*Union General Clinic – Young Harris*  
*Phone: (706) 379-6873*

*(Revised July 2024)*

## Student Rights and Responsibilities

### The Common Good

The privilege of being a member of the Young Harris College community carries responsibilities. Your words and actions should bring credit to you, your family, your community, and Young Harris College. One individual's actions will have an impact on the community, positively or negatively. Whether inside or outside of class, on or off campus, as a member of a group or team or as an individual, your decisions affect those within your community. Respect, honor, and integrity should guide both your actions and words. Young Harris College is committed to teaching students to be responsible citizens and to pursue lives consistent with the core values of the institution. As a community we expect the behavior of all members of the community to be:

- Legal
- Responsible
- Respectful of persons and property
- Reflective of our institutional values

Being a responsible member of this community compels you to consider not only your actions but also the actions of others and the effects on the community. Do not simply point out problems but help find solutions. Intervene to help someone else in need. Ask for assistance for yourself or others. Do not stand by silently but become active and engaged. Keeping YHC a safe and enjoyable environment in which to learn, work, and live is the responsibility of every member of this community.

The Code of Conduct addresses categories of behaviors, the process, and the procedures for those occasions in which students whether unintentionally or intentionally, by acting or failing to act, do not uphold their responsibilities to themselves or to the YHC Community.

### The Code of Conduct

#### *Purpose:*

Upon admittance to Young Harris College, students are informed of the standards and expectations associated with entrance into the YHC community. The Student Code of Conduct was adopted to enhance the health and safety of individuals on campus and to promote an atmosphere that is conducive to the educational process. The Student Code of Conduct includes Standards of Conduct as well as the procedures by which allegations of violations are resolved.

*Standard of Evidence:*

Because the YHC student conduct system is administrative in nature, is internal to the College, and is not a court of law, it is not bound by the rules of evidence in a court of law nor does the process attempt or intend to mimic court processes and procedures. Decisions reached under the student conduct system are based on a preponderance of the evidence. A preponderance of evidence means that when a reasonable person, after evaluating all credible information available at the time of making a decision on the allegations, would conclude that it is more likely than not a violation has occurred.

An accused student or recognized student organization may consult an advisor from the College community (a full-time faculty or staff member or a full-time student), but this person may not participate in any hearing, or in any step of the disciplinary process, although they may be present as a silent observer. Attorneys and/or legal advisors, parents and/or legal guardians are not permitted in the YHC student conduct process because it is an internal administrative process. (Please note that within the Title IX process, the Advisor process may differ. Please consult the Sexual Misconduct Policy for more information.)

*Application of the Code of Conduct:*

The Standards of Conduct shall apply to all Young Harris College students, whether matriculated or not, whether taking courses on-campus or off. The Code of Conduct does not apply to matters covered by the College's Sexual Misconduct Policy.

The Vice President for Student Development, as designated by the Young Harris College President, is responsible for the administration of College policies concerning student conduct. The Vice President for Student Development, in their sole discretion and on a case-by-case basis, decides whether College policies shall be applied to conduct occurring off campus.

Young Harris College student conduct proceedings may be initiated against a student alleged to be involved in conduct that potentially violates criminal law or the Standards of Conduct, independent of civil or criminal litigation in court, or criminal arrest and prosecution. Proceedings under the YHC student conduct system may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Vice President for Student Development. Determinations made or sanctions imposed under the student conduct system shall not be subject to change on the grounds that criminal charges regarding the same incident were dismissed, reduced, or resolved in favor of or against the student.

### Rights and Responsibilities of Accused Students in the Conduct Process:

Students and recognized student organizations charged with violating the Standards of Conduct are entitled to the following rights under the Young Harris College student conduct system:

1. The right to be treated respectfully throughout the process and the responsibility to be respectful to others throughout the process.
2. Notice of the charge(s) and an account of the alleged misconduct involving the accused student or recognized student organization.
3. The right to a hearing: (i) before the Student Conduct Administrator or their designee or (ii) before the Student Conduct Board.
4. Notice of a hearing for the accused student or recognized student organization.
5. Notice of the maximum allowable consequences or sanctions (i.e., expulsion).
6. The right to a hearing closed to the public.
7. The right to have an advisor from the full-time faculty, staff, or student body at Young Harris College. The advisor may not participate directly in the hearing but may provide advice to the student. An advisor who does not adhere to the expectation of no direct participation will be removed from any meeting or hearing related to the process. Attorneys and/or legal advisors, parents and/or legal guardians are not permitted in the YHC conduct process.
8. The right to present evidence on their own behalf or remain silent in a College hearing at their option.
9. The right to present the testimony of witnesses or other evidence at a hearing.
10. The right to participate or not participate in the conduct process. However, when a student chooses not to participate, the case will continue without the input of the student or recognized student organization.
11. The right to be presumed not responsible for the alleged misconduct. Evidence must be provided of the allegations against a student or recognized student organization sufficient to satisfy a preponderance of the evidence standard (which is more likely than not to have happened).



12. A written decision specifying outcome and right to appeal.
13. The right to challenge the participation of any Student Conduct Board member for bias or conflict. The dismissal of a challenged hearing board member shall be at the sole discretion of the Student Conduct Administrator and not subject to appeal.
14. The right to have their case heard only on the misconduct specified in the written notice.
15. The right to review evidence pertaining to the individual accused student, but not evidence pertaining to other students involved. The right to challenge the admissibility of evidence.
16. The right to cross-examine all available witnesses (cross examination questions must be addressed through the hearing board chair).
17. Appeal the decision of a College disciplinary board in accordance with the "Appeals Process" as detailed herein.

#### Standards of Conduct:

A student or recognized student organization may be disciplined for the following types of misconduct:

1. Acts of Dishonesty
  - a. Providing false information to a College official (verbal, written, or electronic).
  - b. Falsifying, distorting, misrepresenting or withholding information in connection with a College investigation or hearing.
  - c. Forging, altering, destroying, falsifying or misusing records, identification or documents, whether in print or electronic form.
  - d. Cheating, plagiarism, unauthorized academic assistance, and other forms of academic dishonesty. The Honor Council hears cases regarding academic dishonesty. Please refer to the Young Harris College Honor Code at [www.yhc.edu/academics/honor-code](http://www.yhc.edu/academics/honor-code)
  - e. Theft, misappropriation, unauthorized possession, or unauthorized sale of private or public property including, but not limited to, College property.
  - f. Bribery; attempting influence or influencing a College process or decision for personal gain.
2. Threats, intimidation, causing physical harm to any person; endangering the health or safety of any person; engaging in conduct that causes a reasonable person to fear harm for their health or safety; or making an oral or written statement (including electronically) that a reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of violence to a particular individual or group of individuals, regardless of the intent to carry out the act of violence.

3. Harassment, which is defined as conduct that is so severe or pervasive or persistent or objectively offensive that it substantially interferes with the ability of a person to work, learn, live or participate in or benefit from the services, activities or privileges provided by the College.
4. Engaging in sexual misconduct is prohibited. Violations of the Young Harris College Sexual Misconduct Policy are governed under the procedures set forth in that policy ([yhc.edu/titleix](http://yhc.edu/titleix) for more information.) Sexual misconduct not specifically addressed in the Young Harris College Sexual Misconduct Policy will be addressed through the Code of Conduct.
5. Invasion of another person's privacy when that person has a reasonable expectation of privacy. Using electronic or other means to make a video, photographic, or audio record of any person, without the person's knowledge or consent, in a location in which the person has a reasonable expectation of privacy. The storing and/or distributing of such unauthorized recordings by any means is also prohibited.
6. Vandalizing, destroying, damaging or engaging in conduct or misuse that reasonably could cause damage to property of the College or any member, guest, contractor of the College.
7. Participating in hazing. "Hazing" is defined as any intentional or reckless act, on or off College property, by one (1) student, acting alone or with others, which is directed against any other student that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger their own mental or physical health or safety. Hazing includes those actions taken and situations created in connection with initiation into or affiliation with any organization, group, or team.
8. Engaging in disorderly, lewd, indecent or obscene conduct or breach of peace. "Disorderly" conduct means conduct which creates a hazardous or physically offensive condition; making noise that could unreasonably disturb others who are carrying on lawful activities and conduct that breaches the peace. "Lewd, indecent, or obscene" conduct includes, but is not limited to, loud vocalization of profanity and expletives, public nudity, public urinating, and public sexual acts.
9. Engaging in speech, either orally or in writing that is directed to inciting or producing imminent lawless action or is likely to incite or produce such action.
10. Any act of arson; falsely reporting a fire, the presence of an explosive or incendiary device; setting off a false fire alarm; or tampering with, damaging, or removing fire extinguishers or any other safety or emergency equipment from its proper location, except when removed in a situation in which there is a reasonable belief of the need for such equipment.

11. Possessing, using, or duplicating College keys, access cards or identification cards without authorization from professional staff; or possessing, using, or entering College property without authorization from professional staff.
12. Theft, misuse, or unauthorized use of information technology facilities, resources, or access codes, or conduct that violates the College's Acceptable IT Use Policy which can be found on the [Current Students](#) page on the YHC website.
13. Possessing, using, storing, or manufacturing any weapon or any facsimile of a weapon on College property or in connection with a College-affiliated activity.
14. Alcohol
  - a. Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages on College property or in connection with a College-affiliated activity. (Please see Young Harris Alcohol Policy for the exceptions for students who are 21 years of age or older at special events designated by the President of the College.)
  - b. Consuming, manufacturing, possessing, distributing, dispensing, selling or being under the influence of alcoholic beverages, under 21 years of age.
  - c. Being in the presence of and failing to report those consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages on College property or in connection with a College affiliated activity
15. Using, manufacturing, possessing, distributing, selling, dispensing or being under the influence of drugs; displaying, distributing, dispensing, possessing, or selling drug paraphernalia; using or possessing a prescription drug if the prescription was not issued to the student; or distributing or selling a prescription drug to a person to whom the prescription was not originally issued. Misuse of a prescription drug.
16. Failing to pay a College bill, account, or other College financial obligation.
17. Failing to respond to a request to report to a College administrative office; failing to comply with a reasonable request of a College employee or other public official acting within the scope of their duties; or failing to identify oneself to a College employee or other public official acting within the scope of their duties when requested to do so.
18. Violating the terms of conduct action or consequences imposed by the College. Failing to meet the timeframe of conduct sanctions.
19. Obstructing or disrupting teaching, learning, studying, research, public service, administration, disciplinary proceedings, emergency services or any other College-affiliated activity, or the free flow of pedestrian or vehicular traffic on College property.

20. A student whose behavior disrupts the residential community, violates College policy, or disrupts the educational process for other students will be subject to the Student Conduct process regardless of any contributing health condition. A student who threatens the health or safety of others may be removed under the interim suspension process. Violating a College policy or rule including, but not limited to those published in the Guide to Student Life, the College Catalog, the College web site, email notice, posted signage, or any other written communication.
21. Committing an act that is prohibited by local, state, or federal law.
22. Attempting to commit a violation of a Standard of Conduct or being an accessory to the commission of an act or attempted act in violation of a Standard of Conduct.

#### Student Conduct Process:

Once an incident report is submitted, the Student Conduct Administrator or their designee will review the report, gather further information, if necessary, and establish appropriate charges, if any. If charges are established, the accused student or recognized student organization will be notified by the Student Conduct Administrator or their designee to schedule an appointment with the Student Conduct Administrator, their designee or with the student's Residence Life Coordinator (if the violation is minor).

After discussing the conduct process and the pending charge(s), an accused student or recognized student organization has two available courses of action:

##### Administrative Hearing

The accused student or recognized student organization may accept responsibility for violating the Standard(s) of Conduct described in the Notice of Charges and accept the College's sanction recommendation. Such disposition shall be final and there shall be no subsequent proceedings, including appeals.

##### Student Conduct Board Hearing

An accused student or recognized student organization may elect to have a hearing before the Student Conduct Board to contest any pending charges and/or recommended sanction(s). Those appearing before a Student Conduct Board are responsible for presenting information related to their involvement or non-involvement in the incident in which they are being charged. A representative from the Office of Student Development will provide information to the Board to support the College's allegations against the accused student or recognized student organization.

### Failure to Participate in the Student Conduct Process:

All cases shall be resolved in a timely manner. Should an accused student or recognized student organization fail to cooperate, ignore, or otherwise fail to participate in the student conduct process at any stage, the conduct process will continue without the involvement of the student or recognized student organization. The accused student or recognized student organization must comply with the decisions, recommendations and/or sanctions of the decision-making body. If the accused student or recognized student organization fails to attend the Administrative Hearing and/or Conduct Board Hearing, the hearing will proceed and a finding will be reached based upon the available evidence using the preponderance of the evidence standard. If the accused student withdraws from the College or a recognized student organization disbands prior to resolution of the case, the case will still be resolved through the process outlined in the Student Rights and Responsibilities.

### Interim Measures:

The Vice President of Student Development or designee may impose interim measures prior to an investigation and/or prior to a hearing in a Student Code of Conduct matter.

1. Interim measures may be imposed as needed:
  - a. To ensure the safety and well-being of a member or members of the College community, or to preserve College property, or
  - b. To ensure the student's own physical or emotional safety and well-being, or
  - c. To prevent ongoing threat of the disruption to or interference with the normal operations of the College.
2. Interim measures could result in a student being denied access to the College campus (including classes and labs), residence halls, campus facilities, or College privileges for which the student may otherwise be eligible.
3. Interim measures (including an interim suspension) do not replace the regular conduct process. The regular conduct process will proceed under the guidelines outlined in this section. A student will receive written notification of the interim measures.
4. Possible interim measures include, but are not limited to:
  - a. No Contact Directive
  - b. Restrictions on access to specific buildings
  - c. Restrictions on access to specific services
  - d. Restrictions on access to technology resources
  - e. Interim residence hall suspension
  - f. Interim College suspension

Sanctions:

The following sanction options may be imposed upon any student found to have violated the Standards of Conduct:

1. Administrative Warning. A written notice to the student that the student is violating or has violated the Standards of Conduct.
2. Disciplinary Hold. A disciplinary hold may be placed on a student's account until the completion of the student disciplinary process and/or until the student satisfies the terms and conditions of any penalties imposed.
3. Loss of privilege. Denial of specified privileges for a designated period of time. This may include denial of participation in College-sponsored activities and/or events, extracurricular activities, social activities, scholarships, and the use of certain College owned or controlled property.
4. Educational and Treatment Programs. Students may be required to attend classes, at their own expense, regarding issues involving alcohol or drug use, civility, ethics, or other topics as deemed appropriate by the Student Conduct Administrator.
5. Restitution. Restitution may be required in situations that involve destruction, damage or loss of property, or unreimbursed medical expenses resulting from physical injury. Restitution may take the form of a monetary payment or appropriate services to repair the destruction, damage, or loss.
6. Fines. Monetary fines may be imposed for certain violations of the Student Code of Conduct.
7. Work Sanction/Community Compensation. A work sanction is the assignment to work a specific number of hours at the College or a community service agency without compensation.
8. No-Contact Directive. A no-contact directive may be issued to a student instructing them to have no direct or indirect contact with another member of the campus community. No-contact directives generally expire after a specific period of time.
9. Housing Suspension. Removal of the student from campus housing for a defined period of time, after which the student may be eligible to return. Conditions for readmission must be specified. If a student is suspended from campus housing, they are not eligible for a refund during the time of suspension.

10. Housing Expulsion. Permanent removal of the student from campus housing. If a student is expelled from campus housing prior to the end of the semester, they are not eligible for a refund during the time of suspension.
11. Disciplinary Probation. Disciplinary probation permits a student to remain at the College on probationary status, but with the understanding that a future violation of the Standards of Conduct may result in suspension. Probation is for a defined period. Other conditions of probation are specific to each individual case and may include a requirement of community service or other requirements or restrictions.
12. Suspension. Separation of the student from YHC for a definite period of time, after which the student is eligible to return. Upon return, the student will be placed on disciplinary probation. The length of probation after the first semester of return is at the discretion of the Student Conduct Administrator. Additional conditions for readmission may also be specified. Students who are suspended are banned from Campus/ College property/ College sponsored events. Students who are suspended during a semester are not eligible for a refund of college charges.
13. Expulsion. Permanent separation of the student from YHC. Students who are expelled are permanently banned from Campus/ College property/ College sponsored events.
14. Revocation of Admission and/or Degree. Admission to, or a degree awarded from YHC may be revoked for fraud, misrepresentation, or other violations of the Standards of Conduct committed by a student in order to obtain a degree or admittance.
15. Withholding Degree. YHC may withhold awarding a degree otherwise earned until the completion of the student conduct process, including the completion of all sanctions imposed, if any.

In addition to the above list, the following sanctions may be imposed upon groups or recognized student organizations:

1. Social Probation. Social probation prohibits a recognized student organization from sponsoring or participating in specified social activities. While on social probation, a recognized student organization may not host social events on or off campus or participate in College-sponsored activities. Exceptions may be made for philanthropic events but must be approved, in advance, by the Vice President for Student Development.
2. Work Sanction. An organization may be required to perform work without compensation to benefit the campus community or the local community.



3. **Disciplinary Probation.** Disciplinary probation means that a recognized student organization is permitted to retain its YHC recognition on a probationary status. As part of an organization's disciplinary probation, the organization may be required to refrain from meeting, accepting new members, or may be asked to revise foundational documents. A violation of the Code of Conduct during the period of disciplinary probation may result in more serious penalties, including revocation of YHC recognition.
4. **Loss of YHC Recognition/Charter.** A recognized student organization may be placed on permanent or temporary suspension from Young Harris College and may lose its status as a recognized student organization and not be allowed to plan or use College facilities or other resources for any functions.

A sanction imposed for any single violation may include more than one of the sanction options listed above.

Students who receive a suspension or expulsion must vacate the campus as directed in a hearing and/or appeal. Students who are suspended or dismissed from Young Harris College for conduct reasons are banned from Campus/ College property/ College sponsored events. Violators shall be subject to arrest for criminal trespass.

If a student fails to complete an assigned sanction within the specified timeframe, an administrative STOP may be placed on the student's account preventing the student from registering for classes, adding or dropping classes, obtaining a transcript and performing other administrative functions until the original sanction is complete. In addition, monetary fines may also be imposed and placed on a student's account.

#### Student Conduct Board:

The purpose of the Young Harris College Student Conduct Board is to hear allegations of student misconduct involving violations of the Standards of Conduct, to determine the responsibility of the student or recognized student organization charged, and to establish an appropriate sanction in cases where the student or recognized student organization is found responsible.

#### Student Conduct Board Membership:

Up to fifteen (15) full-time YHC students shall be selected each year to serve on the Student Conduct Board by the Vice President of Student Development or their designee. To be selected, a student must be in good academic and disciplinary standing. An applicant may be disqualified because of previous conduct violations or not meeting the minimum qualifications for membership. A member may be removed from the Board, for cause, by the Vice President for Student Development or their designee.

*Advisor:*

The Student Conduct Administrator shall serve as advisor to the Student Conduct Board.

*Student Conduct Board Hearing:*

After being advised of their rights and responsibilities, the conduct process, and the pending charge(s), an accused student or recognized student organization may elect to have a hearing before the Student Conduct Board to contest the charge(s) and/or the recommended sanction(s). Students appearing before the Student Conduct Board are responsible for presenting relevant information related to their involvement or noninvolvement in the alleged incident. A representative from the Office of Student Development will provide information to the Board to support the College's claim against the accused student or recognized student organization. Student Conduct Board Hearings are closed to the public and shall remain confidential except as provided by law or College policy.

*Composition of the Board:*

The Student Conduct Board shall be comprised of Student Conduct Board members. Five members must be present in order for a hearing to proceed.

*Witnesses and Exhibits:*

Both parties may arrange for witnesses to present relevant information at the hearing. If a party wishes to have a witness present, it is their responsibility to supply a list of witnesses, including contact information and a description of how the witness is relevant to the incident, to the Student Conduct Administrator for approval at least three (3) business days prior to the start of the hearing. Notification of hearing details to witnesses is the sole responsibility of the student making a request for witnesses. Pertinent records, exhibits, and signed written statements may be accepted for consideration by the Board at its discretion. Such documentation must be submitted to the Student Conduct Administrator at least three (3) business days prior to the start of the hearing.

*Burden to Establish Responsibility:*

The College has the burden to establish, by a preponderance of the evidence, that the accused student or recognized student organization is responsible for the alleged student conduct violation. All procedural questions are subject to the decision of the Chair of the Board in consultation with the Student Conduct Administrator.

*Determination of Responsibility:*

During the portion of the hearing in which responsibility is determined, both parties may present relevant information in order to help the Board determine whether the accused student or recognized student organization should be found responsible for the alleged charge(s). Character evidence is not permitted during the responsibility portion of the hearing. The determination of the Board shall be based on a preponderance of the evidence. Board deliberations shall be closed to everyone, except board members and the Student Conduct Administrator. Prior student conduct history may not be introduced during the Determination of Responsibility Phase.

*Sanctioning Phase:*

If a student or recognized student organization is found to be responsible for violating one or more of the Standards of Conduct, the hearing shall proceed to the sanctioning phase. During the sanctioning phase, the Board may consider a student or recognized student organization's conduct history. The Board may also consider the student's or recognized student organization's understanding of the implications of the conduct, the nature of the offense, the severity of any damage, injury, or resulting harm, and any other relevant factors in order to determine an appropriate sanction. Character witnesses from the College community may be used during the sanctioning phase.

All hearings may be audio/video recorded by the Office of Student Development and are the property of the Office. No other recordings are permitted. A surreptitious recording is a violation of the Standards of Conduct.

At certain times of the calendar year, hearing boards are unavailable. An administrative hearing is necessary when: 1) the Student Conduct Board is unable to meet (including summer session, between terms, during the week of finals or any other time it is not feasible to convene); or 2) deemed appropriate by the Vice President for Student Development. When a Student Conduct Board hearing is requested and not possible or appropriate, the respondent retains the right to appeal.

*Appeals Process:*

The disciplinary action of the Student Conduct Board may be appealed. An appeal shall be addressed to the Vice President for Student Development. The Vice President for Student Development will convene an Appeals Committee of not less than three employees to make a recommendation regarding the appeal. Any decision shall be considered final and binding.

The request for appeal must be submitted in writing to the Office of Student Development within three (3) business days of the written decision of the Student Conduct Board and may be delivered to the Office of Student Development during normal business hours (8 a.m. – 5 p.m.) or emailed to the Vice President of Student Development. The student or recognized student organization appealing the decision must state the grounds upon which the appeal is based. All student conduct appeals are heard based on the original record made before the Student Conduct Board and are not a re-hearing of the case.

Pending the outcome of an appeal, the sanction(s) specified in the original decision may not be imposed. An interim suspension may be imposed or continued if it is determined that the continued presence of a student or recognized student organization poses a threat to the health, safety, or welfare of members of the YHC community or the preservation of YHC property, or poses an ongoing threat to the disruption of, or interference with, the normal operations of the College.

The following reasons are the only valid grounds for an appeal:

1. To determine whether a procedural error occurred that materially influenced the hearing panel's decision.
2. To determine whether the sanction imposed was appropriate for the violation of which the student or recognized student organization was found responsible.
3. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing because such information and/or facts were not known to the student or recognized student organization at the time of the original hearing, nor could have reasonably been obtained by the student or recognized student organization.

#### *Notification to Others:*

In an effort to develop students holistically and more effectively identify behavior patterns, there are times when those with a “need to know” are notified about a student’s involvement or alleged involvement in an incident. To the extent allowed by FERPA, this “need to know” may include administrators, faculty members, advisors, the College retention officer, coaches, college counselors, members of the Behavioral Intervention Team and the Residence Life Staff. Those considered “need to know” are determined by the Vice President for Student Development and the Student Conduct Administrator on a case-by-case basis.

#### *Student Conduct Records:*

Incidents involving the imposition of sanctions other than suspension, expulsion, or revocation or withholding of a degree shall be expunged from the student’s confidential disciplinary record seven (7) years from the date of the student’s last violation. Student Conduct records, including hearing outcomes and sanctions shall follow a student for their entire enrollment at Young Harris College.