



# STUDENT HANDBOOK

Updated June 2015

This Student Handbook supersedes all previous editions of the *Academy Student Handbook* and is an addendum to the *Middle Georgia State University Student Handbook*. This handbook is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the *Bylaws or Policies* of the Board of Regents, the official *Bylaws and Policies* of the Board of Regents shall prevail.

While the *Middle Georgia State University Student Handbook* is referenced throughout the *Academy Handbook*, students are responsible for knowing and adhering to all the guidelines and regulations contained in both the *Academy Handbook* and the *Middle Georgia State University Student Handbook* regardless of any reference in the *Academy Student Handbook* or lack thereof. The *Academy Student Handbook* supersedes the *Middle Georgia State University Student Handbook*.

### **Nondiscrimination Policy**

Middle Georgia State University is an Affirmative Action/Equal Educational and Employment Opportunity institution. Factors of race, national origin, color, sex, age, religion, or disability are not considered in the admission or treatment of students or in employment. It is the intent of the institution to comply with all Federal and State laws and regulations related to nondiscrimination, including but not limited to Title VII of the Civil Rights Act of 1964 and subsequent executive orders, as well as Title IX and Section 504 of the Rehabilitation Act of 1973.

For questions and issues concerning equal opportunity and compliance, please contact:

#### Nondiscrimination of Students, Employees, and Applicants (issues of discrimination generally)

Middle Georgia State University  
100 College Station Dr.  
Macon, GA 31206  
E-Mail: [nondiscrimination@mga.edu](mailto:nondiscrimination@mga.edu)

#### Complaints of Sex or Gender Discrimination (including allegations of sexual harassment or sexual misconduct)

Title IX Coordinator  
Frances Marine Davis, University Counsel  
Middle Georgia State University  
Phone: 478-471-2472  
E-Mail: [titleix@mga.edu](mailto:titleix@mga.edu)

#### Anonymous Complaints

Middle Georgia State University Ethics and Compliance Reporting Hotline  
Online: <https://mga.alertline.com/gcs/welcome>  
Phone: 877-516-3460

## A NOTE TO STUDENTS

Welcome to the Georgia Academy of Arts, Mathematics, Engineering, and Sciences! Middle Georgia State University has designed this unique living-learning opportunity to accelerate a student's education and personal growth. The Academy offers more freedom—and more responsibility—than is offered in a traditional high school, but less freedom—and more supervision—than is offered to traditional University students.

Students are granted entrance into the Academy program on the basis of their past academic performance and potential to benefit from and contribute to the Academy. Students must earn continued membership in the Academy through their performance and behavior both in and out of the classroom. At the end of each semester a student's academic performance, behavior, and contributions to student life will be evaluated, and a decision will be made in regard to continued enrollment. Factors that will be considered include, but are not limited to, grade point average (GPA), individual course grades, disciplinary record, and contributions to the Academy and University community. Being allowed to return each term as an Academy student is both a privilege and an honor but not a right.

This Handbook serves as a guidebook for general information. Academy policies and procedures are subject to periodic review and revision. Students are responsible for knowing and abiding by such revisions which will be provided in electronic form and/or posted in the residence hall. It is also the student's responsibility to become familiar with and understand all of the policies and procedures outlined in the *MGA Student Handbook*, *MGA Policy on Use of Alcohol and Other Drugs*, and *MGA Catalog*.

Rules and regulations cannot possibly cover every situation. The best guides for behavior are the qualities of cooperation, good judgment and above all, consideration of others. If uncertain about a rule or policy, it is the student's responsibility to ask before acting. Ignorance is no excuse.

Students, regardless of age are required to follow all policies and procedures. A parent or legal guardian must serve as a contact for permission, emergencies, and routine correspondence—regardless of the student's age, his/her relationship with, or his/her financial independence from the parent/guardian.

Violations of any University and/or Academy regulations, local, state, or federal law will be grounds for disciplinary action and possibly expulsion. Discipline is administered according to the Disciplinary System described in this handbook and the *MGA Student Handbook*. Policies listed in this *Academy Student Handbook* supersede similar policies found in the *MGA Catalog* or *MGA Student Handbook*. While away from campus participating in Academy or MGA sponsored events, students must continue to abide by all campus and Academy policies.

Students may enroll in the Academy and live in the Academy section of Anderson Hall for two years. Should the student remain at MGA after completing the Academy, (s)he would be considered a traditional University student and would be housed in traditional student housing. Former Academy students cannot serve as residential assistants (RAs) in the Academy residence hall. Only students successfully completing the Academy are allowed as visitors in Welch Hall or may be guests at Academy sponsored events such as Prom.

Best wishes for a successful academic year at the Georgia Academy of Arts, Mathematics, Engineering, and Sciences!

## **A NOTE TO PARENTS AND GUARDIANS**

As a Academy student your son or daughter is leaving the security of family and high school to take on the challenges offered by University course work and residence hall living. It is common for parents to feel anxious about how their student will fare. The Academy staff understands your concern for your student's well being and can assist you in helping your student overcome any difficulties that may arise. However it is not always possible for us to be aware of what students are experiencing. We depend on you to communicate with us and to encourage your student to do the same.

Occasionally you may wish that the Academy staff make an exception to a certain policy. Please realize that it is not possible for us to grant these requests because to do so would "open the door" for more of the same requests and weaken the policy. For example, your child may ask you to call giving your permission for him/ her to be away from the residence hall overnight during the week. This goes against our direct policy that allows students to be gone during the week only in case of emergencies. While you may feel that your particular reason is more than valid and that we are being unreasonable, please recognize that every policy has an important rationale for existing, and we have a responsibility to maintain Academy standards. For this reason, do not ask us to override our policies for your child as it makes it very difficult to enforce the rules.

We think the best possible relationship Academy staff and parents can have is a partnership—a shared responsibility to help the student succeed academically and mature into a responsible, caring young adult whose character and integrity will contribute to society. Please remember that you are welcome at the Academy any time. Your visits are important to your child.

### **ACADEMY MISSIONS STATEMENT**

**The purpose of the Georgia Academy of Arts, Mathematics, Engineering, and Sciences is to provide an academically enriched residential environment for top-performing high school students seeking to enhance and accelerate their education by simultaneously earning their high school diploma and associate degree.**

### **ACADEMY Student Creed**

**To develop our potential in life through our individual, academic, and social endeavors;  
to promote respect, responsibility, and maturity by displaying our elite character and integrity  
to the University and community;  
to live in unity with diversity while fully benefiting from the advantages of the Academy  
throughout the rest of our lives.**

***By the Inaugural Class of 1997-1998***

## ACADEMIC PROGRAM

### Academic Philosophy

Students of the Georgia Academy of Arts, Mathematics, Engineering, and Sciences, are expected to perform academically above average. The competitive admission to the Academy program identifies students who are academically capable of completing the program with high academic achievement, and every effort is made to assist students so that they work to their full potential. In addition to completing formal coursework, it is expected that students will pursue interests outside of the classroom in areas that enrich the academic experience based on individual academic and professional interests. Examples of opportunities include academic competitions, undergraduate research, independent study, job shadowing, and study abroad. Students are expected to value the educational experience and to take a serious approach in preparing themselves for the pursuit and completion of a degree so that they will be successful in the profession of their choice. Consequently, time spent on academic work is expected to take priority over matters that can sabotage academic and professional goals. Students are expected to make every effort to maintain a minimum GPA of 3.5 and to communicate with the Academy Academic Advisor, Director and class professor when the student feels that extra assistance is needed so that opportunities are not limited by GPA performance.

### Academic Advisor for Academy Students

The Academy Academic Advisor will advise and register all Academy students. While most students are working on a high school diploma and a degree simultaneously, the top priority is to make sure that they complete the graduation requirements for their local high school. Therefore, the Director of Academy works with high school counselors to identify the courses required to meet graduation requirements and provides this information to students and the Academy Academic Advisor. The Director of the Academy also monitors MGA course selection to ensure that students are registering for courses that will fulfill their high school graduation requirements and notifies both the student and the Academy Academic Advisor if there is a concern about completing these requirements.

### Academic Dishonesty

See information regarding Academic Dishonesty in the MGA Handbook.

### Academic Probation and Poor Performance

Students must maintain a credit load of at least 12 hours during each fall and spring semester. An Academy student's GPA will be monitored twice a semester—at the mid-point and end of fall and spring. The purpose of monitoring academic performance is to identify and resolve problems early so that the negative consequences of poor performance are minimized and often prevented.

#### ACADEMIC PROBATION

A student earning a semester GPA of 2.75 or lower will be placed on Academic Probation regardless of the student's cumulative GPA. To avoid dismissal from the Academy program the student's cumulative GPA must be 2.75 or higher at the end of the subsequent semester.

#### ACADEMIC DISMISSAL

A student earning a semester GPA of 2.50 or lower at the end of any term will be dismissed regardless of cumulative GPA. Placing the student back in the supportive environment of home and high school will allow the student an opportunity to increase his/her GPA back to the level to which (s)he is capable.

Parents are encouraged to be actively involved with their child's academic performance and may choose to impose any of the following suggested sanctions (especially during the initial transition period) to increase the chance of success of their child:

- Require use of the free tutoring service offered in the Student Success Center
- Require the child to come home on weekends so that study time can be monitored.
- Remove electronic games, televisions, or other items that compromise the academic environment.
- Require withdrawal from extra-curricular activities.

Negative impacts of poor grades include:

- losing Zell Miller or HOPE eligibility
- losing high school ranking
- inability to graduate from high school. (A grade of 'D' earned at MGA may not be accepted as passing by the high school.)
- losing eligibility for scholarships

- inability to enroll in the university or major program of the student's choosing
- dismissal from the Academy and MGA
- losing transfer credit of grades unacceptable at the transfer institution

### **Advanced Placement (AP)**

A student may receive up to 30 hours of credit by high school AP courses or CLEP. Credit earned by these means will be recorded on the transcript by course, course number, and semester hours earned. The grade of "K" will be recorded but will not be included in the determination of the GPA. It is the student's responsibility to inform the Director of the Academy of any AP courses taken.

### **Class Attendance/Absence**

The Academy does not have authority to grant excused absences from class except for approved Academy trips. Individual professors should be consulted regarding their policy for both planned and unplanned absences.

Students are expected to attend all classes. Excessive absences, whether excused or unexcused, can result in poor academic performance. If a student is absent for more than one week regardless of the reason, (s)he may be dismissed from the Academy program as it may be in the student's best interest to return to high school. (See "Medical Withdrawal")

### **Class Conduct**

Students are expected to conduct themselves in a manner that is conducive to the learning environment. Disruptive behavior in the classroom (any behavior which distracts the instructor or other students or which shows a lack of respect for the learning environment) is subject to disciplinary action.

### **Class Schedules and Registration**

To ensure enrollment in classes required for high school, Academy students register for the subsequent semester's classes prior to the campus-wide registration. The Academic Advisor will post an advising schedule prior to the registration period so that students can make an appointment to discuss individual needs and concerns regarding academic planning. Students must register for at least 12 credit hours fall and spring semesters.

#### Evening Classes

Academy students cannot arrange their academic schedule so that all classes are arranged in the afternoon and evening. While we understand that students may occasionally have evening classes, these classes should be limited to one per semester.

#### On-Line Classes

Academy students are not allowed to register for on-line classes during fall and spring semesters. Exceptions may be requested if the desired class is a high school or MGA major requirement and not available at any other time. Enrollment in the class must be approved and typically carries extra cost that must be paid by the student.

### **College Advising and Applications**

It is the responsibility of the student to learn application deadlines for the institutions to which (s)he will apply. As many institutions have application deadlines as early as November prior to the academic year of enrollment, the student should begin the application process in the fall semester of the student's senior year of high school.

All state colleges and universities in Georgia, as well as some private and out-of-state institutions accept transfer credits from MGA. For more information students should consult the University catalog from the University or university they plan to attend and talk with an admissions representative at that institution. The Academy Director and Academic Advisor are available for consultation to help students with this process.

### **Course Load**

A schedule of 12 or more semester hours is classified as a full-time load. A student who wishes to graduate in two years must earn approximately 16 credit hours each semester. Students are required to obtain permission from the Office of Academic Affairs to enroll in more than 20 semester hours.

## Credits

Credits are interpreted in terms of semester hours. A semester-hour of credit is given for one clock hour of class per week; a subject or course that meets three hours per week is equal to three semester hours. In general, a laboratory carries one semester hour of credit for two or three hours per week.

## Curriculum Requirements

While a 560 SAT or 24 Act math score is required for admission to Academy, students should be aware that higher math scores are required to enroll in higher level math courses. Depending on the major, this may cause the student to begin their math sequence at a lower level than is required for their major.

Calculus I	600 SAT	26 ACT
Trigonometry	575 SAT	25 ACT
University Algebra	550 SAT	24 ACT

## Disability Accommodations

The purpose of the disability services program is to ensure that students with disabilities have equal access to all programs offered at Middle Georgia State University. The University is dedicated to helping all students, including those with disabilities, realize their potential. Services are provided to students on an individualized and flexible basis. It is the student's responsibility to seek assistance and make his or her needs known by contacting the Office of Disability Services at 478-471-2985.

## Dropping/Adding A Course

- 1) A course dropped during the Drop/Add period at the beginning of each semester will be removed from the student's schedule.
- 2) A course dropped after the Drop/Add date but by the Mid-Term date will earn a grade of "W". While a "W" does not calculate into the GPA, withdrawing from several classes does not look favorable to a transfer institution.

Drop procedures:

- Student must initiate the drop with the Academy Academic Advisor requesting the completion of a drop/add form.
- The Academy Academic Advisor must approve by signature
- The Director of the Academy must approve by signature
- Student must take the form to the Registrar's office for processing.

- 3) A course dropped after the Mid-Term date will be reported on the grade report as a "WF" and will calculate as an "F" into the student's GPA.

See the Academic Calendar on the MGA website for the Drop/Add period and Mid-Term dates each semester.

## Dual Diplomas

An Academy student, in some cases, will work toward a high school diploma *and* a degree simultaneously. It is the student's responsibility to thoroughly discuss with the Academy Academic Advisor and Director his/her academic plans and desired course selections required to fulfill requirements of both high school and MGA. Information regarding the core curriculum and majors can be found in the MGA General Catalog.

## Grade Point Average (GPA) and Grading System

Information on the MGA grading system and how to calculate your GPA can be found in the MGA Catalog.

## Grade Reports

Mid-term and final grade reports will be provided to parents; an official transcript will be provide to the student's high school.

### "Hold" on Record

Registration may be blocked and copies of educational records may be withheld by the institution when the student is not in good standing as a result of such conditions as unmet financial obligations and violations of institutional regulations. Such records to be withheld may include, but are not limited to, transcripts and certifications of student achievement and performance. Unmet financial or disciplinary obligations may result in the student's suspension or expulsion from the University.

All Academy students have a registration hold so that they are unable to adjust their schedule. This hold will NOT cause problems with registration and the forwarding of academic transcripts.

### **Honors**

A student who earns a semester GPA of 3.80 or above on an academic load of at least 12 semester hours will be placed on the President's List for the following semester provided the student has a cumulative institutional academic GPA of 3.00 or higher with no outstanding "I" grades for the semester.

A student who earns a semester GPA of 3.50 or above on an academic load of at least 12 semester hours will be placed on the Dean's List for the following semester provided the student has a cumulative institutional academic GPA of 2.50 or higher with no outstanding "I" grades for the semester.

Contact the high school counselor regarding their policy of High School honors such as Valedictorian, Salutatorian, and STAR Student.

### **Letters of Recommendation**

When applying for University admission, summer research programs, and scholarships, students often need letters of recommendation. A Request For Letter of Recommendation form should be completed and given, with a four week notice, to whomever is writing the letter of recommendation. The form is available on the Academy website.

### **Medical Withdrawal**

Information on medical withdrawals can be found in the MGA Catalog.

### **Meetings**

Mandatory meetings are scheduled monthly for Academy students. The purpose of these meetings is to impart information, discuss upcoming events, activities, and administrative procedures, and to celebrate students' accomplishments. External speakers are occasionally brought in.

### **Move On When Ready (MOWR) Funding**

MOWR funding provides for the student's tuition, mandatory fees, and text books.

### **Mathematics Resource Center (MaRC)**

The Cochran Mathematics Resource Center (MaRC), is available to help you with any and all of your math problems! The Center includes computers loaded down with almost any mathematics software available! MaRC is located in Room 128 of Memorial Hall. Hours of operation are 9:00am – 7:00pm, Monday through Thursday.

### **Research Opportunities**

Students are highly encouraged to consider taking advantage of undergraduate research opportunities throughout the nation during the summer between their first and second year as an Academy student. While there are a limited number of opportunities on the MGA campus during the academic year, many students find that doing research during the summer is the most effective way to focus on their work in the laboratory while not taking away from coursework. This is a great opportunity to gain lab experience and to learn more about the area of choice in a "hands on" atmosphere with leading researchers. Students who complete undergraduate research often find that Universities view this type of experience very favorably in admissions criteria. Additionally, many opportunities pay a stipend and provide room and board for the length of the experience.

### **Retaking a Course**

Information on repeating courses can be found in the MGA General Catalog.

### **Scholarship Opportunities**

Interested students should complete MGA Foundation scholarship applications each year of their enrollment. Deadlines are available on-line.

## **Student Success Services**

### Student Success Center (SCC)

The Student Success Center (SCC) provides academic support services to all students and is available on all campuses. The SCC offers a variety of services designed to enhance a student's learning skills such as FREE tutoring, FREE academic workshops, and access to resources including study tests and materials donated by faculty, study manuals and textbooks, and a variety of study aids. There is no charge to students for any service provided by the SCC and all students are encouraged to take advantage of these FREE services. Please check the MGA web site for hours of operation.

## **Summer Courses/Transient Status**

Because the Academy Residence Hall is closed for the summer, students may take summer semester courses at MGA only if they live within commuting distance from a parent/guardian's house or if they register for on-line courses.

Students may also take summer classes at an institution close to home as a Transient Student. Information regarding Transient Status can be found in the MGA Catalog.

## **Testing**

### Testing Center at MGA

Tests administered include entrance and exit COMPASS, The University Level Examination Program (CLEP), and the Pharmacy University Admissions Test (PCAT). Information about these tests may be obtained by contacting the Testing Office. Information is also available from the MGA website.

### Georgia Mandatory High School Testing

The Bleckley County Testing Coordinator will administer all required Milestone high school testing on the MGA campus, and scores will be sent to the student's high school.

### PSAT

High school juniors are encouraged to take the PSAT to determine qualification for National Merit Scholarships. The Bleckley County Testing Coordinator will administer the test in October on the MGA campus, and results will be forwarded to the student's high school. Students are responsible for test fees; checks should be made payable to Bleckley County High School.

### SAT

All students are encouraged to take the national SAT no later than the fall semester of their second year of enrollment so that scores can be made available to transfer institutions, scholarship organizations, and honor's program opportunities. Please list MGA to receive new scores for statistical reporting and for reporting on the MGA transcript.

## **Transferring from MGA**

Completion of an associate degree gives a student key advantages when transferring to other four-year institutions in the University System. Any University or university within the University System of Georgia will accept all core class credits upon a student's completion of an associate degree. Private and out-of-state institutions have specific rules about transfer credit and acceptance. Consult the institution about its policy on transferring of credit and to assure deadlines are met. As an advantage, most USG institutions will allow Academy students to apply for admission as 'freshman with credit' in order to qualify for freshman scholarships.

## **Transcripts**

Students must obtain official MGA transcripts from the Registrar's Office to submit with University applications. The process can be found at <http://www.mga.edu/registrar/transcript-ordering.aspx>.

## **Travel for Credit**

Study abroad opportunities are available. Academy students are allowed to participate in these courses provided the time spent away from campus does not interfere with the courses required for high school graduation. While on these trips, students must conduct themselves according to the high standards set for Academy students and are still subject to the applicable policies outlined in the Academy Student Handbook.

**Tutors**

Free peer tutoring is available through the Student Success Center on the third floor of Roberts Library and the Mathematics Resource Center in Memorial Hall, room 128.

**Withdrawal from the Academy**

Students are encouraged to complete two years of the program. Occasionally a student may experience homesickness or periods of discouragement that soon pass. If a student begins to question whether or not to remain at the Academy, (s)he should discuss these concerns with an Academy staff member.

## **STUDENT LIFE**

### **Student Life Philosophy**

Admission to the Academy is a privilege that carries with it certain responsibilities. Students selected for the Academy are agreeing to support a unique living-learning community designed to promote academic achievement, personal growth, and model citizenship. Structure is provided through student life policies and the discipline system. Leadership and enrichment opportunities are offered through the student activities program. The goal of the student life program is to establish and maintain a community living environment that is safe, fun, comfortable, accepting of diversity, and conducive to learning.

### **Activities and Organizations**

Academy students may participate in any of the many clubs and organizations on campus with the exceptions of intercollegiate sports and Greek Life. It is strongly recommend that students limit their involvement in extracurricular activities to those few in which they are most interested and can handle along with their academic responsibilities. Students may not participate in non-Academy activities or jobs that are in direct conflict with curfew policies.

### **Campus Activities and Clubs**

Academy students are encouraged to participate in all aspects of campus life.

#### Band, Chorus, Drama & Cheerleading

Academy students are allowed to participate in these but must abide by the Academy curfew policy.

#### Intramurals

Great emphasis is given to the development of the intramural sports program. This well-rounded program provides physical development and enjoyment for all participants and spectators. The program offers training and entertainment in such sports as touch football, basketball, softball, volleyball, tennis, soccer, archery, and swimming. Other sports and a variety of tournaments may be added to the program should there be sufficient student interest. Activities are open to all interested students.

#### Pool

The pool is open from April to October depending upon weather and availability of lifeguards. Hours will be posted on the student e-mail list serve. Students who are Red Cross certified may apply to be a campus lifeguard.

#### Student Activities

A well-rounded and diverse program of student activities including performing artists, dances, interactive events, movie nights, talent shows, etc., is provided for all interested students. For information on specific events, contact the Cochran coordinator of student activities.

#### Wellness Center

This facility is open to all students currently enrolled in credit earning courses at Middle Georgia State University. Valid MGA I.D. is required for entry. All users must complete an online application for membership prior to using this facility. The Center includes a gymnasium with elevated walking track, a fitness center, rock wall, aerobics room, and classrooms for health and physical education programs.

## **Academy Activities and Clubs**

### **Community Service**

Students are encouraged to participate in community service projects while in the Academy. Community service, as well as participation in clubs and organizations help build social and leadership skills and provide a competitive resume for transfer institutions or employment. Service projects are organized and provided through the Academy Youth Service Project (GYSP) group. Any student wishing to help organize community service projects may do so by joining GSYP.

Students wishing to keep a record of community service involvement while in the Academy may document their involvement through the Coordinator of Student Life who serves as the supervisor for all Academy sponsored projects.

### **Academy Student Activities and Trips**

Both educational and recreational trips and activities are designed to enrich the lives of Academy students outside of classes. In order to make appropriate arrangements for transportation and reservations, a Trip/Activity Signup Sheet will be provided prior to

each activity. The student's signature on this form confirms his/her attendance at the trip/activity and his/her understanding of the cost involved. Failure to sign the Trip/Activity Signup Sheet by the deadline will prohibit attendance at the event. Failure to attend the trip/activity for any reason (i.e. change of plans, late for departure) will result in the student reimbursing Academy for the cost of the event.

Students may not drive or ride with someone else to or from an Academy trip. Non-Academy students are not allowed to participate in Academy events nor ride on University transportation.

### **Holding an Officer Position**

Depending on the organization, officers are selected either through an election or application process. Students will be notified through campus e-mail when to sign up for elections and when applications are available. To qualify for an office a student must be enrolled in Academy for the full academic year in which (s)he runs for office, be in good standing, and possess at least a 3.0 GPA. As leaders, officers should promote respect, responsibility, and maturity by displaying elite character and integrity. If an officer exhibits characteristics or actions not exemplary of a leader thus promoting negative attitudes or behaviors, (s)he may be deemed unfit to serve as an officer and may be removed from office.

Academy organizations include:

#### GAMES Youth Service Project (GYSP)

This group is responsible for coordination and implementation of community service projects for the Academy (i.e., blood drives, recycling, etc.) and works in conjunction with the Coordinator of Student Life. Officers are chosen through an application process each fall semester and include: President, Vice President and Secretary/Publicity Representative.

#### Social Committee (SoCo)

This committee is a social programming organization that assists the Coordinator of Student Life in the development and implementation of events for the Academy community. The Committee is comprised of an Executive Board and four Committees, as follows:

##### Executive Board

President  
Vice President/Treasurer  
Secretary

##### Committees

Yearbook  
Athletic  
Prom  
Recognition Ceremony

#### Prom

The Academy prom is held each spring. Only students successfully completing the Academy are allowed as visitors in Welch Hall or may be guests at Academy sponsored events such as Prom.

### **Alumni Relations**

Alumni are encouraged to participate in Alumni events and update their records regarding address and post- Academy accomplishments on the Academy alumni Facebook page: Georgia Academy of Arts Mathematics Engineering & Sciences.

### **Appliances**

Information concerning allowable appliances and electronics may be received through the MGA Housing Office.

### **Automobiles and Parking**

Academy students are allowed to bring a motor vehicle to Middle Georgia State University. All motor vehicles operated on campus must be registered with the Campus Police in accordance with University policy. Students must obtain their parking permit no later than the first day of class to avoid fines and/or other penalties.

### **Bicycles**

Bicycles are not allowed in the buildings; a rack is provided outside of Anderson Hall.

### **Change of Contact Information**

Please notify the Director of the Academy whenever a change of address, phone number, email, insurance, or other important information occurs as these are necessary for mailings and emergency contact.

## **Clock**

The clock in the main lobby of Anderson Hall is used as the official clock for Academy policies. It is a violation of Academy policy to tamper with this clock.

## **Computers**

Authorized users may use University computing facilities and resources, including, but not limited to facsimiles, computers, network file servers, network or system peripherals, computer data and program files, email and Internet accessibility, as well as software available to students. These facilities and resources are the property of the University and are intended for academic use only. It is important to remember that access to the Internet and shared system resources is a privilege and not a right. The University prohibits the use of its electronic communications system for any illegal activity.

Computers are provided for student's use in the Welch Hall Computer Lab during hours of operation. These computers are the property of MGA and are not to be changed or modified in any way. If there are problems with these computers or the printer, please inform the Academy staff.

## **Counseling (Personal)**

The Counseling Office provides a variety of services that reflect the University's desire to promote student growth and development. The office is staffed with a trained professional counselor and offers individual counseling, outreach programs, and group counseling at no cost to the student. The counselor specializes and has unique skills in relating to University students and their day-to-day difficulties. Students may request counseling or may be referred by a faculty or staff member. The Counseling Office offers an atmosphere in which individuals may discuss their problems with the assurance that all counseling information will remain private and confidential. For information or to make an appointment, contact the director at (478) 934-3092.

## **Courteous Behavior**

Students are expected to be respectful of others at all times. Examples of courteous behavior include but are not limited to:

- ceasing from public displays of affection
- no use of profanity
- lowering voices, turning down a stereo, TV, or video game
- not displaying anything on walls or doors that may be identified as offensive
- limiting phone calls and showers after curfew to keep from disturbing suitemates
- keeping the noise level in rooms to a minimal as not to disturb others living above, beneath, or next door

Electronics and any musical instruments must be equipped with headphones. Operation of these devices without headphones will be prohibited if music can be heard in the hallway.

## **Diversity**

The Academy community seeks to preserve an atmosphere of openness, tolerance, and appreciation for the rich diversity that each individual brings to the community as a result of his or her background, culture and beliefs.

## **Resident Hall Checkout Procedures**

### Vacation Periods

When the University closes for Thanksgiving and Spring Break, students will be required to complete certain tasks in their suite for safety and sanitary reasons. The Residence Hall Director will provide a notice of the proper procedures in advance of the building closure.

### Winter Break Checkout

- Suites must be clean and swept.
- Trash must be put in individual trash bags and disposed of by taking it to the dumpsters across the quad.
- Refrigerators and appliances should be cleaned and unplugged.
- Sign the checkout form, the Sign In/Sign Out book, and return your key in its envelope to the drop box..

Students will be notified if there is a change in procedures.

### End-of-Year Checkout

Students are encouraged to begin taking belongings home at Spring Break and on weekends so that check-out during Finals Week will be less stressful. See the Residence Hall Director for proper checkout.

- Students must pack up and remove all belongings; no personal items may be left.
- Suites must be clean and swept.
- All tape/adhesive must be removed from the floor, ceiling, and walls.
- Trash must be put in individual trash bags and disposed of by taking it to the dumpsters across the quad.
- Turn in the room key

Students must vacate the residence hall after completion of their last final.

**NOTE:** Entering the residence hall during periods when the residence hall is closed could be considered breaking and entering and is punishable by law. If a student needs to get into the residence hall when it is closed, contact campus police.

### **Drivers License**

If students wish to register for a Georgia driver's license, see the Director of the Academy for the State of Georgia Department of Motor Vehicle Safety Certificate of Attendance.

### **E-mail Accounts**

Middle Georgia State University assigns all students an e-mail address. Official MGA and Academy communications are sent to this e-mail; therefore, students are expected to check e-mail at least twice daily and should respond to request for communication in a timely manner.

### **Emotional Stability**

The Academy is a very demanding program. Students are required to perform above average academically, are in a living environment that is very different from the one at home, and are away from family and high school friends. Occasionally a student experiences stresses that should be dealt with appropriately. Counseling is available to meet these needs. Attempts or threats to hurt oneself or others or uncontrolled rage are potential signs of emotional instability, and it may be in the best interest of a student exhibiting such behavior to return home. The Academy staff reserves the right to determine if a student should continue enrollment in the Academy based on his/her behavior and emotional outlook.

### **Employment**

There are a limited number of part-time positions for students in good standing to work as tutors, lab assistants, or lifeguards. A student may not have a job that conflicts with curfew. Off campus jobs are not encouraged.

### **Family Emergency**

Parents or students should contact the Director of the Academy and/or Residence Hall staff in case of a death or major illness in the family. The Academy Director will arrange for the notification of faculty to explain class absences. The parent/guardian may be asked to confirm travel plans or verify the emergency. Academy and MGA staff members are more than willing to assist in whatever ways we can to help ease the crisis.

### **Financial Matters**

#### ATM

There is an ATM machine provided in Georgia Hall.

#### Cashing a Check

Students with a valid MGA card may cash personal checks up to \$50 at the Bursar's Office located in Grace Hall.

#### Depositing Money onto ID card

Money can be deposited into a card account: 1) in person at the Business Office, 2) by calling the Bursar's Office with a credit card (478-934-3026), 3) on-line through SWORDS, or 4) in the Georgia Hall deposit box.

### Higher One Card Account

The Higher One Card is the student's official school refund card. Once the card is activated students can use it anywhere Debit Master Card is accepted. For more information visit [www.EasyRefundCard.com](http://www.EasyRefundCard.com).

### **Health Services and Emergencies**

Health services are provided for currently enrolled residential students. The procedures and a list of physicians are available in the Residence Hall.

Health insurance is available to all students through services contracted by the Board of Regents. The total cost of the health insurance is the responsibility of the student.

It is the student's responsibility to obtain his/her Permission for Medical Treatment form from the Residence Hall Director or other Academy staff before visiting the medical facility. This form signed by the student's parent, the student's insurance card, and a valid MGA Identification Card must be provided when requesting medical treatment at one of the contracted physicians' office or the hospital emergency room.

The Bleckley County Hospital Emergency Room is available when the physician's office is closed. Payment is the student's responsibility. Students who become aware of health problems during the night should contact the Residence Hall Staff on duty. A parent will be called when a student is taken to the ER.

It is the responsibility of the parent to provide supervision for a student's hospital stay, to schedule follow-up appointments, and provide transportation for any follow up visits with a specialist or physician other than the University physician. If a student cannot attend his/her classes for a prolonged period of time by doctor's orders, he/she is not allowed to stay on campus until being released by the doctor to return to class. A student who has a contagious illness should not remain in the residence hall.

A student should never hesitate to seek medical help for himself or another student, even if the injury or illness is the result of a policy violation or an emotional disturbance.

Students should schedule non-emergency appointments on school breaks, Fridays, Saturdays, or at times when they will not miss classes.

### **High School Sports/Activities**

Academy students are discouraged from participating in high school sports or activities that require time away from academic responsibilities.

### **Holiday Weekends**

Students are required to leave the residence hall for Thanksgiving holidays, Spring break, and the break between semesters. Students are allowed to remain on campus for Martin Luther King holiday and Labor Day, however Welch hall will not open until 5:30pm on these two Mondays.

### **Identification Cards and Card Services**

All students must have an MGA ID Card. The MGA Card serves as the student's official ID card, meal plan card, access card, and more. The card also has a declining balance feature. This allows students to deposit money into an account on the card and make purchases in the Snack Bar, Dining Hall, and Bookstore without using cash. MGA Cards are made the first semester of enrollment and must be replaced at the beginning of each academic year of enrollment at Middle Georgia State University. Replacement cards are available for a fee if a card is lost. Card is necessary for entrance into Welch Hall, Anderson hall and the Academy side of Anderson Hall.

### **Laundry Facilities**

Washers and dryers are provided for Academy student use from 8:00 am to 11:00 pm on the second floor of Anderson Hall. Costs for use of these machines are charged to the campus ID card. Please be considerate of others and remove clothes promptly after they are washed and dried. The laundry room is to be used for laundry purposes only and not for congregating.

## **Linens**

Students must furnish washcloths, towels, twin-size sheets, mattress pad, pillowcases, blankets, bedspread, pillow, etc. Housing policy states that sheets are required for the bed. More information is available from MGA Housing.

## **Meal Plan**

All ACADEMY students are required to be on a meal plan; there are several options from which to choose. Students who move out of the residence hall or discontinue their meal plan will be withdrawn from the Academy.

## **MGA Alert**

Whether it's to alert the campus community to unexpected events, such as a security incident, interruption of basic services, closure due to inclement weather, or any unplanned emergency event, the Connect-ED service allows campus leaders and public safety professionals to send time-based notifications to thousands of people in minutes. Students may register up to six phone numbers, two e-mail addresses and one text message. Stay connected!

## **Pets**

No pets are allowed in the residence hall. There are no exceptions.

## **Post Office**

The MGA Post Office, located on the bottom floor of Georgia Hall, issues all Cochran students a campus mailbox. Services provided at the post office include sale of postage stamps, transportation of student mail to the Cochran Post Office, FedEx and UPS pickup/delivery and faxing services.

Contact the Post Office to obtain Campus P.O. Box (C.P.O. Box) number. Official MGA communications and notices are occasionally placed in student CPO boxes, so check the mail box daily.

Address: Student's Name  
C.P.O. Box #  
Middle Georgia State University  
1100 Second Street S.E.  
Cochran, Georgia 31014

## **Postings and Decorating**

Because the Academy is a state recognized program, Anderson and Welch Halls are on display at all times to campus officials, visitors and dignitaries.

- Permission should be obtained before posting any signs in Anderson or Welch Halls.
- Signs may not be taped to the glass of any building on campus.
- Signs must be removed immediately after an event.
- Signs may not be hung outside the suite door or in the hallway.
- Postings in the suite, (i.e. posters, computer desk tops, calendars, flags, etc.) should be tasteful and non-offensive.

Staff members have the right to ask students to remove signs and/or other postings at any time.

## **Residency**

All students in the Academy are required to be in the residence hall Sunday through Wednesday nights.

## **Roommate Agreement**

Learning to accept differences and resolve conflicts are important parts of the growth experience that the Academy offers. To help students and their suitemates address issues before they become a hindrance to their residential experience, students will have the opportunity to complete a Roommate Agreement during Orientation. This agreement will aid students in the establishment of open communication and positive relationships through the discussion of individual habits and pet peeves with their suitemates. Students are expected to abide by the Agreement and in the event of roommate conflict should contact the Residence Hall Staff on duty for possible solutions.

## **Roommate Changes**

The second week of classes each semester will be the only time for room changes to be made. After this time, MGA Housing will charge a \$100 Move Fee for students requesting to move.

The Academy is a living, learning program in which learning to compromise and live with another person is important.

## **Room Repairs**

To report a need for repair, list the problem(s) on the maintenance log located on the reception desk in the main lobby of Anderson Hall.

## **Weekends**

- Students must return no later than curfew Sunday night.
- Students are not allowed to return to campus before 6:00 a.m. any morning.
- Students may not wait and return to campus on Monday morning.
- Students must sign out and sign in upon departure and return.

Parent/guardian should be aware of their child's whereabouts when (s)he stays overnight away from the residence hall, including weekends. Students who do not obtain permission to spend the night away from campus are willfully removing themselves from the care of the Academy without placing themselves in the care of parents/guardians. This is a dangerous situation and a very serious safety issue.

## **STUDENT DISCIPLINE**

**See the Middle Georgia State University Handbook for more information.**

### **Discipline Philosophy**

Academy students are expected to practice self-discipline and to assume a shared responsibility for ensuring a safe and comfortable living-learning community. The Academy staff makes every effort to assist students in managing their behavior by educating them about policies, confronting them about policy violations, and issuing consequences for violations. While the Academy staff may verbally remind students when they are violating an Academy policy, offenses that are severe or habitual will result in sanctions.

Students earn continued membership in the Academy through performance and behavior and will be evaluated at the end of each semester to determine continued enrollment. Students will be held accountable for abiding by all policies through commencement. Students who habitually violate minor policies will be considered not mature enough to be in the Academy and may be dismissed from the program. Once dismissed a student may not be on the MGA campus, nor allowed to attend any Academy functions.

### **Disciplinary System**

If an Academy staff member becomes aware that a student has violated policy, the behavior will be documented. Based upon the nature of the violation, sanctions are assigned. Parents will receive written documentation of the policy violated and sanctions given.

Initial point of contact for all discipline issues is the Residence Hall Director.

### **Exceptions to Policies**

Occasionally a student may ask the Academy staff to make an exception to a certain policy. Please realize that it is not possible for us to grant these requests because to do so would “open the door” for more of the same requests and weaken the policy. For example, a parent may call and ask for permission for a student to be away from the residence hall overnight during the week. This goes against our direct policy that allows students to be gone during the week only in case of emergencies. While the student may feel that his/her particular reason is more than valid and that the staff are being unreasonable, please recognize that every policy has an important rationale for existing, and the staff has a responsibility to maintain Academy standards. For this reason, do not ask us to override our policies as it makes it very difficult to enforce the rules.

### **Joint Responsibility for Infractions**

To uphold the reputation of the Academy students should be motivated to hold one another accountable to the standards that have been set. If a student becomes aware that another student is violating policy, he/she should inform a staff member in confidence. Students who knowingly act in concert to violate Academy regulations have individual and joint responsibility for such violations, and such concerted acts are prohibited.

Students present at the scene of a violation, or who have knowledge of a policy violation will be held jointly responsible if the violation is not immediately reported to appropriate University personnel.

### **Consequences**

- Early Curfew
- Inability to participate in Academy sponsored events
- Inability to participate in MGA sponsored events
- Loss of privilege to hold an officer or Ambassador position
- Community Service
- Behavioral contracts
- Monetary penalties
- Holds placed on accounts making a student ineligible to graduate or register for the subsequent semester
- Denial to walk at graduation ceremony
- Suspension
- Dismissal
- Criminal action – MGA does not preclude legal action.

## **Conduct Information and Regulations**

**See the Middle Georgia State University Handbook for more information.**

### **Conduct Unbecoming of an Academy Student**

Academy students are expected to conduct themselves in ways that reflect positively on self, family, fellow students, Academy staff, alumni, the Academy, and Middle Georgia State University. Behavior that may be considered conduct unbecoming of an Academy student will result in disciplinary action. Staff will confront students in regard to their actions, speech and dress when deemed necessary. Examples of conduct unbecoming of an Academy student could include but is not limited to lying, profanity, disrespectful, vulgar, indecent, or obscene expressions or actions, whether non-verbal or verbal.

### **Curfew**

Students must be in their suite at curfew; room checks will occur at this time. Students are not allowed to leave their suite for any reason from curfew until 6:00 a.m. without permission. Students working or involved in MGA extra-curricular activities must abide by curfew.

Students present at the scene or who have knowledge of a curfew violation will be held jointly responsible if the violation is not immediately reported to appropriate University personnel. Curfew hours are 11:00 p.m. Sunday through Thursday and midnight Friday and Saturday. Curfew may be earlier for academic or disciplinary reasons.

As a courtesy to suitemates, students should complete showers, teeth brushing, dishwashing, etc., prior to curfew each night.

Circumstances may occasionally keep a student from returning to the residence hall by curfew. If a student knows (s)he is going to be late, telephone the Residence Hall Staff on duty as early as possible. This courtesy call will not exempt the student from disciplinary action for violating curfew but is important to notify the Academy staff of the situation. Parents and/or MGA police may be contacted any time a student is late for curfew.

Late for curfew is defined as any time from curfew up to 2 hours and 0 minutes after curfew. After 2 hours, the tardiness is considered overnight and the student may be subject to dismissal. Curfew hours are subject to change at the discretion of the Academy staff. The clock in the lobby of Anderson Hall is the official time used for curfew.

### **Entrance and Exit Doors**

Anderson Hall

All doors of Anderson Hall are to be kept locked and may not be propped open. Students are not allowed to give non-Academy students access into Anderson Hall.

Welch Hall

All doors of Welch Hall are to be kept locked and may not be propped open. The two side doors are for emergency use only and are locked and alarmed. Using the emergency doors for non-emergency purposes is a misdemeanor subject to a substantial fine.

The intercom system on the front door of Welch Hall is for visitors only and is not to be used by students

### **Leaving/Entering the Residence Hall After Curfew**

Leaving or entering the residence hall after curfew and up to 6:00 a.m. without permission is prohibited.

### **Lobbies of Anderson Hall**

The second and third floor lobbies of Anderson Hall are reserved for the use of traditional MGA students living in Anderson Hall. The first floor lobby of Anderson Hall should only be used for waiting temporarily for another Academy student, not for congregating. ACADEMY students have the advantage of academic and social outlets in Welch Hall.

## **Non-Compliance**

Students should be cooperative with Academy and University staff members who are acting in the performance of their duties.

Non-Compliance can be construed as:

- failure to respond to an official summons or to comply with reasonable requests (whether written or verbal) from an Academy or University official acting in the performance of his or her duties
- being uncooperative or attempting to evade a staff member who is trying to get in touch with them
- failure to follow proper Academy procedures
- failure to provide information which would aid a staff member in an investigation of a policy violation or which would assist a staff member in locating or providing assistance to another person
- lying to an Academy staff when questioned

## **Official Signatures**

Students must legibly sign their first and last name (not a nickname or initials) to all official school documents including Sign In/Out Forms. Students are not allowed to sign the name of another student or forge the name of a parent or guardian.

## **Overnight Absence From Campus (Weeknights)**

Students are required to be in the residence hall Sunday through Wednesday at curfew; therefore, overnight travel during the week is to be reserved for emergencies, doctor visits, or high school obligations only. Keep in mind that parental permission does not ensure Academy permission. Students and parents must complete an Overnight Off Campus Request form (available on-line) and turn into the Residence Hall Director two days prior to the requested date of absence. The process is not complete until approval is received by the Residence Hall Director. A copy of the completed form will be emailed to parents.

If an emergency occurs and a student is unable to return to campus for the night, his/her parent must call the Residence Hall Staff on duty as soon as possible.

## **Public (or Private) Displays of Affection (PDA)**

Students are expected to conduct themselves in a manner that would be non-offensive to any Academy staff, University official, parent, or other student and are expected to be respectful of others. Students must comply promptly and politely with any person's request that a public display of affection cease.

PDA includes but is not limited to:

- clinging to or hanging all over one another
- sitting in someone's lap, lying on top of each other, or laying a head in someone's lap
- lying beside one another
- engaging in kissing or hugging
- engaging in inappropriate touching
- engaging in sexual activity
- anything that suggests inappropriate behavior

A student will be recommended for dismissal if (s)he is caught engaging in a sexual act or behavior that suggests sexual activity.

## **Quiet Hours**

Respect and courtesy for other residents in the residence halls is required at all times. Quiet hours, designated as study time, are 9:00 p.m. - 11:00 a.m. Students should refrain from loud and disruptive activities during these hours and be courteous to their neighbors at all other times. Radios/TVs and other such equipment will be confiscated for no less than two weeks if warnings are ignored. During the week of final exams, quiet hours are enforced twenty-four hours a day.

## **Relationships Not Permitted**

Romantic relationships between Academy students and Academy residence assistants (RA's), MGA staff or MGA faculty are strictly prohibited.

## **Room Care**

MGA staff check rooms, closets, bathrooms and appliances weekly to prevent problems associated with un-removed trash, piles of dirty laundry, spoiled food, and garbage and debris that is unsightly, unsanitary, or malodorous. Students are not allowed access

into the HVAC closet located in the suites and are therefore not allowed to open the closet for any reason. Students are also expected to assist in keeping the public areas of Welch and Anderson Halls clean and safe by wiping up any spills or messes immediately after they are made, and disposing of soda cans and snack debris.

## **Sign Out/Sign In**

In order to insure proper accountability for all residents of the Academy, students are required to sign out and back in when traveling off campus. Students must legibly sign their first and last name (not a nickname or initials), time of departure, names of students traveling with them, and be as specific as possible when listing travel destination(s). Students are not allowed to sign the name of another student.

## **State of Undress or Improper Dress**

State of undress/improper dress may be interpreted as anything an Academy senior staff may find inappropriate (sports bra, bathing suit, or nightclothes). A shirt is required at all times for both genders. Do not hang out in public areas in skimpy, revealing, sheer, or otherwise inappropriate clothing or state of dress that would offend others' modesty. Students should not dress in a way that is inappropriate for their gender (i.e., male students are not allowed to wear dresses). Exceptions to this policy may include costumes at the Academy sponsored costume party held at Halloween.

## **Tobacco Products**

Pursuant to Georgia law, a student must be 18 to buy tobacco products. Therefore, use of tobacco is not allowed for Academy students. If an Academy student turns 18 before graduating, (s)he should smoke off campus.

## **Verbal and Other Staff Abuse from Students**

Frequently staff members (including RAs) must confront students and their guests in order to remind them of policies. Responding by shouting, arguing, mumbling insults, using profanity, slamming doors, obscene gestures, etc. is considered staff abuse and will not be tolerated.

## **Visitation**

### **Inter-visitation**

Inter-visitation between genders is strictly prohibited. No gender of the opposite sex is allowed on a single gender hall with the exception of using the laundry facility or visiting the Residence Hall Director. Students present at the scene or who have knowledge of a visitation violation will be held jointly responsible if the violation is not immediately reported to appropriate University personnel.

### **Visitation to other Residence Halls by Academy Students**

Academy students are not allowed to enter other residence halls or non- Academy areas of Anderson Hall at any time. Being seen outside of other residence halls gives the appearance of a possible violation and should be avoided.

## **Visitors**

### Anderson Hall

With the exception of parents/guardians, Academy students are not allowed to have visitors anywhere at any time in Anderson Hall. Students are responsible for meeting their family members at the door of Anderson Hall.

### Welch Hall

- Academy students are limited to two visitors per student.
- Academy students are responsible for the conduct of their visitor(s) and are to ensure that they follow all rules. Academy students should notify Academy staff as soon as possible if visitors are not following rules.
- Visitors are defined as family, current MGA students, and former Academy students who have successfully completed the Academy.
- Visitors are only permitted in Welch Hall during normal operating hours.
- Visitors must sign in at the front desk of Welch Hall and turn in their student ID to a staff member.
- Visitor must be with their host student at all times.
- Visitors are not allowed to use the computers located in the lab.
- Visitors are not allowed in Welch Hall during Academy sponsored events.

Visitors not complying with Welch Hall rules will be asked to leave; habitual violators will be banned from visiting.

Only students successfully completing the Academy are allowed as visitors in Welch Hall or may be guests at Academy sponsored events such as Prom.

### **Weekend Plans Sheet**

Students are required to sign the Weekend Plan Sheet located on the desk in the main lobby of Anderson Hall no later than Wednesday night to inform the staff of who will be in the residence hall Thursday through Saturday nights. Completed Weekend Plans Sheets will be e-mailed to parents each week. Parents will be contacted after curfew to determine the student's whereabouts any time a student incorrectly signs the Weekend Plans Sheet. Failure to sign weekend plans by curfew Wednesday will subject student to a write up.

If an emergency occurs and a student is unable to return to campus for the night, his/her parent must call the Residence Hall Staff on duty as soon as possible.

### **Windows**

Students are not allowed to climb in or out of windows at any time. Window stops may NOT be removed.