

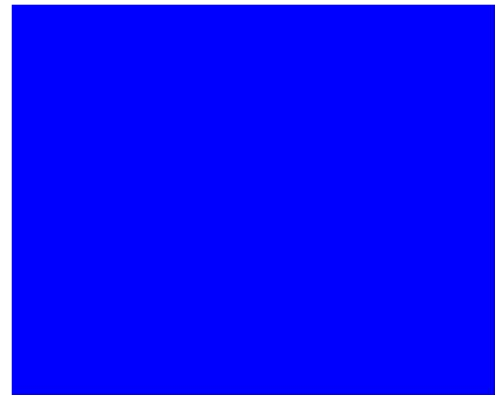
Application Packet

For Georgia State Exchange Programs



Office of
International Affairs

**STUDY
ABROAD
PROGRAMS**



Dear Student,

We are so happy you have decided to study abroad! In order to be accepted into a Georgia State University study abroad program, please complete the attached application, Waiver of Liability, and Refund Policy Form and submit to the appropriate Program Director for the program to which you are applying along with your application deposit. Don't forget to read the information on Financial Aid in this packet and to check the Study Abroad Programs website for any study abroad events and helpful resources www.gsu.edu/studyabroad. If you do not already have a passport, we encourage you to apply for one as soon as possible. If you are a transient student applying to a study abroad program at Georgia State University, please make sure to CAREFULLY read and follow the steps laid out for transient students at the end of this packet. Once you have been accepted into the study abroad program, you will receive notification and an Acceptance Packet from your Program Director.

-Study Abroad Programs

Program Application

Please print or type

Full name: _____ Student id#: _____

Name of Study Abroad Program: _____

Passport # : _____ Date of issue: _____

Place of issue : _____ Expiration date: _____

Place of birth (city, country): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (including area code): _____

Email address: _____

Date of birth: _____ Citizenship: _____ Gender: _____

State of legal residence: _____

Diet/ health issues: _____

Institution in which you are currently enrolled: _____

Current class standing (circle one): Freshman / Sophomore / Junior / Senior / Graduate / Other _____

Major: _____ Minor: _____ Expected Graduation Date: _____

Applying for (circle one): Undergraduate credit / Graduate credit / Noncredit

How did you hear of this program?

Why are you interested in this program? (Please use back for more space.)

Please list courses you have taken related to this topic. (If you are applying to a foreign language program, please list all foreign language classes completed or enrolled in. If you are applying to an International Business program, please list all IB courses completed or enrolled in.)

Signature: _____ Date: _____

Please attach one print-out of your PAWS “My Grade Point Averages” screen.

GEORGIA STATE UNIVERSITY STUDY ABROAD PROGRAMS
ASSUMPTION OF RISK, COVENANT NOT TO SUE AND INDEMNIFICATION

STATE OF GEORGIA
COUNTY OF FULTON

I, the undersigned, _____ (the "Participant"), am participating in the Georgia State University Study Abroad Program in _____ between the dates of _____ and _____. This Study Abroad Program is not a requirement of my course of study at Georgia State University and my participation in it is purely voluntary. As such, I agree to assume all risk involved with my participation in this Study Abroad Program.

I acknowledge that the study abroad experience involves risks such as accidents, illness, disease, poor sanitation, inadequate medical care and facilities, terrorism, crime, the hazards of travel, natural disasters, and other hazards arising from a wide variety of events and circumstances which cannot be enumerated. I voluntarily assume all such risk.

In consideration of the professional and educational enrichment and academic credit that I will derive from this educational, and other valuable consideration the receipt whereof is hereby acknowledged, I do also hereby, for myself, my heirs, executors, administrators, and assigned, waive, release, covenant not to sue and forever discharge the Board of Regents of the University System of Georgia and Georgia State University and their members, agents, servants and employees and the individual(s) responsible for, and employed by, the Program and their agents (each of the foregoing being hereinafter referred to as the "University") of and from any and all manner of action or actions, causes or causes of action, including, but not limited to negligence, suits, debts, accounts, damages, claims and demands of whatsoever in law, in admiralty, or in equity or otherwise, which I have or may acquire by reason of injury, damage or harm to person while participating in said travel and/or study program or study programs, arising out of, or connected with, participation in said travel and/or study program or study programs.

Further, I agree to defend, indemnify and hold harmless the University from any and all claims, demands, and/or causes of action arising out of my own actions while participating in the Program.

I understand and agree that the University accepts no responsibility if a Program is cancelled before departure or while the program is in progress for reasons beyond the University's reasonable control including, but not limited to, political unrest or perceived danger to participant safety. The University reserves the right to cancel or change the Program in any way accordingly, in which event the undersigned agrees to hold the University harmless for any prepaid Program fees. The University will make a reasonable effort to obtain refunds from service providers such as hotels, airlines, and dormitories of all prepaid Program expenses and, to the extent such refunds are received by the University, they will be refunded to Program participants. Fees paid will only be refunded to Program participants to the extent they are refunded to the University and Georgia State assumes no responsibility for the financial losses of Program participants.

I understand and acknowledge that the University assumes no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the University, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries, damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carriers beyond the University's control, with or without notice, or for any additional expense occasioned by any of the foregoing.

I agree to abide by all deadlines for fee payment, application materials, and health documentation for my Program. I further acknowledge and accept the schedule for refunds, should I withdraw from the Program, and accept the penalties associated with late withdrawal. I understand that all withdrawals must be made in writing.

I acknowledge that I have received and read the Refund Policy Form and I agree to maintain accident, health, medical evacuation and repatriation of remains insurance in force and effect for the entire duration of my participation in the

Program. I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study; any medical or health-related problems have been explicitly described to the program director in the Physician's Certification provided by me to the Program Director. I understand and acknowledge that a condition of eligibility for participation in the University Study Abroad Program for which I have applied is obtaining all vaccinations required for direct travel from the United States to my Program country(ies). I further acknowledge that the University strongly encourages Program Participants to obtain all vaccinations recommended for travel to the country(ies) to which I will travel as part of my Study Abroad Program experience and that illness due to failure or refusal to do so is my sole responsibility.

I consent to the giving of such medical and/or surgical care as may become necessary for my well being, should the need arise, and I understand that the cost thereof will be my sole responsibility.

I agree that I shall be subject to the supervision and authority of the faculty in charge and to the standards of conduct stipulated by the faculty in charge. I further acknowledge that the supervising faculty has the sole authority to make decisions regarding the continued participation of any individual in the Program whose conduct may necessitate disciplinary action. Any refund of fees shall be in the sole discretion of the University and the University reserves the right to refuse a refund.

I authorize the University to communicate in emergencies with the person(s) provided in my application materials.

I assume sole responsibility for my safety should I choose to book my own transportation for any part of the Program. Further, I understand that I may elect to travel independently at my own expense before or after the Program or during free time within the time of the Program ("Independent Travel"). I agree to inform a Program supervising faculty member of my Independent Travel plans. However, I assume all involved risk and understand that the University is not responsible for me or my safety during such Independent Travel.

The University does not guarantee that Program participants will be able to obtain documentation required for any portion of their Program-related travel. I understand that I am solely responsible for obtaining all documentation necessary for my travel in the Program including, but not limited to, obtaining a passport and any required visas. I further understand that, in the event my citizenship status requires me to obtain a visa or other documentation prior to reentry into the United States after traveling abroad, that I bear the sole risk and responsibility for obtaining such documentation; further, I agree to hold the University harmless if I am unable to such required documentation and, as a result, am denied reentry into the United States.

I realize that baggage is carried or conveyed at my own risk and that baggage insurance is strongly recommended. The passenger's contract ticket in use when issued shall constitute the sole contract between the airlines and me.

I attest that I have received and am keeping a duplicate copy of this Release, Covenant Not to Sue and Indemnification and agree to be bound by its terms.

I give the Universities permission to reproduce and use for educational or promotional purposes any and all photographs, videos, movies, or sound recordings taken of me during my participation in the study abroad experience.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____.

Participant signature _____ D.O.B. _____

Address _____

Parent/Legal Guardian signature if Participant is a minor _____

Refund Policy Form

Georgia State University Study Abroad Programs

Medical Coverage / Evacuation & Repatriation Coverage

Mandatory supplemental health and accident insurance is provided for all participants in study abroad programs organized and managed by Georgia State University and is intended to supplement the primary health insurance policies of Program participants. In the case of an accident or other medical emergency, repatriation and evacuation coverage provides funds to pay for return travel to the U.S. The cost of supplemental medical coverage and evacuation/repatriation coverage is included in Program fees. For more information on the terms and limits of this coverage refer to the brochure entitled Study Abroad Insurance Plan for Georgia State University. T.W. Lord & Associates is the company administering this insurance. The insurance policies are currently under-written by ACE American Insurance Company. For further information about coverage please call T.W. Lord & Associates at 770-427-2461.

Refund Policy

Applicants are required to comply with the refund policies of the specific Program to which they are applying. No refunds will be given to any student withdrawing from a Program after the respective refund deadlines have passed. If a student's participation is terminated by the Program Director (who has authority to make decisions regarding the continued participation in the Program of individuals whose conduct may necessitate disciplinary action), the student will be dismissed from the Program with no refund of fees and, further, the student will be responsible for all costs and expenses associated with his/her return home.

Georgia State University does not assume responsibility for financial risks associated with participation in its study abroad programs. If the University cancels a program before departure or while the program is in progress for reasons beyond its control including, but not limited to such things as political unrest or danger to participant safety, only those fees refunded to the University by service providers will be returned to participants. Georgia State will make reasonable efforts to obtain refunds from service providers such as hotels, airlines, and dormitories but no refunds are guaranteed. Fees paid will only be refunded to program participants to the extent they are refunded to the University. Georgia State assumes no responsibility for the financial losses of program participants.

In light of the forgoing, students are encouraged to consider supplemental insurance options. Such insurance is not required by Georgia State and must be purchased on an individual basis. Some of the most common types of supplemental insurance are:

Theft insurance - usually provides coverage for the replacement costs of items stolen while abroad, such as a passport or camera.

Baggage insurance - usually provides reimbursement for loss, theft, or damage to baggage or personal effects. Some baggage insurance policies also provide reimbursement of expenses incurred due to lost baggage such the purchase of clothes or other items.

Trip cancellation and trip interruption insurance - usually provides reimbursement for unused, non-refundable prepaid travel expenses in the event of trip cancellation or interruption.

Trip delay insurance - usually helps cover costs incurred if a trip is substantially delayed (generally by 12 hours or more).

Accidental death and dismemberment insurance - usually provides funds to the insured in the case of injury while traveling and funds to a beneficiary in the case of accidental death while traveling.

For detailed information on the terms, limitations and costs of these types of insurance, contact companies that sell such policies. Examples of companies that offer such insurance are listed below. Please note, however, that Georgia State University in no way endorses any of these companies and that the list is provided for information purposes only.

GlobalCare Insurance Services, Inc.

1-800-821-2488

<http://www.globalcare-cocco.com/>

Good Neighbor Insurance

Phone: 1-866-636-9100

<http://www.onlinetripinsurance.com/>

Insurance Services of America

Phone: 1-800-647-4589

Internet: <http://www.insurancefortrips.com/>

Specialty Risk International, Inc.

Phone: 1-800-335-0611

Internet: <http://www.specialtyrisk.com>

Travel Guard

1-800-826-4919

<http://www.travel-guard.com/>

Trip Insurance USA

Phone: 1-877-216-4885

Internet: <http://www.tripinsuranceusa.com>

World Travel Center

1-800-786-5566

<http://www.worldtravelcenter.com>

I have read and understood the above information.

Program Participant Signature

Date

Tuition and fees associated with Georgia State University sponsored exchange programs:

Georgia State students pay:

- Georgia State tuition (plus \$250 if out of state)
- GSU technology fee
- Mandatory international medical insurance (\$1 per day)
- Lodging, meals, airfare, personal expenses

Financial Aid and Study Abroad

If you are eligible for financial aid as a student at Georgia State University, you may be eligible to use this aid towards your study abroad program.

The following types of funding may be used for study abroad: Pell Grant, Federal Directed Loans (Subsidized, Unsubsidized and PLUS loans), Perkins Loan, HOPE Scholarship, and other scholarships.

YOU NEED TO KNOW:

- While most students are able to use financial aid to assist with the cost of studying abroad, it is most likely that you will need to cover these expenses up front and then be reimbursed at a later date by financial aid or other scholarships. Due to federal regulations, certain funds cannot be made available to you in time to use them to cover your expenses directly! Please be aware of this and make arrangements to have your expenses covered in the meantime.
- Your financial aid package will be different from other students who are going abroad on your program, and your disbursement dates may be different from theirs. Also, disbursement dates for Law students are different than those for other students. Meeting with an advisor in the Office of Student Financial Aid will help to make sure that there are no misunderstandings about how your financial aid will work and when disbursements will take place.

Office of Student Financial Aid: Sparks Hall, Suite 201, 404-413-2400, www.gsu.edu/es/financial_aid.html

Study Abroad students are eligible for a pass from the One-Stop Shop that will allow them to see an advisor in the Office of Student Financial Aid.

Steps to securing financial aid for study abroad:

- Make sure to complete your FAFSA application well in advance of your term abroad.
- Verify how your financial aid package will apply to your study abroad program by meeting with an advisor at the One Stop Shop, where you will be asked to fill out the following forms:
 - Intent to Study Off Campus
- Look into scholarship options as soon as you can, and follow all appropriate guidelines as you apply. For more information on scholarships, including the IEF Study Abroad Scholarship, visit: www.gsu.edu/studyabroad

Georgia State University students are eligible to apply for the IEF Study Abroad Scholarship / Georgia State University Foundation Scholarship. Visit the website at www.gsu.edu/StudyAbroad/ for the application or contact the Office of International Affairs, Study Abroad Programs at 404/413-2529, for more information.

Alert: Passport processing times have increased due to high volume! Apply early!

Passport production is now at a record high. Be prepared for longer than expected processing times for your application in the face of record-breaking demand.

Routine passport service is currently backlogged and is now taking ATLEAST 10-12 weeks to be processed. Expedited passports should be processed in 2-3 weeks. Apply as early as possible or you may not receive your passport in time to study abroad!!

The closest passport acceptance facilities to GSU are:

Phoenix Post Office
41 Marietta St
Atlanta, GA 30303
404-524-2960

USPS, Central City
183 Forsyth St
Atlanta, GA 30303
404-521-2053

If Your Passport Has Been Delayed:

1. First, check the status of your application online at www.travel.state.gov/passport (NOTE: Currently, it is taking 7-10 days for applications to be tracked online, less if the application was expedited. Please allow at least that time before checking the status of your application.)
2. Then, email or call the National Passport Information Center at 1-877-487-2778 for help.

If You Need a Visa:

If a visa is required, once you receive the passport, it has to then be sent away to get the visa stamped in, creating even more urgency to get it in sooner. Do not procrastinate or you may not be able to go abroad!

Find out how to apply for a passport, what to bring, and how much it costs at www.travel.state.gov/passport.

A reminder about: GEORGIA STATE UNIVERSITY STUDENT CODE OF CONDUCT AND ADMINISTRATIVE POLICIES

A. DISRUPTIVE STUDENT CONDUCT IN THE CLASSROOM OR OTHER LEARNING ENVIRONMENT

DEFINITION:

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process. Disruptive class behavior for this purpose is defined by the instructor. Such behavior includes, but is not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with class discussion, making/receiving personal phone calls, text messages or pages during class, excessive tardiness, leaving and entering class frequently in the absence of notice to instructor of illness or other extenuating circumstances, and persisting in disruptive personal conversations with other class members. For purposes of this policy, it may also be considered disruptive behavior for a student to exhibit threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.*

PREAMBLE:

When disruptive behavior occurs in the class, the instructor shall make reasonable effort to address the disruption with the student, preferably in private. Georgia State encourages members of the University community to try to resolve problems informally whenever possible. Toward that end, the instructor and student may consult with the Office of the Ombudsperson, the Dean of Students Office, or other University offices to discuss ways to resolve the situation informally at any time during the process set forth in this policy. Should the instructor elect to withdraw the disruptive student, the following procedures should be followed. Individual college or academic units may have supplementary procedures to deal with disruptive student behavior so long as those procedures are consistent with this policy. Where this policy conflicts with the *Student Code of Conduct*, this policy will prevail with respect to disruptive behavior in the academic setting.

PROCEDURE:

STEP ONE: INSTRUCTOR'S RESPONSE TO DISRUPTIVE BEHAVIOR

When disruptive behavior occurs in a class:

1. The instructor will warn the student. The warning will consist of orally notifying the student that his/her behavior is disruptive and that it must cease immediately or the student will face removal from the class.
2. If the student fails to comply with the instructor's warning, the instructor may require the disruptive student to immediately leave the classroom for the remainder of the class period. If the student refuses to leave, the instructor may summon the campus police to remove the student.
3. If the instructor believes the disruptive behavior poses an immediate threat to the safety of the instructor, the student, or any other students or persons, the instructor may summon the campus police to remove the student, regardless of whether a warning has been issued. This action should be immediately reported by the instructor to the Dean of Students for review with respect to whether the student's behavior poses an imminent threat to self or others such that s/he should be removed from the University, pending disciplinary proceedings.
4. If the instructor chooses to allow the student to return to the class and continue in the course, the process is resolved. If at any time the instructor or student believes it would be beneficial to contact the University Office of the Ombudsperson, s/he may consult an Ombudsperson in an effort to resolve the matter.
5. If the instructor believes the student should not be permitted to return to the class to continue in that course, s/he should proceed to Step Two, below.

STEP TWO: WITHDRAWAL PROCESS

A. THE INSTRUCTOR

1. If the instructor decides that withdrawing the student from the course is necessary, s/he shall, within one (1) working day of the disruptive incident, provide the department Chair with a written report of the disruptive incident(s).
2. If the Instructor has the disruptive student in more than one class, and the Instructor decides that the student is disrupting learning in more than one of those classes, or when the student is exhibiting threatening and/or intimidating behavior outside the

class (e.g., in the instructor's office, outside the classroom, etc.), the instructor has the authority under this policy to initiate removal of the student from all courses taught by that instructor, with the signed approval of the Chair and Dean or Associate Dean of the college, or the Dean or Associate Dean's designated representative.

B. DEPARTMENT CHAIR

Except for extenuating circumstances, the Chair will:

1. Notify the student in writing, via e-mail and U.S. Mail, within 1 day of receiving the Instructor's notice that the matter has been submitted to the department Chair for a decision on whether the student should be removed from the course, and that s/he may not return to the class until the issue is resolved. This notice shall include a written description of the disruptive behavior complained of and a copy of the *Disruptive Student Conduct in the Classroom or Other Learning Environment Policy*, which includes a description of the appeals process. The student will also be informed that if s/he wishes to respond to the complaint, s/he must submit a written statement to the Chair and meet with the Chair within five 5 working days from the date of the written notice. The Chair's contact information and the contact information for the Office of the Ombudsperson should be included.
2. Make her/himself available to meet with the student as soon as possible within 5 working days after written notice to the student.
3. Decide on the appropriate outcome and send notice of the decision, with an explanation of the basis for the decision, to the student. The decision may consist of
 - Allowing the student to return to course or courses, with or without conditions;
 - Allowing or requiring the student to transfer to another course section or sections; or
 - Withdrawing the student from the involved course or courses.
4. Notify the student via e-mail and U.S. mail of his/her decision within 5 working days of receiving the student's response. If the Chair decides that the student should be removed from the involved course or courses, s/he will notify the Registrar via email that the student should be withdrawn (Registration Adjustment@langate.gsu.edu). A copy of the withdrawal email will be mailed to the student by the Chair via e-mail and U.S. mail at the time the Chair's written notice of his/her decision is sent. The Chair will also include notice that the student may appeal the decision by submitting a written appeal to the College Dean, which shall detail the basis of the student's denial of the charges, within 5 working days from the date of the Chair's written notice of his/her decision.
5. Notify the Academic Dean and the Dean of Students of the charges and action taken.

STEP THREE: THE APPEALS PROCESS

The student may appeal the decision of the department Chair to the Dean of the College. The student's appeal must be received by the Dean, in writing, within 5 working days of the date of the Chair's decision. The Dean's decision shall be made and, except for extenuating circumstances, will be sent to the student within five 5 working days of receipt by the Dean of the student's appeal via mail and U.S. mail.

The student may appeal the decision of the Dean of the College to the University Provost. This appeal must be in writing and received within 5 working days of the date of notification of the Dean's decision. The Provost, except for extenuating circumstances, will make a decision within 5 calendar days and notify the student via e-mail and U.S. mail.

The student may appeal the decision of the Provost to the University President. This appeal must be in writing and received within 5 working days of the date of notification of the Provost's decision. The President, except for extenuating circumstances, will make a decision within 15 calendar days and notify the student via e-mail and U.S. mail. The President's decision shall be final at the University level.

To appeal to the Board of Regents, the student may make an application for review to the Board of Regents within 20 calendar days of the date of the President's decision. The application shall state the decision complained of and the redress desired. A hearing before the Board (or a Committee of, or appointed by, the Board) is not a matter of right but is within the sound discretion of the Board. If the application for review is granted, the Board will, except for extenuating circumstances, investigate the matter thoroughly and render its decision thereon within 60 calendar days from the date of any hearing that may have been held. Student will be notified according to the set procedures of the Board. The decision of the Board shall be final and binding for all purposes. If the Board of Regents:

- issues a final decision, then the university system administrative appeals process has been exhausted; or
- remands the matter to the university for further consideration, then administrative deliberation on the dispute continues until such point as a final administrative decision on the dispute is made.

[Note: After a final administrative decision on the student appeal is made within the university system hierarchy, then there is the "possibility" of the student seeking judicial review of the matter.]

STEP FOUR: FINAL RESOLUTION

Students withdrawn for disruptive behavior from a course will receive a grade of W or WF, according to university policy. If the charge of disruptive behavior is upheld, regardless of whether the student is allowed to return to the course, the student is responsible for any loss of financial aid. In the event a decision is made at any point in this process that the student was removed without sufficient cause, then the student will be allowed to immediately return to the course without penalty and the chair will work with the student to facilitate the completion of any work missed.

The Department Chair or Dean of the College, depending upon where the decision ends, will notify the Dean of Students of the final decision on the matter. If the appeal goes to the University President or to the Board of Regents, the President will notify the Dean of Students and the Dean of the College. The Dean of Students will maintain a record of any disciplinary action and may initiate additional disciplinary processes at his/her discretion.

*For purposes of this document, the word "class" is defined as one specific meeting of students and professor while the word "course" refers to the entire section.

Amended April 20, 2006, University Senate

Procedure Chart for Removal of Student from Classroom for Disruptive Behavior

Procedure	Time Frame	Actions in Process	Notification Requirements
Step One	Working Day 1	Incident Occurs	The Instructor may 1. Issue oral warning 2. Require student to leave class 3. Have security remove student 4. Readmit student to class
Step Two	Working Day 2	Instructor elects to remove student from course or courses	The Instructor will 1. Notify chair 2. Include written report 3. Include completed Disruptive Student Withdrawal form
	Working Day 3	The Chair notifies the student	The chair via e-mail and U.S. mail will 1. Provide Student with notice that (a) request for removal has been submitted to chair and (b) student may not return to the classes in question until issue is resolved. 2. Include written report of disruptive behavior, copy of <i>Disruptive Student Conduct in Classroom</i> policy, and contact information for Chair and Ombudsperson. 3. Alert student to complete appeal to chair within 5 days of notification date
	Working Days 3-8	Student may respond	The Student may 1. Submit a written statement to the Chair 2. Meet with the Chair within five (5) working days from the date of the written notice 3. Consult with Office of the Ombudsperson, the Dean of Students Office, or other University offices
	Working Days 9-13	Chair notifies student of decision 1. To allow the student to return to course or courses, with or without conditions; 2. To allow or require the student to transfer to another course section or sections; or 3. To withdraw the student from the involved course or courses.	The Chair will • Notify the Student of his/her decision via e-mail and U.S. mail (within 5 working days). • If the decision is to withdraw the student, the Chair will also 1. Sign the Disruptive Student Withdrawal Form 2. Submit it to the Registrar. 3. Mail copy of the Withdrawal Form to the Student at the time the Chair's written notice of his/her decision is sent. 4. Include notice that the Student may appeal the decision by submitting a written appeal to the Dean, which shall detail the basis of the student's denial of the charges. 5. Notify academic Dean and Dean of Students of charges and action taken.

Step Three	Working Days 14-18	Student may appeal to Dean	The Student may submit written appeal to Dean within 5 working days
	Working Day 23	Dean responds to students appeal	The Dean will 1. Notify student of decision via e-mail and U.S. mail within 5 working days 2. Notify student of right to appeal to Provost 3. Alert student to complete appeal to Dean within 5 days of notification date. 4. Notify Dean of Students of charges and action taken.
	Working Day 28	Student may appeal to the Provost	The Student may submit written appeal to Provost within 5 working days
	Working Day 33	Provost responds to students' appeal	The Provost will 1. Notify student of decision via e-mail and U.S. mail within 5 working days 2. Notify student of right to appeal to the President. 3. Notify academic Dean and Dean of Students of action taken.
	Working Day 38	Student may appeal to President	Student may submit written appeal within 5 working days
	Calendar Day 53	President responds to student's appeal	The President will 1. Notify student of decision via e-mail and U.S. mail within 15 calendar days 2. Notify student of right to appeal to the President. 3. Notify academic Dean and Dean of Students of action taken.
	Calendar Day 73	Student may appeal to Board of Regents	Student may submit written appeal within 20 calendar days
	Day 133	The Board of Regents responds to student's appeal	The Board of Regents will respond in accordance with Board procedures within 60 calendar days. The President will notify the academic Dean and Dean of Students of action taken.

III. General Conduct Policies and Procedures

A. Prohibited General Conduct - The following are types of behaviors which constitute violations of the Georgia State University Student Code of Conduct Policies and Procedures and which are prohibited on all real or personal property belonging to or in any way controlled by the University including, but not limited to, violations that occur on the University Campus or that are made/received via University owned/controlled communication or information systems. Any student who is found responsible for any of the following misconduct is subject to the disciplinary sanctions outlined in Section III.B.8.

1. Violation of published Administrative or University policies, rules or regulations including, but not limited to those contained in this Student Code of Conduct and:

University Harassment Policy and Procedures

University Housing Community Living Guide

Library Rules and Regulations

University Parking Regulations

2. Conduct which is disruptive, obscene, lewd or indecent.

3. Disruption or obstruction of teaching, instructional, research, disciplinary, public service, administration, or other University activities.

4. Engaging in harassing or repeated unwanted contact, including but not limited to, stalking.

5. Verbally threatening, physically abusing, or threatening physical abuse, intimidation, coercion and/or conduct which threatens or endangers the health or safety of self, other students, other members of the University community or campus visitors.

6. Attempted or actual theft of and/or damage to property belonging to the University, any member of the University community or any visitor to the University.

7. Possession of property the student knows or has reason to believe may be stolen or misappropriated.

8. Use, possession, display or storage of any weapon, dangerous instrument, explosive device, fireworks, or dangerous chemical unless specifically authorized by University officials.
9. Public intoxication or use, possession, consumption, distribution or sale of alcoholic beverages except as expressly permitted by the University's Alcohol Policy (Section IV.C.).
10. Use, consumption and possession or distribution of any narcotic, dangerous drug or controlled substance or possession of drug paraphernalia that would violate the law.
11. Falsification, forgery, alteration, fabrication or misuse of University records, forms or other documents.
12. Making any false statement or misleading information, including by omission, to University officials or committees.
13. Providing or gaining unauthorized access to or use of University property, resources or facilities.
14. Operating a non-chartered or non-approved organization on any property belonging to the University.
15. Engaging in, supporting, promoting or sponsoring hazing.
16. Gambling as prohibited by law.
17. Engaging in any sexual misconduct, including but not limited to, sexual assault, sexual harassment, or public indecency.
18. Commission of any offense prohibited by federal, state or local law.
19. Engaging in discriminatory harassment or other discriminatory activities, whether unlawful or whether prohibited by University policy, on the basis of race, color, sex, religion, creed, age, sexual orientation, gender, disability, veteran status or national origin.
20. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
21. Knowingly filing a complaint comprised in whole or part of false accusations.
22. Failure to respond as directed by the Dean of Students on any matter including, but not limited to, a request to meet concerning an issue, or a notice alleging a violation by the Student Code of Conduct.
23. Failure to comply with the sanction(s) imposed for an earlier violation of the Student Code of Conduct.

B. Judicial Procedures for General Conduct Matters

1. Overview of Judicial Matters

Students or groups of students referred for misconduct by members of the University Community are provided the following due process procedures designed to result in a fair, meaningful and just decision.

The Student Code of Conduct applies equally to both students and student organizations, both while on campus and while off campus at activities sponsored, in whole or in part, by chartered organizations.

If you have been referred for a general conduct violation of the Student Code of Conduct, you may seek guidance by calling the Office of the Dean of Students at 404-413-1515.

2. Reporting Violations

Members of the University community who believe a student violation of the Student Code of Conduct Policies and Procedures has occurred should submit a written complaint to the Dean of Students Office.

The complaint must state sufficient facts, including specific name(s), date(s), location(s) and description(s) of the alleged act(s) of misconduct to enable the Dean of Students to decide whether further fact-finding is necessary. The complaint form must be signed by the complainant.

For matters involving complaints of discrimination, discriminatory harassment, sexual harassment or sexual misconduct committed by students or student organizations, the incident should be reported to the Office of the Dean of Students.

For matters involving complaints of discrimination, discriminatory harassment, sexual harassment or sexual misconduct committed by University faculty or staff, the incident should be reported to the Opportunity Development/Diversity Education Planning. Copies of the University harassment policy and procedures may be obtained at the Opportunity Development/Diversity Education Planning, the Office of the Ombudsperson or online at <http://www.gsu.edu/~wwwfhh/fhh.html>.

3. Investigation

The Dean of Students may conduct an initial investigation to determine whether there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. The Dean of Students may decide to interview the complainant and/or other witnesses or to request additional information from the complainant. Based on the initial review, the Dean of Students may choose to initiate charges, not initiate charges or dismiss a case administratively if there is no support for the claim, in fact or in the Code. In cases of sexual misconduct and/or hazing, an investigation of each reported incidence shall occur.

All complaints of discrimination or discriminatory harassment will be initially reviewed by a Pre-Hearing Panel to determine if sufficient information exists to indicate a violation of the Discrimination or Discriminatory Harassment Policies may have occurred. The Pre-Hearing Panel will consist of the Dean of Students, the Assistant Vice President of Opportunity Development/Diversity Education Planning or designee, one Student University Senator, one member of the Senate Cultural Diversity Committee, one

member of the Student Judicial Board, and a representative from Legal Affairs. Absent extenuating circumstances, the Pre-Hearing Panel shall meet within three (3) business days of receipt of the written complaint.

4. Charges

If the Dean of Students (or Pre-Hearing Panel in cases of discrimination or discriminatory harassment) determines that there is a sufficient basis to believe that a violation of the Student Code of Conduct may have occurred, then the Dean of Students will promptly notify the student in writing of the alleged violation and will gather further information, if needed, by interviewing witnesses and reviewing documents.

5. Due Process

a) A student who is charged in a Student Code of Conduct violation must meet with the Dean of Students for a due process meeting within five (5) business days from the signed receipt of the formal notification from the Dean of Students. Referred students must elect a hearing option for resolving the case within the same five (5) business day time frame.

b) If a student does not contact the Dean of Students for the preliminary meeting, the Dean of Students may proceed with the case at his/her discretion.

c) At the due process meeting the referred student will be provided with the following:

- (1) an explanation of the charges;
- (2) a copy of the Student Code of Conduct;
- (3) a copy of the complaint, if requested;
- (4) an explanation of the judicial process;
- (5) review of the students' due process rights:
 - the right to a notice in writing of any charges;
 - the right to admit responsibility for the alleged violation, which requires choosing to have the Dean of Students resolve the case administratively in lieu of a hearing;
 - the right to deny responsibility for the alleged violation and choose between having the Dean of Students resolve the case administratively or having a formal hearing;
 - the right to a fair hearing before a hearing panel, not including those who brought the charges;
 - the right to appear in person at a hearing or not to appear with assurance that the failure to appear shall not be construed as indicative of responsibility;
 - the right to select an advisor of his or her choice to accompany the referred student during the formal hearing;
 - the right to call witnesses to present information in his or her behalf;
 - the right upon request to a list of witnesses who will appear against him or her;
 - the right to confront and cross-examine witnesses and/or accusers;
 - the right to receive a copy of the record of a hearing;
 - and, the right to appeal as indicated in the Code.

d) A referred student may choose (1) to waive a hearing and have the Dean of Students resolve the case; (2) to have a hearing before the Student Judicial Board; or (3) to have a hearing before the Senate Committee on Student Discipline. At the time a hearing route is decided, the referred student who chooses a hearing before the Student Judicial Board must sign a waiver authorizing the University to release case-related information from his/her educational record to the Student Judicial Board. Choosing not to sign such a release limits a student's hearing options to (1) or (3) above. In cases of alleged sexual misconduct the referred student may choose (1) to waive a hearing and have the Dean of Students resolve the case; or (2) to have a hearing before the Sexual Misconduct Board. The Student Judicial Board may not hear cases of academic honesty.

6. Interim Action

If the University believes a student or student organization poses a significant threat to the health, welfare or property of self or others, then the student or student organization may be immediately removed from class or University owned/controlled property and sanctions, including suspension, may be immediately imposed by the Dean of Students pending the outcome of disciplinary proceedings.

The decision to suspend a student or student organization for an interim period will be communicated in writing to the student, and will become effective immediately as of the date of the written decision.

The interim suspension will remain in effect until a final decision has been made on the pending charges or until the Dean determines that the reasons for imposing the interim suspension no longer exist.

A student who is suspended for an interim period will be provided an opportunity to respond to the allegations of misconduct no later than five (5) business days following the effective date of the interim suspension.

The Dean of Students may impose other forms of interim action, such as immediate removal from university housing, other locations, or exclusion from one or more classes.

A student who is charged with or indicted for a felony or crime involving moral turpitude, in any jurisdiction, may be suspended pending the disposition of the criminal charges against the student. Upon request, the student shall be accorded a hearing to establish that continued presence as a member of the student body will not be detrimental to the health, safety, welfare or property of other students or members of the campus community or to the orderly operation of the institution. Upon resolution of the criminal proceedings, the student may be subject to University disciplinary action.

Failure or refusal to respond to the Dean of Student's requests may result in the immediate placement of a hold on the involved student's records and further sanctions up to and including suspension or expulsion may be imposed in the student's absence. The equivalent sanction for a student organization would be a temporary restriction of some or all of the organization's activities (except in cases of alleged discriminatory harassment, in which case the student organization shall be subject to sanctions up to suspension of its University charter for one (1) year).

7. Resolution Options

a) Mediation:

With the prior written consent of the Georgia State University Dean of Students any student or group of students involved in a general (nonacademic) conduct matter may elect to have the matter informally resolved through mediation in the Georgia State University Office of the Ombudsperson. If the matter is not resolved through mediation, then it will be referred to and resolved through the Georgia State University general (nonacademic) conduct matter judicial system.

b) Administrative Hearing:

(1) A student may waive the right to a formal hearing and have the case heard administratively by the Dean of Students.

(2) The Dean of Students, in his or her sole discretion, may decide to personally hear the case or designate another to hear the matter.

(3) The Dean of Students will meet with the student and determine whether it is more likely than not that a violation of the Student Code of Conduct has occurred and, if so, the appropriate disciplinary sanction to apply.

(4) If necessary, witnesses may be interviewed and further information may be gathered to determine responsibility.

(5) In determining the sanction, the Dean will consider any mitigating or aggravating factors, including any prior violations of the Student Code of Conduct.

(6) The Dean of Students will inform the student of the decision in writing. The written decision will include a statement of the charges, the determination, and the sanction to be imposed, if any.

c) Student Judicial Board or Senate Committee on Student Discipline or Sexual Misconduct Board:

(1) Composition of Hearing Panels

(a) Student Judicial Board hearings will be conducted by a Hearing Panel composed of three. One member, designated the chairperson, will serve as the presiding officer.

(b) Senate Committee on Student Discipline Committee hearings will be conducted by a Hearing Panel composed of the number of members set forth in Senate Committee on Student Discipline procedures.

(c) The Sexual Misconduct Board hearing, as set forth in the Sexual Misconduct Board procedures, will be conducted by a Hearing Panel comprised of two faculty, two students and one staff. The Dean of Students will identify the chair of the Hearing Panel.

(d) Each hearing panel will establish its own rules to govern the selection process for Hearing Panel members.

(e) In cases dealing with discrimination, sexual harassment or discriminatory harassment, the Assistant Vice President of Opportunity Development/Diversity Education Planning or designee will sit as an ex-officio member of the committee and will give guidance to the committee.

(f) The university will provide training for members of the Student Judicial Board and Sexual Misconduct Board.

(2) Pre-Hearing Procedures

(a) The Hearing Panel members will be notified in writing of their selection.

(b) The chairperson will convene the Hearing Panel as soon as possible following receipt of the student's selection of a hearing route.

(c) The chairperson, who may be assisted by the Dean of Students, will prepare and send a written notice to the student no less than five (5) business days prior to the date set for the hearing. The notice will be delivered personally or by mail directed to the address furnished by the student on his/her hearing request. The notice will include:

- A statement of the date, time, location and nature of the hearing;
- A written statement of the charges which specifies the allegations of misconduct in sufficient detail to enable the student to respond;
- A list of the names of all Hearing Panel members, and the university address of the chairperson.

- (d) If the student cannot attend the hearing on the date scheduled for the hearing due to extraordinary circumstances, he/she must notify the hearing panel chairperson in writing, no later than three (3) business days prior to the hearing. The chairperson will determine whether to approve or deny the request to reschedule the hearing.
- (e) No later than three (3) business days prior to the hearing, the parties will exchange the following information in writing:
- A list of the names of the witnesses who may be called to speak at the hearing;
 - A concise summary of the anticipated statements of each witness;
 - Copies of all documents or notarized statements to be presented at the hearing; and
 - The name and title of the person who will present the information on behalf of the university, and the name of the advisor, if any, who will be present to assist or represent the student.
- (f) A student may challenge the participation of any member of the Hearing Panel on the grounds of personal bias by submitting a written statement to the chairperson setting forth the basis for the challenge no later than three (3) business days prior to the hearing. The chairperson will determine whether to sustain or deny the challenge. If the challenge is sustained, a replacement member will be appointed to serve on the Hearing Panel. If a challenge is filed against the chairperson, the Dean of Students will rule on the challenge.
- (g) Members of the university community will be expected to comply with any request or directive issued by the chairperson in connection with a disciplinary proceeding, unless compliance would result in significant personal hardship or substantial interference with normal university functions.
- (3) Hearing Procedures
- (a) Absent extenuating circumstances, the evidence stage of hearings regarding charges against student organizations will be open to the public. All hearings regarding charges against individual students will be closed in accordance with FERPA. The deliberation stage of all hearings shall be closed to all but hearing committee/judicial board members.
- (b) The chairperson will preside at the hearing and will rule upon all procedural matters. The formal rules of evidence will not apply, although objections to the introduction of specific statements or documents may be considered by the chairperson. Information regarding prior misconduct will not be considered for the purpose of determining responsibility, but may after a finding of responsibility has been made, be considered for purposes of determining appropriate sanctions. The chair may establish reasonable limits upon the time allotted to the referred and the complainant for oral presentation and examination of witnesses.
- (c) The complainant will present the information which supports the charges, and will have the burden of showing that a violation of the Student Code of Conduct was more likely than not to have been committed by the student.
- (d) The student who has selected a formal hearing will present statements or written information on his/her own behalf.
- (e) Information - All information, including hearsay, is admissible. Although, the Hearing Panel may exclude information during the Hearing if it is clearly immaterial or irrelevant. The Hearing Panel will determine, during deliberations, the weight or credibility of the information.
- (f) The student who is charged with the misconduct may be assisted throughout the proceeding by an advisor.
- (g) Each party is responsible for insuring the appearance of their witnesses at the Hearing or obtaining written, signed statements from their witnesses.
- (h) A record shall be made of the Hearing. A copy of the record is available to the student(s) at the cost of making the reproduction.
- (i) Witnesses will be excluded from the hearing except during their own statement.
- (j) Student cases may be combined and heard jointly for matters arising from the same set of circumstances or events.
- (k) Any falsification of information or false testimony by any party or witness may subject that party or witness to disciplinary action in accordance with the Student Code of Conduct.
- (l) If, during the course of a hearing, new information is introduced which indicates that additional violations of the code have occurred, the Hearing Panel has the discretion to find the referred responsible.
- (m) Deliberations – Upon the conclusion of the evidence stage of the hearing, the Hearing Panel will adjourn to review the information and make determination of responsibility and appropriate sanctions, if any.
- (n) After deliberating, either the Senate Committee on Student Discipline or the Student Judicial Board shall make a non-binding recommendation to the Dean of Students within five (5) business days of the hearing regarding the responsibility for the violation and appropriate sanction.
- (o) The Dean of Students shall then make a final decision concerning responsibility for the violation and the imposition of sanctions, if any, within five (5) business days of the receipt of the recommendation.
- (p) The Dean of Students will inform the referred of the decision in writing. The written decision will include a statement of the charges, the determination, and the sanction to be imposed, if any. In cases of sexual misconduct or crimes of violence, the complainant will also be notified.

8. Sanctions

- a) Students or student organizations who are found to be in violation of University rules, procedures or policies may be subject to one or more of the following sanctions, which may be imposed on a temporary or permanent basis.
- b) Sanctions take effect as soon as they are imposed by the Dean of Students following a determination of student responsibility for a Code violation and remain in effect unless and until overturned on appeal.
- c) Repeated violations of the Code may result in the imposition of progressively more severe sanctions, although any sanction may be imposed as appropriate under the circumstances.
- d) Students under disciplinary suspension or expulsion may not use University facilities during the term of their sanction.

e) Sanctions for Individuals:

- (1) Written Reprimand: A written statement that the student has violated regulations and notice that continuation or repetition of Code violations may result in more severe action.
- (2) Educational Sanctions: Sanctions assigned by the Dean of Students such as community service, letters of apology, educational workshop, essays or research papers.
- (3) Disciplinary Probation: Removal of the student from good disciplinary standing. Additional restrictions may also be imposed. Probation will last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation or other University rules committed during the probationary period will subject the student to further discipline, including suspension or expulsion.
- (4) Restitution: Reimbursement for damage or loss caused to others.
- (5) Suspension: Exclusion from classes and other student privileges for a defined period of time.
- (6) Expulsion: Permanent termination of student status in the University community.

f) Sanctions for Student Organizations:

- (1) Written Reprimand: A written statement that the student organization has violated regulations and notice that continuation or repetition of Code violations may result in more severe action.
- (2) Restrictions: Restriction of some or all of the organization's activities or privileges, including, but not limited to, use of university facilities, social or recruitment activities.
- (3) Suspension of University Charter: Temporary severance of the organization's relationship with the University for a specific period of time. The period of time and any requirements which must be satisfied prior to re-registration must be specified.
- (4) Recommendation for Charter Revocation: An official request to a national office that the local chapter's charter be revoked.
- (5) Revocation of University Charter: Permanent severance of the organization's relationship with the University.
- (6) Educational Sanctions: Sanctions specified by the Dean of Students such as alcohol awareness programs, risk management programs, community service, letters of apology, education workshops, essays or research papers.

9. Appeals in General Conduct (Nonacademic) Matters

To the Vice President for Student Affairs: Appeals of the decisions of the Dean of Students including the dismissal of complaints for lack of sufficient information, may be made in writing to the Vice President for Student Affairs within five business days after the decision is made. Grounds for appeals are limited to new information that was not presented at the hearing, procedural errors, or that the sanction is disproportionately severe. The Vice President has the authority to remand, reverse or change the decision; decrease, increase or add sanctions; and, make new charges. Absent extenuating circumstances, the Vice President will make a decision on the appeal within 15 calendar days.

To the President: Appeals of the decision of the Vice President for Student Affairs may be made to the President of the University within five business days after the vice president's decision is made. The President has the authority to remand, reverse or change the decision; decrease, increase or add sanctions; and, make new charges. The President's decision shall be final at the University level. Absent extenuating circumstances, the President will make a decision on the appeal within 15 calendar days.

To the Board of Regents Should the aggrieved person be dissatisfied with the decision of the University President, he or she may apply to the Board of Regents of the University System of Georgia, without prejudice to his or her position, for a review of the decision. The application for review must be submitted in writing to the executive secretary of the Board within a period of 20 calendar days following the decision of the President. This application for review shall state the decision complained of and the redress desired. A review by the Board is not a matter of right but is within the sound discretion of the Board. If the application for review is granted, the Board will, absent extenuating circumstances, investigate the matter thoroughly and render its decision thereon within 60 calendar days from the filing date of any hearing that may have been held. The Board has the authority to remand, reverse or change the decision; decrease, increase or add sanctions; and, make new charges. The decision of the Board shall be final and binding for all purposes.

In the event any position in the appeal route is vacant, the appeal should be directed to the individual holding the next-listed filled position.

10. Parental/Guardian Notification of Alcohol and Other Drug Offenses

As permitted by the Family Educational Rights and Privacy Act (FERPA), the Office of the Dean of Students sends written notice to parents/guardians of minor students who are found responsible for alcohol or other drug violations of the Code.

11. Student Judicial Records

Student disciplinary records are educational records governed by the Family Educational Rights and Privacy Act (FERPA). As educational records, disciplinary records are generally not subject to release without written authorization by the student or a lawfully-issued subpoena. However, in cases of sexual misconduct and crimes of violence, FERPA permits Georgia State University to release the final results to the alleged victim without written authorization by the referred student, regardless of whether the student is found responsible. For cases of sexual misconduct and crimes of violence which result in the referred student being found responsible, the final results may be disclosed to anyone. Student organizational records are not education records and are subject to disclosure upon request under the Georgia Open Record Act. Disciplinary records are retained on file by the Office of the Dean of Students for five years past the referred student's graduation date or his/her date of last attendance.

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