



# SHORTER UNIVERSITY™

## Online Programs 2011-2012 Student Handbook

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**Office of Online Programs**

**Shorter University**

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Rome, Georgia 30165

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Fax: 706- 368-8911

Website: <http://online.shorter.com>

Email: [online@shorter.edu](mailto:online@shorter.edu)

The University may amend, change, terminate, and/or make exceptions to the policies herein as it may determine in its discretion at any time. The information in this publication is accurate as of the publication date. Any changes to event schedules or policies will be made available in the online version when they occur. This handbook is not deemed as a contract.

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## Table of Contents

Table of Contents .....	2
Introduction to Shorter Online Programs.....	2
Mission Statement.....	2
Educational Principles.....	2
Statement of Non-Discrimination.....	3
Family Educational Rights and Privacy Act (FERPA).....	3
A Brief History of Shorter University .....	6
University Calendar for Online Programs 2011-2012.....	7
Student Support Services .....	8
Services and Facilities .....	11
Academic Policies .....	18
Social Regulations and Policies.....	19
Visiting the Shorter University Campus.....	33
Important Phone Numbers.....	37
Intellectual Property Policy.....	39

## Introduction to Shorter Online Programs

Shorter University began offering online courses in June 2009. It offered its first online degree program in Sport Management in January 2010, and followed up with an online Bachelor of Business Administration, an Associate of Science, and a Master's in Accounting in August 2010.

Shorter University currently accepts students for the Associate of Science (with a concentration in Business), the Bachelor of Business Administration, the Bachelor of Business Administration in Sport Management (Degree Completion), the Master's of Accountancy, and the Master's of Arts in Teaching in Early Childhood.

## Mission Statement

The Mission of Shorter University is to provide quality higher education, enabling and encouraging student commitment to active lifelong learning, personal spiritual values, responsible citizenship, and community and societal leadership in a global context.

The University seeks to accomplish this Mission through quality undergraduate liberal arts programs, specialized professional programs, and select graduate programs. Geographically distant locations and online classes provide educational opportunities to individuals who are unable to attend classes in a traditional setting. The University affirms a commitment to the Christian faith and strives to integrate Christian values within a nurturing community, in its whole process of education.

## Educational Principles

Shorter University provides a curriculum and an educational environment that:

I. Effectively immerses students in the historical, scientific, and cultural bases for contemporary civilization by combining intellectual discovery with critical thinking.

II. Engages students in a discussion of the values that bind together our society in general and the Christian community in particular.

III. Ensures that students reach the level of skill in written and oral communication, mathematics, technology, and information literacy necessary to take full advantage of university coursework and provides the opportunity to continue to exercise and enlarge these skills.

IV. Persuades students of the value of integrating knowledge and forming relationships among courses and between acquired knowledge of new ideas.

V. Promotes in students the habit of acting on their responsibilities as members of our society and of the world community.

VI. Promotes in students the habit of enriching their lives through art and religion.

VII. Promotes in students the habit of maintaining physical, spiritual, and emotional health and well-being.

VIII. Prepares students for careers or further education.

## **Statement of Non-Discrimination**

Shorter University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, national and ethnic origin, physical handicap or sex in the administration of its educational policies, admission policies, employment policies, scholarship and loan programs, athletic and other university-administered programs. The University provides eligible students the opportunity to review the student's educational records, to seek corrections of information contained therein and to limit disclosure of those records.

The registration of a student signifies the assumption of definitive obligations between that student and the University. It is an agreement on the student's part to fulfill the terms of the contract for the program and indicates acceptance of financial and general regulations of the current Student Handbook. While every effort is made to provide accurate and current information, Shorter University reserves the right to change, without notice, statements in the Handbook concerning rules, policies, fees, curricula, courses, calendar or other matters. Students enrolled at the University agree to comply with the University's rules and regulations and to accommodate to any changes necessary.

## **Family Educational Rights and Privacy Act (FERPA)**

### **Notification of Student Rights**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, and Shorter University respects the privacy rights of students and their families. These rights include:

1. ***The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.***

A student should submit a written request to the Registrar (academic/financial records) or Vice President for Student Affairs and Dean of Students (student support records) that identifies the record(s) the student wishes to inspect. Either official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. ***The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.***

A student who wishes to ask the University to amend a record should submit a written request to the Registrar (academic/financial records) or the Vice President for Student Affairs and Dean of Students (student support records), clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the designated University official will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. ***The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.***

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

All students have records in one or more of the following offices: Business; Campus Security, Dean of Students, Financial Aid, Health Services, and the Registrar. The privacy of student records may be broken at a time of emergency defined in terms of the following considerations:

- the seriousness of the threat to health or safety
- the need for access to the records in meeting the emergency
- whether the person requesting the records is in a position to deal with the emergency
- the extent to which time is of the essence in dealing with the emergency.

1. ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.***

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**2. *The right to request that directory information not be disclosed by the University.***

The following is designated "Directory Information" which may be disclosed upon justifiable request without the student's written permission:

- Name; birth date
- Parents' names
- Home address
- School address
- School e-mail address
- Campus box number
- Telephone number- campus or school
- Enrollment status; dates of enrollment
- Degree earned; date of degree conferment
- Athletic information, including weight and height

Written notification must be filed annually in the Registrar's Office to prevent disclosure in part or in full.

Official copies of an academic record will not be released if the student has financial obligations to the school which have not been met. The records of parents' financial status will not be released. The University will not release the educational records of deceased students without the written authorization of the executor/executrix of the deceased student's estate or next of kin, if an executor/executrix has not been appointed.

The full text of the "Release of Student Information Policy" is available in the Registrar's Office.

## A Brief History of Shorter University

Founded in 1873, Shorter University is a Christian university committed to excellence in education. On its hilltop campus in Rome, the Georgia Baptist institution offers a welcoming, nurturing environment where students are trained for life and career. Hallmarks of the Shorter experience include:

- Superior Academic Programs
- A Caring Christian Atmosphere
- Individualized Attention
- Opportunities for Service and Leadership
- An Outstanding Program of Intercollegiate Athletics
- A Comprehensive Study-Abroad Program
- Academic-, Talent-, and Need-Based Financial Aid

For 10 consecutive years, *U.S. News & World Report* has ranked Shorter among the South's top comprehensive colleges that focus on bachelor's degrees. In 2005, the University was included for the first time as a "Best Southeastern College" in *The Princeton Review*; it has been included each year since and has also appeared in the Princeton Review's "Best Value Colleges" list.

In addition to its traditional programs, Shorter began offering online courses in 2009 and now offers online degree programs at the Associate's, Bachelor's and Master's Level.

## Interesting Dates from Shorter History

1873 – The Cherokee Baptist Female College (a forerunner of Shorter University) is founded by Luther Rice Gwaltney

1877 – Name changes to Shorter College in honor of the generous contributions of Alfred and Martha Shorter

Early 1900s – "The Chimes" literary magazine is established

1910 – College moves from downtown Rome to its current site

1910s – Shorter's Alma Mater is written, and the *Periscope* student newspaper is created

1920s – Shorter becomes home to the nation's first indoor swimming pool, which still exists in the Fitton Student Union; the *Argo* student yearbook is established; and the College is first accredited by the Southern Association of Colleges and Schools

1930s – Shorter's music programs are accredited by the National Association of Schools of Music, the first school in Georgia to be so honored

1950s – Male students are first admitted

1954 – Shorter College approved by the Georgia State Department of Education to train teachers

1958 – Shorter College begins its affiliation with the Georgia Baptist Convention

1973 – Shorter celebrates its Centennial

1990s – Shorter begins offering international programs as well as professional studies programs in the Atlanta area; the Hugh Davis Center for Ministry Education is established

2006 – Dr. Harold E. Newman, longtime provost at the college, is named Shorter's 18<sup>th</sup> president

2010 – Shorter College changes its name to Shorter University.

*For a more in-depth look at Shorter's history, check out "On the Hill" by Dr. Robert Gardner, published in 1973.*

# University Calendar for Online Programs 2011-2012

## SUMMER TERM 2011

June 6 - July 29, Monday - Friday	Online Summer Term
June 6-10, Monday – Friday	Add/Drops Online Term
June 17, Friday	Last day to withdraw with Automatic W: Online Summer Term
June 22, Friday	Last day to withdraw: Online Summer Term
July 29, Friday	Online Summer Term ends

## FIRST SEMESTER (Fall)

August 18, Thursday	Classes Begin: Online Session One
August 18 - 24, Thursday - Wednesday	Add/Drops: Online Session One
August 31, Wednesday	Last day to withdraw with Automatic W: Online Session One
September 5, Monday	Labor Day: No Classes
September 7, Wednesday	Last day for Pass/Fail Option
October 5, Wednesday	Last day to withdraw: Online Session One
October 10 - 11, Monday - Tuesday	Fall Holidays
October 12, Wednesday	Online Session One ends
October 13, Thursday	Online Session Two begins
October 13 - 19, Thursday - Wednesday	Add/Drops Online Session Two
October 26, Wednesday	Last Day for Automatic W: Online Session Two
November 23 - 25, Wednesday - Friday	Thanksgiving Holidays
November 30, Wednesday	Last Day to withdraw: Online Session Two
Wednesday, December 7	Online Session Two ends
December 9 and 10, Friday & Saturday	Commencement (7 p.m., and 10 a.m. and 2 p.m.)

## SECOND SEMESTER (Spring)

January 9, Monday	Classes Begin: Full Term and Online Session One
January 9 - 13, Monday - Friday	Add/Drops: Full Term and Online Session One
January 16, Monday	Martin Luther King, Jr. Holiday
January 20, Friday	Last day to withdraw with Automatic W: Online Session One
January 27, Friday	Last Day for Pass/Fail option
February 13 - 14, Monday - Tuesday	Winter Holidays
February 24, Friday	Last day to withdraw, Online Session One
March 2, Friday	Online Session One ends
March 5 - 9, Monday - Friday	Spring Vacation
March 12, Monday	Online Session Two begins
March 12 - 16, Monday - Friday	Add/Drops: Online Session Two
March 23, Friday	Last day to withdraw with Automatic W: Online Session Two
April 6, Friday	Good Friday Holiday
April 27, Friday	Last day to withdraw: Online Session Two
May 4, Friday	Online Session Two ends
May 4 - 5, Friday and Saturday	Commencement (7 p.m, and 10 a.m. and 2 p.m.)

## Student Support Services

### Career Center

8:30 a.m. – 5 p.m. (M-F)

[http://www.shorter.edu/academics/services/career\\_development.htm](http://www.shorter.edu/academics/services/career_development.htm)

The Shorter University Career Center is a student's vital link between campus and career. This office provides a range of programs to help students translate knowledge about themselves into career plans that are meaningful, satisfying, and consistent with their education, experience, personal values and goals. The office is located on the 2<sup>nd</sup> floor of the Fitton Student Union Center. Students can e-mail, call or stop by for appointments.

*Services include:*

- Individual career counseling
- Assessments and vocational testing
- Resume consultation and development
- Connecting with employers and professional schools
- On campus recruitment and community career fairs
- Shorter Connects networking event

*Online services include:*

- Resume development using Optimal Resume (<https://shorter.optimalresume.com>)
- Current job postings
- Career interest inventory using Sigi3

### Disability Services

8:30 a.m. – 5:00 p.m. (M-F)

Shorter strives to provide access to programs and services to all qualified students with disabilities and is committed to adhering to the guidelines of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the student's responsibility to voluntarily identify himself/herself as having a disability to the Director of Student Support Services in order to receive services. For details on the steps to receiving accommodations, please refer to the Shorter website: [http://www.shorter.edu/academics/services/disability\\_services.htm](http://www.shorter.edu/academics/services/disability_services.htm).

#### Disability Accommodations Grievance Procedure

If a student with a disability feels that they have not received the accommodation(s) they are entitled to, the following information may be helpful:

- The ADA requires that accommodations be developed in a give-and-take dialogue process between the institution and the person with a disability. The student might need to meet with the Director of Student Support Services to more completely discuss and explore appropriate, reasonable accommodations. Students may need to meet with their professors, as well.
- Universities are not required to provide the requested or preferred accommodation. They are required to provide reasonable, appropriate, and effective accommodations for disabilities which have been adequately documented and for which the accommodation has been requested. The question, therefore, should be asked, "Is the accommodation that has been offered reasonable and effective?"

If reasonable accommodations are not implemented in an effective or timely manner: The student should contact the Director of Student Support Services. The Director works with students with disabilities and University personnel to resolve disagreements regarding recommended accommodations. If no resolution is obtained, students who believe they have been discriminated against on the basis of disability may choose to file a written grievance with the Disability Services Committee. Once the Director of Student Support Services receives such a written request, the Director will call a meeting of the Disability Services Committee for such a review and determination. The Director will inform the student in writing of the Committee's decision within 48 hours of the Committee's meeting.

If the student believes they are entitled to accommodations not approved by the Director of Student Support Services: The student can request in writing to the Vice President for Student Affairs and Dean of Students for the Disability Services Committee to review their documentation and the request for accommodation for reconsideration. Once the Vice President for Student Affairs and Dean of Students receives such a written request, a meeting of the Disability Services Committee will be called for such a review and determination. The Vice President for Student Affairs and Dean of Students will inform the student in writing of the Committee's decision within 48 hours of the Committee's meeting.

A student may, at any time, choose to file a formal complaint with the Office for Civil Rights (OCR) instead of or in addition to requesting a review by the Director of Student Support Services and/or the Disability Services Committee. The contact information for OCR is below:

OCR Atlanta Office  
U.S. Department of Education  
61 Forsyth St., SW, Suite 19T70  
Atlanta, GA 30303-6350  
Voice: 404-562-6350      TDD: 404-331-7236  
FAX: 404-562-6455  
Email: [OCR\\_Atlanta@ed.gov](mailto:OCR_Atlanta@ed.gov)  
<http://www.ed.gov/offices/OCR/index.html>

## **Insurance Information**

Shorter University encourages each domestic student to have personal health insurance coverage. For those students who do not have health insurance coverage, a student insurance policy is available through the University. Insurance information can be secured from the Student Health Services website at [www.shorter.edu](http://www.shorter.edu) and click on Student Life, click Health Services, scroll down to insurance information and click. You will be guided to the link for the insurance company's website. Further information can also be secured from the Business Office at 706-233-7313 or Student Health Services' office at 706-233-7278. Each student is personally responsible for medical bills incurred as a result of injury or illness.

**Shorter University is not liable for accidents or injuries occurring anywhere on the University campus.**

## **Campus Ministries**

**FSU 230A, Extension 7329 or 7321**

Ministries at Shorter University are facilitated by the Office of Christian Development. This department exists to cultivate our Christ-Centered Community. We accomplish this task by providing students, faculty, and staff with the following opportunities:

**Chapel:** The nucleus of Shorter’s Christ-centered community is its weekly gathering in Brookes Chapel on Tuesday mornings at 11:00. Chapel is a time when students, faculty, and staff can set aside their daily burdens to worship God. These services provide spiritual encouragement, moral guidance, and intellectual inspiration.

**BCM:** The Baptist Collegiate Ministry (BCM) reaches out to all students (regardless of denomination) with the love of Jesus Christ. BCM is student led, Christ centered, and Church related. BCM meets weekly for worship on Thursday nights at 7:30.

**Personal Counseling:** “Walk in” pastoral counseling is available daily (Monday through Friday) from 1:00 to 5:00 in FSU 232. If you would like to make a special appointment, please contact our office.

**Personal Mentoring:** Our office provides personal mentoring. If you would like to be personally mentored by a mature Christian, please let our office know and we will connect you with one of our mentors.

**Prayer Groups:** Our office organizes various prayer groups. If you would like to lead a prayer group, or be involved with one, please contact us.

**Pastoral Care:** Our office also affords pastoral care to hurting students. If you, or someone you know, becomes hospitalized, or traumatized in any way, please let our office know, and we will minister to them.

**Evangelism and Mission Teams:** Our office coordinates domestic evangelism teams and periodic international mission trips. If you are remotely interested in being on such a team, please let us know.

The Office of Christian Development is directed by our Campus Pastor, David Roland, and our Dean of the Chapel, Dr. Aaron Werner. If you are interested in any of the opportunities above, please contact:

**Rev. David Roland, Campus Pastor:**



Email: [droland@shorter.edu](mailto:droland@shorter.edu).  
Mobile phone: 706-766-8408

**Dr. Aaron Werner, Dean of the Chapel:**



Email: [awerner@shorter.edu](mailto:awerner@shorter.edu)  
Web: [www.aaronjwerner.com](http://www.aaronjwerner.com)  
Mobile phone: 706-766-9858

## Services and Facilities

### Fitton Student Union

Online students are welcome to visit the Fitton Student Union (FSU) located at the main Shorter University Campus. There is an ATM machine and a prayer room available in the FSU. The Hawks Nest Café provides students with food and refreshments which include Starbucks coffees, teas, specialty drinks and food. The Student Union also houses the campus bookstore, the Student Affairs Offices, and the campus Post Office. Students can also enjoy the indoor swimming pool (please see the pool policy for information regarding use of the pool).

### Student Identification Cards

Online students may obtain a Shorter University Identification Card. This card is used to visit the Shorter University campus, check out books from the Library, to gain admission to certain events sponsored by the University or student organizations, to establish the student's right to use University facilities, and to present identification when requested by University authorities and officials. The card remains the property of the University and may be reclaimed if used by any person other than the student whose name appears on the ID card. Students should carry a copy of their Student Identification Card when visiting the Shorter University campus.

Identification cards for new students are made available on request at no cost to the student. Replacement ID cards may be obtained from the Student Life Office for a fee of \$10.00 each. ID cards are issued free only to students who are entering the University for the first time. ID cards can be obtained from the Director of Student Life at the Fitton Student Union (Fitton Student Union, room 229, 706-233-7312 or 706-233-7315, [studentlife@shorter.edu](mailto:studentlife@shorter.edu)).

### Pool Policy

Students, faculty and staff members, their spouses, and dependent children\* may use the swimming pool at any time between the hours of 8:00 a.m. and 11:00 p.m., except when a class or private party are being held in the pool area. Dependent children\* must be accompanied by one of their parents. (\*Dependent children are defined as those who are claimed as exemptions on income tax returns.)

Students, faculty and staff members or their spouses must swim with a buddy—no one is permitted to swim alone. Students who swim alone will be subject to sanctions under Principles II and VI of the Principles of Conduct in the Student Handbook. Anyone who fails to produce a university I.D. when requested by a university official may be subject to prosecution for criminal trespass.

Food and drink are not allowed in the pool area. No alcoholic beverages are permitted in the building or elsewhere on the campus. Smoking is prohibited on Shorter's campus except in gazebos. If any damage occurs to the pool, furnishings, or building, the reserving party will be held liable. All persons using the pool must follow the posted rules. No furniture may be moved to the pool area or the outside patio area. For pool rental policy, contact the Office of Student Affairs (706-233-7231).

### Campus Bookstore

<http://shorter.bkstr.com/>

The Campus Bookstore offers a wide variety of merchandise including: new and used textbooks, study guides, university sportswear, office and art supplies, gift items, greeting cards, stationary, and snacks. The Bookstore is open Monday-Friday, 8:00 am - 5:00 pm during the academic year and 8am - 3pm during the summer. You can purchase textbooks and other items online by visiting the Campus Bookstore website. VISA/MasterCard/American

Express/Discover are accepted. Checks, cash and financial aid are also accepted inside of the Bookstore. Book buy back is held year-round, so students may sell back books any time.

Textbooks can only be returned for full credit on the Monday after classes begin (the second week of class). This is generally the last day to drop/add courses. Books purchased after the first week of class may be returned for a full refund within 2 business days of purchase. Students will receive a refund in the same tender that they paid with (i.e. cash, credit, debit, or financial aid). All returns must have a current cash register receipt. Textbooks that are returned cannot be written in or otherwise used. Books purchased in shrink-wrap must be returned in the same condition. All returned books and merchandise must be in the same condition as the item was purchased.

Students also have the option of rent a textbook online. If a text is eligible to be rented you will see an option to 'Rent this Textbook' next to the text. Please visit the Campus Bookstore website for more information about this option.

## **Post Office**

**Hours of Operation:** 8:00 am – 3:30 pm, Monday through Friday

### **U. S. Postal Service**

- The Shorter University Post Office provides a wide range of service through the U. S. Postal Service. We sell first-class stamps in books, individual stamps, international postage, and postage for small packages.
- The U. S. Postal Service delivers mail to the Shorter Post Office each morning Monday through Friday.
- All outgoing mail is taken to the Rome post office at 3:30 pm – Monday through Friday.

### **UPS**

- You can ship your UPS packages from ground to next day air through the Shorter Post Office. UPS parcels are delivered to the Shorter Post Office.

### **FEDEX**

- The Shorter Post Office Post Office receives parcels and next day air from FEDEX. FEDEX delivers air, ground and home delivery to the Shorter Post Office.

Questions: Contact the Shorter Post Office at 706 233-7229, email [postoffice@shorter.edu](mailto:postoffice@shorter.edu).

## **Library**

### **Academic Year**

Monday - Thursday, 8:00 am - 11:00 pm

Friday, 8:00 am - 5:00 pm

Saturday, 1:00 pm - 5:00 pm

Sunday, 2:00 pm - 11:00 pm

### **Summer Session**

Monday - Thursday, 8:00 am - 9:00 pm

Friday, 8:00 am - Noon

Saturday, CLOSED

Sunday, 2:00 pm - 9:00 pm

The Shorter University Libraries' collection and services support the research needs of current students, faculty, and staff.

The loan period for circulating materials is four weeks. There is a two week grace period following the due date; however, if materials are not returned within that grace period, fines will begin from the due date. Materials may be renewed unless they are needed by another patron. Fines for overdue materials are five cents per day per item with a maximum fine of \$5.00 per item. Fines cannot be calculated until materials are returned. Three overdue notices are sent to individuals with overdue materials. Students may check their accounts online by going to <http://www.youseemore.com/shortercollege/> and entering the barcode number for their ID and the last four digits of the barcode as the PIN. The charge for lost materials is the replacement value plus a \$10.00 processing fee and any fines accrued.

Students may check out 99 items. Reference books do not circulate. Videotapes, CD's, and most other audio-visual materials may be checked out for 7 days. There is no grace period, with fines accruing at .25 cents per day. Provided a reservation has been made with a librarian, some audio-visual equipment may be checked out to students for classroom use when authorized by the faculty member teaching the course. The library's audio-visual collection includes the following: laptops, projectors, screens, and a video camera.

### **Supplies**

Cassettes \$0.50

CD's \$1.00

Microfilm Copies \$0.10

Photocopies \$0.10

Printouts from Reference PC's \$0.10

Transparencies \$0.35 (includes cost of copy)

Two-sided Copies (Photocopier only) \$0.20

The GALILEO password changes quarterly. The current password is posted on SCHOLAR under the Libraries tab. Please note: While there is a core set of databases that are available on GALILEO to all libraries, you will find that the databases available on GALILEO vary from library to library, particularly among public libraries and academic libraries. The Shorter University Library also subscribes to several databases that are not affiliated with GALILEO. These are listed under "Other Resources". Most are available off-campus by password, which is also located on Scholar under the Libraries tab.

### **Helpdesk**

To contact the Shorter University Helpdesk, do one of the following:

1. Call (706) 233-7400
2. From SCHOLAR, select the "Helpdesk" link from the OIT tab
3. Browse directly to <https://helpdesk.shorter.edu>

### **SCHOLAR**

SCHOLAR stands for Shorter University Homepage for Online Learning and Academic Resources. Available 24/7, this homepage serves as a portal for many university resources including student email, grade reports, transcripts, calendars of events.

To login, go to <https://scholar.shorter.edu>. Your ID number is your username, and your PIN is your password. If you

do not know your ID and PIN, select the “Activate Your Account” link on SCHOLAR, and complete the activation process.

## **MOODLE**

<http://shorter.learninghouse.com/>

Online classes use the Moodle learning management system. To access Moodle the student should visit <http://shorter.learninghouse.com/>. Students should use their SCHOLAR ID and PIN to log into class. Students will not be able to log into Moodle until the first day of class.

If you are unfamiliar with Moodle we have a collection of getting started tutorials. These are available at: <http://shorter.learninghouse.com/file.php/1/a-gettingstarted.html>.

## **Responsibilities of All Shorter University Computer and Network Users**

Access to and use of computing and networking resources at Shorter University (SU) are privileges extended to members of the Shorter University community. Access to Shorter University computing and networking resources is limited to authorized users and is for approved purposes only. Resources include computer hardware and software, computer-based files and data, Shorter University Intranet (the campus-wide data network), and all networks reached via Shorter University network(s), such as the Internet. Approved purposes are those consistent with both the broad instructional and research goals of the University and the user's relationship with the University.

The Office of Information Technology (OIT) provides centrally funded computer-related services for instruction and research and, through the Shorter University network, data network services for all organizations within the University. Other Shorter University units - schools and departments - may also provide access to similar resources.

Each holder of a network account, or of any school or departmental account permitting network access, has the responsibility to use resources referred to above in an ethical and legal manner and agrees as a condition for use of accounts and other resources administered by the Office of Information Technology to the following:

1. I understand that my access to Shorter University computing resources is for the sole purpose of facilitating my work as a University student, staff member or faculty member.
2. I will respect the privacy and reasonable preferences of other users (both at Shorter University and elsewhere on all connected networks), including the privacy of their accounts and data.
3. I will respect the integrity and security of the systems and network and will exercise care to maintain their security.
4. I will respect the shared nature of network and computing resources and will refrain from activities which interfere with the ability of others to use those resources.
5. I understand that computer accounts are for sole use by the account owner, and I will not share my account with other individuals or use an account assigned to another individual.
6. I will take precautions to safeguard my user ID and passwords and other privileged information to which I have been given access. Any passwords, verification codes or electronic signature codes assigned to me are for my individual use only. I will regard them as personal identifiers of my computer use, similar to my signature on a document.
7. I understand that I am responsible for all actions performed from my computer account.
8. I will not request, send, display, print or store fraudulent, harassing or obscene messages and/or materials on the personal computer assigned to me or any computing resources on or attached to the Shorter University

network.

9. I will not attempt to monitor other individuals' computer or network use, nor will I attempt to obtain their passwords or any other private information.
10. I understand that, in the course of my work, I may be given or otherwise gain access to confidential or privileged information relating to this, or other institutions, or to Shorter University students, employees, parents or other individuals or groups. I will respect the confidentiality of all information to which I have access, neither divulging confidential information without appropriate consent nor seeking to obtain access to confidential information to which I am not entitled.
11. I will not make unauthorized copies of software or perform unauthorized installations of software or reconfigurations of systems, store such copies on the University network, or transmit them over the University network. I understand that my use of computing resources accessed via the Shorter University network, whether provided by organizations within or outside the University, may be subject to additional norms of behavior or regulations specific to the resource, which I agree to follow. Therefore, I will not make or use illegal copies of copyrighted media, such as movies, songs, and/or media, store such copies on the University network, or transmit them over the University network.

All persons accessing Shorter University computing resources will be held accountable for their conduct. As a matter of routine, use of Shorter University computer systems, the Shorter University network, and the Internet are monitored and recorded by authorized University staff members in order to safeguard the security and smooth operation of these resources.

If you have any questions concerning appropriate use or feel someone is inappropriately using the Shorter University network, please contact the OIT at (706) 233-7400 or contact the Director of IT at (706) 233-7304.

Any abuse or violation of the rules outlined here (or of other rules and practices governing the use of computer networks to which Shorter University is attached) will lead to account suspension and immediate review, with the possibility of account revocation, further disciplinary action in accordance with Shorter University rules and procedures, and referral to local, state and federal law enforcement authorities.

### **Facebook and YouTube**

Shorter University encourages all students, faculty and staff to be cautious of information posted on Facebook, YouTube, and other similar websites. As Facebook and YouTube are public sites, the information is public as well. Please keep personal information limited as the information could be used to harm you or those with whom you live and work.

As these are public sites, students, faculty and staff may report any activities posted or seen on another student's Facebook site or YouTube, or other similar websites, which are not in line with the University's mission and policies.

### **Copyrighted material and peer to peer file sharing**

Faculty, staff, and students should not make unauthorized copies of software or perform unauthorized installations of software or reconfigurations of systems, store such copies on the University network, or transmit them over the University network. Use of computing resources accessed via the Shorter University network, whether provided by organizations within or outside the University, may be subject to additional norms of behavior or regulations specific to the resource. Therefore, when using the University network, you may not make or use illegal copies of copyrighted media, such as movies, songs, and/or media, store such copies on the University network, or transmit them over the University network.

This notification can be found on the University website under Consumer Information and will be emailed annually to faculty, staff, and students.

### ***Peer-to-peer (P2P) is restricted on campus***

The Higher Education Opportunity Act of 2008 (HEOA) is requiring institutions to take steps to combat the unauthorized distribution of copyrighted materials on campus. Shorter University uses two technology based deterrents to limit P2P on the campus network: a Sonicwall Network Security Appliance (NSA) and a Blue Coat PacketShaper. Both devices monitor internet traffic and restrict potentially harmful traffic, which includes P2P. During the annual periodic review, the Senior Network Architect reviews logs from these devices to insure they are functioning properly.

### ***Disciplinary actions***

You are responsible for the activity associated with your computer on the University network. Upon notification of claimed infringement from a copyright owner or agent about your internet activity, Federal law requires that the University take action. Upon notification, the University will take the following actions:

- The Office of Information Technology will block your computer from the University network and notify Student Life.
- You must schedule an appointment with the Office of Information Technology to examine your computer. \$50 Charge.
- After successfully completing a 5 page, APA formatted paper on copyright infringement, your computer will be allowed back on the network.

### ***Periodic review***

HEOA requires that Shorter University periodically review the effectiveness of our plan and the technology based deterrents. This review is carried out annually by the Director of Information Technology, Senior Network Architect, Provost, and the Vice President for Student Affairs.

### ***Summary of civil and criminal penalties for violation of federal copyright laws***

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### ***LEGAL SOURCES OF ONLINE CONTENT***

The Higher Education Opportunity Act requires that Universities and universities offer alternative to illegally downloading copyrighted work without authority. Below is a list containing several legitimate online services, and other services can be found here.

#### ***FREE MUSIC***

- AOL Radio
- Pandora Radio
- Yahoo! Music

#### ***FREE VIDEO, TELEVISION, AND MOVIES***

- ABC
- CBS
- FOX
- NBC

#### ***MUSIC, BOOKS, AND MOVIE DOWNLOADS***

- Amazon Video on Demand
- iTunes
- Netflix

## **Academic Policies**

<http://www.shorter.edu>

Academic policies for Shorter University's Online Programs are covered in the Shorter University Online Program Course Catalog. The student should refer to the course catalog for the latest academic policies. The course catalog is available online at: <http://www.shorter.edu>.

## Social Regulations and Policies

***\*\* All policies apply both to individual students and student organizations.***

### Hazing Policy

The State of Georgia has enacted legislation making hazing a criminal offense. Shorter University's policy on hazing reflects those laws. Organizational activities, including pledge and initiations, should be done in good taste and in a manner consistent with the Christian philosophy of the University. The University supports only those activities that are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. The University upholds the position of hazing adopted by the Association of Fraternity Advisors (AFA).

Shorter defines hazing as any activity or situation intentionally or unintentionally created, with or without consent, whether on or off campus, which endangers the mental or physical health of the participants; produces physical discomfort; subjects the individual to embarrassment, harassment, or ridicule; causes excessive fatigue or physical or psychological shocks in the individual; involves quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities; involves late or early work sessions; or any activity which is not consistent with the laws, rituals, and/or other policies of the organization or the regulations and policies of the University.

Any individual member or members of the organization participating in hazing activities will forfeit the organization's campus privileges, including its right to exist as an organization. Failure to report hazing is in effect giving tacit approval of it. Hazing activities may include one or more of the following but are not limited to:

- a. Actions that recklessly or intentionally endanger the physical and mental health or safety of students;
- b. Consumption of any food, drink, drug, or other substance;
- c. Participation in physical activities, such as calisthenics, exercises, or so-called games;
- d. Exposure to weather;
- e. Fatigue resulting from sleep deprivation, physical activities through late night or early morning programs, physical activities, or exercises;
- f. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual;
- g. Physical brutality, including paddling; striking with fists, open hands, or objects; and branding;
- h. Kidnapping, transportation or stranding of individuals (Road Trips);
- i. Verbal abuse, including "Line-ups" and berating of individuals;
- j. Conduct that could adversely affect the dignity of the individual, including wearing of apparel that is conspicuous or extraordinary, carrying items such as paddles, canes, etc, and the performance of public stunts and activities;
- k. Tasks of servitude, including errands and clean-up activities for active members, alumni, or any other Shorter student;
- l. Denial of sufficient time to study;
- m. Nudity or lewd behavior;
- n. Late or early activities which interfere with academic activities or requirements;
- o. Any activity not consistent with the policies and mission of the University.

### Alcohol and Other Drugs Policy

The use of alcohol, illegal drugs, and marijuana are prohibited at Shorter University, including all sites for the Professional Studies program and any University sponsored event on or off campus, and are incompatible with the goals of the institution. The use of alcohol and/or illegal drugs is potentially harmful, physically and mentally, and often interferes with the user's ability to function adequately in his or her academic and social life. It also often impinges upon the social and academic rights of others. Special efforts are made to keep alcohol and drugs off

campus and to prevent distribution on campus. Several opportunities are offered throughout the year to learn about the effects of alcohol and drug abuse, as well as the danger of tobacco.

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21 or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs is also illegal. It is against Georgia law to, under certain circumstances, walk or be upon the roadway while under the influence of alcohol or other drugs. The punishment for these offenses may include mandatory treatment and education programs, community service, payment of a fine, imprisonment, and loss of one's driver's license. Students facing legal action off campus may be held accountable through the Shorter University Student Conduct system.

Under Georgia and federal law, it is a crime to possess, manufacture, sell or distribute illegal drugs. Shorter University expects all members of the community to comply with the state and federal laws pertaining to drugs. The sale, purchase, manufacture, distribution, and use of drug paraphernalia are prohibited. This does not apply to the possession and use of controlled substances as part of the care and treatment of disease or injury.

## **Smoking Policy**

The use of any form of tobacco is prohibited at Shorter University except in certain restricted locations. Cigarettes, cigars, pipes, and chewing tobacco are allowed only in the six locations on campus where gazebos are found. All buildings are strictly tobacco-free. The use of tobacco products is potentially harmful and often interferes with the user's ability to function adequately in his or her academic and social life. It often impinges upon the social and academic rights of others, especially with consideration to second-hand smoke.

Shorter University expects all members of the community to comply with the county, state, and federal laws pertaining to tobacco use. Students will be fined \$20.00 for using tobacco products in areas other than the gazebos.

## **Sexual Harassment Policy**

Shorter University affirms a commitment to Christian values and works to provide a campus community environment free from harassment. Shorter also is committed to recognizing, upholding, and enforcing the laws of the State of Georgia. Violation of those state laws shall not be condoned on the campus or at any activity held off campus by any constituency. It is the policy of Shorter University, in keeping with the efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at Shorter University is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

Sexual harassment of employees and students at Shorter University is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in an educational program or activity.
- Submission to or rejection of such conduct is used as the basis for employment and/or academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment can be perpetrated upon members of the opposite gender or one's own gender. Occasional compliments of a socially acceptable nature do not normally constitute sexual harassment. Similarly, depending

upon the circumstances, not all verbal and physical conduct will be considered sexual in nature.

Examples of verbal sexual harassment can include:

- sexual innuendoes
- offensive remarks about another person's clothing or body
- suggestive or insulting sounds
- implied or overt sexual propositions
- pressure for sex
- demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.

Examples of physical sexual harassment can include:

- leering or ogling at another's body
- obscene gestures
- inappropriate touching, fondling, or kissing
- coerced sexual contact

### **Complaint Procedures for Sexual Harassment**

1. Students, faculty, or staff with complaints regarding sexual harassment by a faculty member should contact the Provost (Sheffield-Thompson Administration Building, room 103, 706-233-7203). Should complainant require an alternate, contact the Vice President of Finance (Sheffield-Thompson Administration Building, room 116, 706-233-7448).
2. Students, faculty, or staff with complaints regarding sexual harassment by a staff member should contact the Vice President of Finance (Sheffield-Thompson Administration Building, room 116, 706-233-7448). Should complainant require an alternate, contact the Vice President for Student Affairs and Dean of Students (Fitton Student Union, room 237, 706-233-7231).
3. Students, faculty, or staff with complaints regarding sexual harassment by a student should contact the Office of the Vice President for Student Affairs and Dean of Students (Fitton Student Union, room 237, 706-233-7231). Should complainant require an alternate, contact the Provost (Sheffield-Thompson Administration Building, room 103, 706-233-7203).

### **Student Complaints/Grievances**

Situations may arise in which a student believes that he or she has not received fair treatment by a representative of the University or has a complaint about the performance, actions, or inaction of staff or faculty. The procedure for bringing these issues to the appropriate person or body is outlined below. Students are encouraged to seek assistance from their advisors or another member of the faculty or staff in evaluating the nature of their complaints or deciding on an appropriate course of action.

A complaint should first be directed to the person or persons whose actions or inactions have given rise to the problem within three weeks of the incident. For complaints in the academic setting, the student should speak with the instructor. Should the student and instructor be unable to resolve the conflict, the student may then turn to the chair of the involved department for assistance. The chair (or dean) will speak with both parties, seek to understand their individual perspectives, and, within a reasonable amount of time, reach a conclusion, share it with both parties, and reach a final resolution. See the policies related to academic procedures in the University Catalog.

Students having complaints outside the academic setting, and who have been unable to resolve the matter with

the individual directly involved, should process the complaint in a timely manner through the administration channels of the appropriate unit. Students uncertain about the proper channels are encouraged to seek advice from academic advisors, faculty advisors, deans' offices, the office of Online Programs, or the office of the Vice President for Student Affairs and Dean of Students. Complaints that rise to the level of a grievance may be heard, as a final appeal, before a committee, chaired by an appropriate person chosen by the President and including a representative of the faculty and a member of the student body. The grievance must be filed in writing. Grievances not deemed frivolous by the committee will be heard. The student may be assisted during the hearing by a member of the University community.

The complaint/grievance process outlined above is meant to answer and resolve issues arising between individual students and the University, and its various offices, from practices and procedures affecting that relationship. In many cases, there are mechanisms already in place for the reporting and resolution of specialized complaints (sexual harassment for instance), and these should be fully utilized where appropriate. Violation of Student Conduct rules should be addressed through the Student Conduct process specifically designed for that purpose.

Complaints and grievances related to non-academic employees of the University should be made to the supervisor of the employee or the Vice President of that area.

Complaints and grievances related to student life, residence life, counseling, health services, campus safety, or campus ministry should be made to the Vice President for Student Affairs and Dean of Students.

Complaints and grievances related to admissions practices and recruitment should be made to the Vice President for Enrollment Management.

Complaints and grievances related to financial aid, accounts payable, or the business office should be made to the Vice President of Finance.

Complaints and grievances related to program accessibility for individuals with disabilities should be made to the Director of Student Support Services. Grievances unresolved at this level may be forwarded to the Vice President for Student Affairs and Dean of Students

*Note: Due to federal regulations, the University generally only corresponds with students and not parents or guardians.*

If a student believes he or she has been harassed or otherwise discriminated against because of race, color, gender, religion, nationality, ethnic origin, age, disability, or military service, the student should report the matter immediately to the Vice President for Student Affairs and Dean of Students.

Complaints should be presented orally to the appropriate University official. If an informal discussion of the matter is not satisfactory, a written statement of the complaint will be requested. A written statement should contain the following: (1) the exact nature and details of the grievance, (2) the date, time, and place of the grievance, (3) the names of witnesses or persons who have knowledge of the grievance, and (4) any available written documentation or evidence that is relevant to the grievance.

The University official who receives the written complaint will investigate the complaint, take whatever action is necessary and appropriate, and will respond to the student in a timely manner. If a student has followed the grievance policy process and remains dissatisfied with the response to the complaint, the student may appeal to the Appeals Committee. Decisions by the Appeals Committee are subject to review by the President. The President

may take whatever action he deems necessary and appropriate. The President's conclusions and actions regarding the complaint are final.

## **Online Programs Student Conduct System**

Shorter University affirms a commitment to Christian values, high moral, ethical, and academic standards, and the worth of the individual. As a liberal arts institution, the University is committed to education of the whole person. Through its total educational program, academic activity, community involvement, social interaction, cultural experience, recreational and physical activity, and religious involvement, the University provides the opportunity for students to come to a clearer understanding of the complex moral issues inherent in human life and develop the knowledge and skills for effective and responsible participation in the world.

### **Statement of University Responsibility**

In keeping with its mission and goals, Shorter University expects students to be responsible for their own behavior and to develop a sense of social accountability for the University community. The Student Conduct System is designed to help students grow in their ability to live responsibly in a community, enjoying the rights and privileges of full citizenship, limited only when their actions infringe on the rights of others, when their actions compromise the integrity of the University and its commitment to Christian values, and/or when health and safety are threatened.

Shorter University reserves the right to invoke its own sanctions for its students, for actions which violate federal or state or local laws or threaten the health and security of its students, whether on or off campus. Shorter University does not assume responsibility for imposing or enforcing its regulations on students. Rather, the University will invoke its Student Conduct process on violations of the Principles of Conduct when these violations are properly reported.

Ultimate authority over, and responsibility for, all disciplinary action is delegated by the Shorter University Board of Trustees to the President of the University. The President of the University has the right to delegate that authority to the appropriate Dean, the Vice President for Student Affairs and Dean of Students, the Student Conduct Board, or any such other special hearing body or person deemed appropriate at any time.

The Vice President for Student Affairs and Dean of Students will oversee the implementation and enforcement of this student discipline policy. The Vice President will respond with appropriate action when information is received that the Principles of Conduct have been violated or are alleged to have been violated. It is understood that all administration, staff and faculty, in the performance of their duties, may enforce and /or intervene in matters concerning regulations, individuals, or groups when necessary for the orderly operation and conduct of the University.

### **Statement of Student Responsibility**

All who work, study, and learn at Shorter University do so voluntarily. Students enrolled at Shorter University are expected to conduct themselves in a professional and business-like manner at all times. Each student agrees to respect and abide by the University's Principles of Conduct, as well as applicable federal, state, and local laws, and to comply with those standards and laws in the interest of orderly community living.

Students are responsible for their own behavior and for developing and upholding their commitment to the mission and goals of Shorter University. As members of the University community, they enjoy the rights and privileges of full citizenship, limited only when their actions infringe on the rights of others, when their actions compromise the integrity of the University and its commitment to Christian values, and/or when health and safety

are threatened. In addition to their own behavior, students may be held responsible for the behavior of their guests.

The Principles of Conduct are in effect when a student enters Shorter University and will remain effective during all periods of enrollment. Each student is responsible for upholding the standards, policies, and procedures of the Principles of Conduct. Students are also responsible for informing their guests of the University's behavioral expectations.

Because registered student organizations are also responsible for complying with federal, state, and local laws as well as the University's Principles of Conduct, any reference to "student" may be read also as "student organization."

### **Principles of Conduct**

Shorter University is a Christian institution. It exists to encourage positive value of human development, individual freedom with responsibility, and development of skills in community living, in accordance with its commitment to the teachings of the Christian faith. The University affirms and expects all students to commit to behavior consistent with the following values:

**Principle I:** Honesty in all personal relationships, academic responsibilities, and use of the properties of others.

**Principle II:** Concern for the safety of others.

**Principle III:** Recognition of the worth of each individual, including persons who are different in cultural background, attitude, and origin, and treating all persons with respect at all times.

**Principle IV:** Personal responsibility for the care of one's body and for the development of self-discipline and constructive self-image.

**Principle V:** Obedience to local, state, and federal laws.

**Principle VI:** Respect and acceptance of community standards of conduct.

### **Violations of the Principles of Conduct**

The discipline policy at Shorter University is based on positive acceptance of the above principles and can be applied only to specific behaviors which violate their spirit. Disciplinary action requires a written report by a student, official of the University, or witness of a specific behavior. In some cases, evidence of a violation can warrant disciplinary action. False reports or discipline based on rumors of behavior are unacceptable.

Students are expected to report any violations of the Principles of Conduct to the Office of Online Programs. Charges of behavioral violation of these principles should be filed with the Vice President for Student Affairs and Dean of Students, who will confront the student(s) reported and guide the disciplinary process. Offenders found responsible of violating the Principles of Conduct will have sanctions imposed based on the seriousness of any infractions and the circumstances regarding them.

The following behaviors violate the Principles of Conduct as interpreted by the University and subject any student enrolled on the campus to take action to report and confront such behaviors.

This listing is not inclusive, nor is it intended to be, but gives the student an idea of some of the types of behavior that may result in sanctions. University officials may identify additional behaviors which qualify for Student Conduct charges.

It should be noted that any acts of illegal drug use, physical violence, rape, or hazing will be reported to civil authorities as well as University officials.

**Principle I:** Honesty in all personal relationships, academic responsibilities, and use of property of others.

1. **Lying:** making an untrue statement with intent to deceive or mislead; to commit fraud.
2. **Disruption:** obstructing teaching or normal functions of campus activity, or infringement on the community life of the campus.
3. **Vandalism:** destroying, defacing, damaging, removing, or moving property belonging to other persons or entities, including the misuse or abuse of computer or telephone equipment, programs, data, or library material.
4. **Theft:** the unauthorized taking or possessing of items belonging to another, including University property and/or resources.

**Principle II:** Concern for the safety and welfare of others.

1. **Fire Safety:** tampering with or removing fire alarms, fire extinguishers, exit signs, or other safety equipment and setting off false alarms. Starting fires, the possession or use of candles, incense, fireworks, or explosives.
2. **Weapons and fireworks:** possession or using firearms, fireworks, cutting weapons, bows and arrows, BB guns, tazers or stun guns, air-soft guns, air rifles or paint guns on campus property or events sponsored or supervised by University organizations.
3. **Hazing:** subjecting a student to an activity which endangers or is likely to endanger the physical health of a student or that can be judged to be offensive to the basic principles of human dignity in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization, including athletics, regardless of a student's willingness to participate in such activity. [More specific prohibited activities are articulated in the Hazing Guidelines (p. 107-108)].
4. **Unauthorized Entry:** entering any University building, office, or room without authorization, or aiding in the entry of unauthorized persons, including propping of doors and not properly escorting visitors in residence halls.
5. **Visitation:** allowing visitors of the opposite sex in restricted areas of the residence halls at times and under conditions which are in violation of the Residence Hall regulations (p. 53-54).
6. **Smoking:** use of tobacco, including smokeless, outside of restricted areas.

**Principle III:** Recognition of the worth of each individual, including persons who are different in cultural background, attitude, and opinion, and treating all persons with respect at all times.

1. **General Harassment and Treating Others Disrespectfully:** Every member of the Shorter University community deserves to be treated with respect. No one should have to endure harassment or threats of any kind. Students should be appropriately respectful and cooperative with University officials.
2. **Discriminatory Harassment:** Shorter University is committed to providing an environment in which all persons are safe from harassment and intimidation based on his or her race, color, gender, national origin, age, or disability. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her relatives, friends, associates, and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (ii) has the purpose or effect of unreasonably interfering with an individual's academic or job performance; (iii) otherwise

adversely affects an individual's education or employment opportunities. Such harassment is contrary to the Christian standards of conduct expected of all members of the University community, including students, staff, and faculty. Harassing conduct includes, but is not limited to, the following: (i) epithets; negative stereotyping; threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, age, or disability; and (ii) written or graphic material that denigrates or shows hostility or aversion toward an individual and that is placed on walls, bulletin boards, elsewhere on campus, or circulated on campus.

Any person found guilty of harassment will be subject to disciplinary action ranging from a warning to expulsion, if appropriate. Those students who have complaints regarding harassment should contact the Student Conduct Coordinator.

3. **Sexual Harassment:** Shorter University is committed to providing its students, faculty, and staff with an environment free from implicit coercive behavior used to control, influence, or affect the well-being of any member of the University community. Sexual harassment of any person is inappropriate, unacceptable, and contrary to the Christian standard of conduct expected of all members of the University community, including students, staff, and faculty.

Students have the right to be free from sexual harassment. Sexual harassment can include unwelcome physical conduct or verbal innuendo of a sexual nature that is severe, persistent, or pervasive, imposed on the basis of sex by a fellow student or University official, when (i) rejection of such a conduct by an individual has a negative impact on that individual's reputation or social standing within the University community, and (ii) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment that negatively impacts the student's ability to pursue his/her educational goals.

Any student who has a complaint regarding sexual harassment involving faculty should contact the Provost or if involving staff, the Vice President of Finance.

Disorderly Conduct: offending, annoying, or disrupting, the rights of others by fighting, excessive noise, or other general annoyances. Hostile Acts: fighting, attempting to cause physical harm, excessive language or screaming at others, or other acts that may potentially cause harm.

**Principle IV:** Personal responsibility for the care of one's body and for the development of self-discipline and constructive self-image.

1. **Alcohol:** possessing, consuming, distributing, or being under the influence of alcohol on campus property, off-campus, or at events sponsored by the University. This also includes allowing alcohol to be at student organization events and athletic events, as well as being in the presence of alcohol. Evidence of use may also be constituted as a violation.
2. **Drugs:** intent to possess, possession, or use (without medical or dental prescription), distribution, manufacture, furnishing, or sale of any narcotic or dangerous drug or drug-related paraphernalia controlled by federal or Georgia law on or off campus as well as being in the presence of illegal drugs.
3. **Tobacco:** use of tobacco, including smokeless, is not permitted in any building or any area of campus other than the designated areas.
4. **Evidence of Use:** Evidence of substance abuse violation, such as the presence of empty alcohol containers, ash trays, spit cups, etc. may constitute as sufficient grounds for disciplinary action.

**Principle V:** Obedience to local, state, and federal laws.

The Office of Student Conduct will investigate all reports of behavior, on or off-campus, which violate local, state, and federal laws, and will report such violations to the appropriate law enforcement officials as well as implement campus sanctions. An interim suspension may occur while the incident is being investigated. Examples of off-campus criminal conduct may include, but are not limited to: driving under the influence, shoplifting, criminal trespassing, etc.

Georgia State Law requires that “any dean or public safety officer employed by a college or university who has reasonable cause to believe that a student at that school has committed any act upon school property or at any school function, which is prohibited by any of the acts listed below shall immediately report the act and the name of the student to the president of the school or the president’s designee:

- a. aggravated assault with a firearm
- b. aggravated battery
- c. sexual offenses
- d. weapons related offenses
- e. possession of marijuana and controlled substances

The person who receives the report who has reasonable cause to believe that the report is valid shall make an oral report thereof immediately by telephone or otherwise to the appropriate police authority and district attorney. Any person required to make a report pursuant to this Code section who knowingly and willingly fails to do so shall be guilty of a misdemeanor” (Georgia Code 20-2-1184).

**Principle VI:** Respect for community standards of conduct.

1. **Failure to comply with directives of a University official:** Students are expected to comply with directives from any University official acting in accordance with University responsibilities.
2. **Failure to comply with housing regulations:** violation of regulations published for residents and their guests or other visitors to the residence halls.
3. **Failure to produce identification upon request:** Students must have their University-issued identifications on their persons at all times and furnish upon request from a campus official operating within the scope of their duties.
4. **Sexual misconduct:** public nudity, requesting or engaging in sexual acts, and inappropriate public displays of sexual intimacy.
5. **Lewd and indecent conduct:** including, but not limited to, lewd, indecent, profane, and vulgar verbal expression, written expression, nonverbal expression; expression or behavior (to include dress); indecent exposure; use of pornographic materials (including but not limited to the Internet, television, videos); and other behaviors which are contrary to the Christian values and principles that the University strives to uphold.
6. **Public display:** any paraphernalia or display promoting the use of any product that is inconsistent with the institution’s values (including items in residence hall rooms).
7. **Threatening behavior:** Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such a person or persons and that serves no legitimate purpose. Such conduct may include gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place that

are by common usage lewd, obscene, expose a person to public hatred, or that can reasonably be expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice, electronic, or graphic means, including anonymous telephone calls, whether or not a conversation ensues. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm. It is each student's responsibility to immediately report all incidents of threats. Even without an actual threat, students should report any behavior they have witnessed which they regard as threatening or violent behavior, when that behavior is connected to the University community.

**Non-Specific Threat: Engaging** in conduct where the threat may not be serious and is unlikely to result in danger to any member of the Shorter University community. Such conduct may include threatening to harm someone but not a particular person.

*Threats are expressions of intent to do harm. They may be direct or indirect, verbal or non-verbal. An interim suspension may occur while the incident is being investigated.*

*Most cases may require a psychiatric evaluation. Then based on the evaluation, appropriate corrective action will take place such as warning, reprimand, suspension, or expulsion.*

*Students who pose a serious risk of imminent harm, i.e., direct threats of violent acts against students, faculty, or staff will be expelled immediately.*

8. **Fraudulent campus elections:** any fraudulent and/or disruptive activity in connection with any election, referendum, or poll conducted on the Shorter University campus.
9. **Failure to fulfill financial obligations:** Students are required to meet promptly all financial obligations to the University.
10. **Misuse of Student Activity Funds:** Student organizations must meet and follow guidelines set by the Student Government Association.
11. **Responsibility for Behavior of Guests:** Students are responsible for the behavior of guests as if they were performing the acts themselves.
12. **Failure to report a violation:** Students are responsible for reporting violations of the Code of Conduct.

### **Student Rights**

The Student Conduct System operates within the boundaries of fundamental fairness and not criminal or civil rules. Fundamental fairness means that a student is given an opportunity to present what took place at an event or activity and to question evidence which has suggested that a Principles of Conduct violation has occurred.

In each and every disciplinary situation, the accused student shall be: 1) informed in writing of the specific nature of the charge(s) against him/her; 2) given the opportunity to refute all witnesses and all evidence presented; 3) assured that all Student Conduct bodies will act in accordance with the Principles of Conduct and Sanctions when making disciplinary decisions rather than arbitrarily; and 4) made aware of any avenues of appeal which are available for any disciplinary decision made by the judiciary bodies.

In light of these safeguards of fairness, each and every student charged with a violation of the Principles of Conduct has the right to:

- A. Be given written notice of the specific charge or charges.
- B. Be informed of all evidence against him or her.
- C. Be provided with a fair hearing.
- D. Be given at least three class days to prepare a defense.
- E. Have a person of choice from the University community to advise or assist in the hearing. Neither legal counsel nor parents may represent students nor attend disciplinary hearings.
- F. Present evidence and call witnesses.
- G. Cross-examine all accuser(s) and witnesses.
- H. Be informed in writing of the hearing decision.
- I. Have sanctions imposed that are consistent and commensurate with the violation.
- J. Appeal any initial decision to the next Student Conduct body.
- K. Remain in good standing as a student until the Student Conduct process is complete *except* in cases where the student may be endangered or poses a threat to others, to property, or to the normal functioning of University activities.

A student may choose to waive his or her right to this process at any point by completing the appropriate waiver documentation. A student may also choose to have written evidence presented at the hearing instead of attending in person.

### **Student Conduct Process**

The Student Conduct System at Shorter University consists of two separate hearing processes: 1) the Administrative Hearing with its optional appeal to the appropriate School Dean, and 2) the Student Conduct Board Hearing with its optional appeal to the Appeals Committee. In either of these processes the student may elect to provide his/her evidence and the evidence of any witnesses in writing instead of attending the hearing in person.

When a student is charged with a violation(s) of the Principles of Conduct, the appropriate School Dean shall designate the Vice President of Student Affairs and Dean of Students or another individual as a Student Conduct Officer. The Student Conduct Officer shall request that the student meet or speak with him/her for an informational conference. This conference shall occur within five business days of receiving a report, unless circumstances cause a delay. If, at the conclusion of this conference, the Student Conduct Officer determines that a hearing is necessary, the student accused of any violation(s) may select one of two Student Conduct “tracks” in which to have his or her case adjudicated.

- A. The student may choose to have the case heard by the Student Conduct Officer, with an opportunity for appeal to the appropriate School Dean.
- B. The student may choose to have the case heard by the Student Conduct Board, made up of students, staff, and faculty members. An appeal of a decision by the Student Conduct Board is heard by the Appeals Committee, which is composed of three faculty members.

### **The Administrative Hearing Process**

A Student Conduct Officer, appointed by the appropriate School Dean, shall conduct Administrative Hearings for any student who seeks to have her or his case adjudicated by an Administrative Hearing Process. At the meeting with the administrative official, 1) the violation will be stated and the evidence supporting the charge presented, 2) the accused will be given an opportunity to admit or to deny the alleged violation, 3) the accused may be represented or advised by a person of choice from the University community and, 4) if admitting the violation, the student may introduce any extenuating circumstances on his or her behalf. The student may choose to submit

his/her evidence to the hearing in writing instead of attending in person. The student will be informed, in writing, of any sanction(s) to be imposed within five business days, unless circumstances cause a delay.

Decisions by the Student Conduct Officer may be appealed to the appropriate School Dean within five business days of a written decision. The decision by the appropriate School Dean will be communicated in writing and is considered final. A sanction of suspension or expulsion may be appealed to the President of the University within five business days of the written decision.

### **The Student Conduct Board Process**

The Student Conduct Board hears any disciplinary case in which students have requested that their case be heard by students, staff, and faculty in the Shorter University Student Conduct process. The Student Conduct Board shall consist of the Student Conduct Officer, four students, one staff member, and two faculty members appointed by the appropriate School Dean. The Student Conduct Officer will serve as the presiding officer. The student representatives shall be appointed by the Student Conduct Officer. Staff and faculty members will be appointed by the appropriate School Dean. The quorum necessary to conduct business shall be at least two students and one faculty member. If a quorum is lost because of members disqualifying themselves, or because of other unavoidable circumstances, the Chair of the Student Conduct Board shall obtain the number of replacements necessary. Decisions of the Student Conduct Board may be appealed to the Appeals Committee.

The jurisdiction of the Student Conduct Board extends only to non-academic violations. When a student chooses to have his or her case heard by the Student Conduct Board, the Chair of the Board shall notify the student, in writing, of the following:

- A. The date, time, and place of the hearing (notice provided at least five business days prior to the hearing unless extenuating circumstances dictate otherwise).
- B. The student's right to submit evidence at the hearing in writing instead of attending in person and provide details of how the evidence should be submitted. The student must submit written evidence at least five business days before the date of the hearing.
- C. A statement of the specific charges against the student.
- D. Notification that the hearing is not open to the general public.
- E. Notification that failure to appear at the hearing or submit evidence in writing may constitute grounds for dismissal from the University.

During the hearing, evidence of charges shall be presented by the Student Conduct Officer and the student shall be given the opportunity to present evidence and witnesses. Members of the Student Conduct Board shall have the opportunity to question all those appearing before the Board. After sufficient discussion of the case, the members of the Board shall meet in closed session to determine if a Principles of Conduct violation has occurred and appropriate sanction(s), if necessary. If the student has submitted evidence in writing rather than attending in person but the Board feels it necessary to request additional information, the student will be notified of this in writing within five business days unless circumstances cause delay. The notification will include the date of the next hearing where the case will be considered. The student must submit the requested information at least five days before the next hearing. After the decision of the Board, the participants are recalled and the decision is announced. If it is determined that a violation did occur, the Chair will announce to the student the sanction(s) imposed. If the student has elected to submit evidence in writing the student will be informed of any sanction(s) to be imposed within five business days unless circumstances cause delay.

All discussions and actions of the Student Conduct Board are confidential, and discussion outside the proceedings of the Student Conduct Board may result in that person's removal from the body and other sanctions. The decision of the Student Conduct Board may be appealed to the Appeals Committee within three class days of written

receipt of the decision of the Student Conduct Board. A case may be retried only if the Student Conduct Board agrees that there is new evidence which warrants an additional hearing prior to the completion of the appeals process, in which case the new hearing will be heard by the Student Conduct Board.

The Appeals Committee shall consist of three faculty members appointed by the appropriate School Dean with the senior faculty member serving as the presiding officer. The Appeals Committee shall render a decision following the same general procedural guidelines as the Student Conduct Board. The accused student has the right to follow normal University routines until a decision has been reached and the appeal process exhausted. The exception shall be to the individual who in the judgment of the appropriate School Dean (or his designate) may be endangered or who poses a threat to others, to property, or to the normal functioning of University activities. The decision of the Appeals Committee is considered final, except a sanction of suspension or expulsion may be appealed to the appropriate School Dean within five business days of the written decision of the Committee.

### **Sanctions**

When the designated University official or judiciary body finds a student or student group guilty of committing an offense, one or more of the following disciplinary measures may be used. The University official or judiciary body has the right to consider mitigating circumstances and, when appropriate, invoke other sanctions not listed here.

The severity of the punishment shall be consistent with the gravity of the offense, and the type of punishment shall be consistent with the nature of the offense. Specific aggravating circumstances, or repeated offenses, may result in the imposition of a more severe penalty, while a finding of extenuating circumstances may result in a lesser dispensation. In all cases, the designated University hearing officer or judiciary body has the authority of judgment. Repeated violations, violations of a severe nature, or the failure to comply with disciplinary measures, may result in a more severe sanction up to and including expulsion.

Whenever there is evidence to support the belief that a student's behavior on or off campus is a clear and present threat to the health, safety and welfare of any part of the University community, the student may be temporarily suspended until a campus hearing can be arranged. A student placed on this interim suspension will be restricted from the campus - or from a particular program, activity, or building and may return only with the approval of the Vice President of Student Affairs and Dean of Students or his/her designee.

**Fines:** a monetary payment which may be assessed for an offense or to replace or repair property.

**Work Hours:** supervised service to a particular person, or group of persons, within the University community or to members of the community served by the University. Work hours may take the form of educational activities, community service, or manual labor.

**Restitution:** reimbursement for damage to, loss of, or misappropriation of property. Reimbursement may take the form of monetary compensation and/or explicit service.

**Warning:** a written statement that the student's behavior is under observation for a specified length of time.

**Disciplinary Probation:** a formal warning that the student's behavior is under observation for a specified length of time and that conviction of additional violation(s) during that time may result in suspension from the University. A student placed on disciplinary probation may not officially represent the University in any manner during the time of probation except for those activities for which he/she petitions for an exception as a result of extenuating circumstances. A student placed on disciplinary probation is automatically inactive in any student organization and

may not display symbols of the organization nor participate in social activities sponsored by the organization, or intramurals.

**Disciplinary Suspension:** a period of time in which the student may not be enrolled at the University, attend University-sponsored functions, or come on University property except with permission of the appropriate School Dean. Any student suspended may appeal the decision to the President of the University within five business days of the written decision of the hearing body.

**Expulsion:** permanent, forced withdrawal from the University. Any student permanently expelled may appeal the decision to the appropriate School Dean within five business days of the written decision of the hearing body. Five business days is defined as five consecutive business days, excluding Saturday, Sunday, and official University holidays.

Any conduct determined by the appropriate School Dean as having an adverse or disruptive effect on the University community, whether or not specifically described in the Principles of Conduct, may result in dismissal from the University.

### **Records**

The actions of any of the judiciary bodies are confidential, and all records are maintained in the office of the Vice President of Student Affairs and Dean of Students. A copy of the dispensation of a case shall be maintained in the student's official file until graduation. If the case involves a sanction of suspension or expulsion, the record remains in the student's official file in for five years after the student leaves the University.

## **Visiting the Shorter University Campus**

Students taking online courses are welcome to visit the Shorter University campus in Rome, Georgia. If you do visit the campus please read the following information first.

### **Campus Safety**

**Campus Safety: (706) 233-7218**

**Emergency Number: (706) 233-7911**

**Gatehouse: (706) 295-5334**

Shorter University is a community of more than 1300 students located in Rome, Georgia, a community of more than 35,000. The mission of the Shorter University Campus Safety Department is to protect lives and property and to maintain an environment supportive of the educational mission of the University. The office supervises emergency procedures and is responsible for enforcing regulations, registering vehicles, distributing decals, supervising the gatehouse, and monitoring and promoting safe and effective driving. Personnel are on duty 24 hours a day, seven days a week.

The Director and Assistant Director of Campus Safety oversee the Office of Campus Safety. All campus safety employees have been trained in first aid and CPR. Officers conduct foot and automotive patrols of the campus and residence halls 24 hours a day, 7 days a week throughout the year. Campus Officers enforce all University rules and regulations, city ordinances, and state and federal laws.

### **Lost and Found**

Lost and Found is located inside the Campus Safety Office, room 126, of the Fitton Student Union. If you have a missing item or have found an item, please notify the office and call (706) 233-7218. All items found are held up to one academic school year.

### **Gatehouse**

The purpose of the gatehouse is to monitor and control vehicle access on the campus. To access the campus online students will need to obtain a temporary parking permit. These can be obtained from the gatehouse by a) presenting the gatehouse staff with your Student ID, or b) notifying campus safety at (706) 233-7218 at least 24 hours prior to your arrival. You will need to provide your name, the expected date and time of your visit, the type of vehicle, and your student ID number.

Temporary parking permits are not required when visiting the Shorter University campus to attend a scheduled public event.

#### **Gatehouse Hours of Operation**

**(During Academic School Year)**

**24 hours/ 7 days a week**

### **Crime Awareness Reporting**

Faculty, staff, and students are encouraged to report criminal actions, potentially hazardous actions, and other emergencies. Reporting is done by calling the Campus Safety Office at (706) 233-7218, if urgent call 706-233-7911, or the gatehouse at (706) 295-5334. In case of a life threatening emergency, please dial 911 or 9-911 if you are using a campus phone. All incidents are reported to the University for follow-up. Incidents involving criminal activity and violent crime are reported to the Rome Police Department and are posted for the information of the campus community.

The officer who receives the report and has reasonable cause to believe that the report is valid shall make an oral report thereof immediately by telephone or otherwise to the appropriate police authority. Any person required to make a report pursuant to the Code section who knowingly and willingly fails to do so shall be guilty of a misdemeanor (Georgia Code 20-2-1184).

Rome Police Department reports are published weekly in the local newspaper and are monitored on campus.

## **Security and Access to Campus Facilities**

If you are visiting the Shorter University campus you will need to either a) carry an official Shorter University Identification card, or b) notify campus safety at (706) 233-7218 at least 24 hours prior to your arrival letting them know the expected date and time of your visit, your name, type of vehicle (if applicable) and your student ID number. Students must show student ID for free admittance (if applicable) to athletic events on or off campus. The general public may attend special events on campus. Residence Halls are locked 24 hours a day and are accessible only to residents. Facilities Management inspects campus facilities regularly and responds immediately to reports of potential safety and security hazards.

## **Theft of Personal Property**

Students who experience a theft or loss of personal property should alert Campus Safety at (706) 233-7218 as soon as possible. Shorter is not responsible for the personal property of students. Families are encouraged to make sure that homeowner's insurance policies cover the student's residence hall property. If a student has evidence that another student is responsible for the theft, he/she should alert the Campus Safety Office.

## **Alcohol and Other Drugs**

The possession, use, and/or sale of alcoholic beverages and/or illegal drugs or distribution of unauthorized controlled substances are prohibited at Shorter University and any other Shorter event. The Director of Student Health Services coordinates the drug and alcohol abuse education program.

## **Clery Act: Uniform Crime Report**

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The report lists statistics for serious crimes over the past three calendar years. The printed report is available in the Office of Campus Safety each year. The report is also posted on the Shorter website [http://www.shorter.edu/student\\_life/campus\\_safety.htm#clery](http://www.shorter.edu/student_life/campus_safety.htm#clery). Students and family members are encouraged to contact the Director of Campus Safety to discuss specific concerns.

## **Campus Safety and Traffic Regulations**

The Campus Safety Traffic Rules and Regulations publication is the official policy and procedure document relating to those who operate vehicles on the Shorter University Campus. Anyone operating a motor vehicle on campus is responsible for knowing and following these regulations. You may pick up a traffic brochure in the Campus Safety Office, FSU 126.

These regulations are intended:

- a. To make the parking facilities of the University available to its members.
- b. To promote pedestrian and vehicular safety.
- c. To insure access at all times for emergency vehicles.

All traffic and parking signs (including painted curbs, spaces, and hatchings) must be obeyed. Every effort has been

made to mark with signs and/or yellow paint all areas of the University property where parking is prohibited. In addition, parking is prohibited in driveways, spaces designated for disabled persons, pedestrian paths, crosswalks, sidewalks, construction areas, fire lanes, Aramark, National staff spaces, faculty lots, visitors spaces, or any place where parking or driving would create a safety hazard, obstruct traffic, or interfere with the use of University facilities.

## **Parking**

1. Online students visiting the Shorter University Campus should obtain a temporary parking permit (see below) and should park in the guest parking spots. If there are no guest parking spots available you may park in the commuter parking spots.
2. Legal parking on campus is between or inside parking lines only. Vehicles or bikes parked otherwise will be ticketed. Vehicles and motorcycles are prohibited from parking on the grass or walkways and from parking on driveways.
3. There will be no parking day or night along fire lanes or fire hydrants. This is not only a campus regulation but also a State Fire Marshall Ordinance. (Tow Away Zone)
4. The area around the dumpsters must be kept clear at all times. (Tow Away Zone)

***All restrictions remain in full effect 24 hours a day and 12 months a year.***

## **Temporary Parking Permits**

1. Online students bringing a car to the Shorter Campus, other than for scheduled public events, must obtain a temporary parking permit from the Gatehouse (see Gatehouse section above).
2. Temporarily handicapped persons may obtain a special handicapped permit from the Campus Safety Office. Contact Campus Safety at (706) 233-7218 for instructions on how to obtain this permit. This permit is valid in designated handicapped parking lanes on Shorter University property only.
3. It is very important, for security and identification reasons (lights left on, accident, etc.) to obtain a temporary parking permit when you bring a vehicle to the Shorter University Campus. If a vehicle is observed on campus on a regular basis without a parking permit, law enforcement officials will be asked to identify the owner. The vehicle may be towed at the owner's expense.
4. If a student loans a vehicle to another student, the owner of the vehicle is responsible for violations.

## **Fines**

1. All parking citations must be paid in the Business Office.
2. The maximum number of citations that may be accumulated in the academic year is six (6). Failure to pay fines could result in grade reports and transcripts being withheld.
3. Students who accumulate more than six tickets are subject to administrative sanctions, which may include booting, towing, and prohibited parking.
4. Students who receive parking restrictions due to accumulating more than six (6) tickets will have notices placed on their vehicles. All restrictions remain in effect during the weekdays, weekends, and when classes are not in session. If vehicle is on Campus during restriction times, vehicle will be towed.

## **Booting Policy**

Booting is the immobilization of vehicles with excessive parking/traffic tickets or those parked in a tow away zone (i.e. Fire Lanes, maintenance entrances, blocking traffic, or endangering individuals or equipment, fire hydrants, loading docks, dumpsters, and double parking).

Immobilization involves the placement of a large steel device, on the driver's side front tire of the vehicle, which is tightened on the tire and then padlocked into place. If the vehicle is moved or an attempt is made to move the vehicle, serious damage will occur. Warning stickers will be placed on the windshield and/or the driver's side window providing notice of how to settle parking debts and a warning that damage can occur if an attempt is made to drive the vehicle away from the site.

To release the vehicle, the driver must settle all outstanding tickets and booting fees, payable in the Business Office Monday- Friday during Business hours of 8:30 a.m. to 4:30 p.m., the Campus Safety Office will accept check or cash outside of the Business Office Hours.

Shorter University's traffic/safety rules and regulations are published each year, along with a map of campus showing those areas designated for student parking. Copies of the brochure can also be obtained by stopping by the Campus Safety Office, located in the Fitton Student Union. The Campus Safety Office can be reached 24 hours a day, 7 days a week at (706) 233- 7911 or by dialing extension 7911 from campus phone.

## **Traffic Appeals Court**

Traffic Appeals Court is comprised of two students, appointed by the SGA Executive Council and approved by the Senate, and two faculty members appointed by the administration. The members of the Traffic Court come from a pool of other appointed students and faculty. The court meets once a month or on an as-needed basis. Ticket appeals must be in writing within two weeks of the date of the ticket. The decision of the court is final. The appeals process is located on the front of the ticket.

## **Speed Limit**

The speed limit from Shorter Avenue to the top of the hill and on campus is 25 MPH. The speed limit for all parking lots is 10 MPH. Special attention should be given to speed bumps and speed should be adjusted accordingly. Citations will be issued to those caught speeding.

## **Towing Policy**

Vehicles on campus will be towed when one or more of the following circumstances apply:

- 1 Parked vehicle which creates a fire/safety hazard or obstructs the free flow of traffic;
- 2 Parked in a designated tow-away zone, blocking a fire hydrant, or unauthorized parking in a handicap zone;
- 3 When a vehicle is presumed to be abandoned or is in a visible state of disrepair and the owner cannot be contacted;
- 4 Blocking any dumpsters or fire lanes.
- 5 Receive in excess of five tickets per semester.
- 6 Student Restrictions

## Important Phone Numbers

Campus offices are open 8:30 a.m. – 5 p.m.

### Office of Online Programs

706-233-7491

[online@shorter.edu](mailto:online@shorter.edu)

### Office of the President

706-233-7201

### Office of the Provost

706-233-7203

### Registrar

706-233-7205

[registrar@shorter.edu](mailto:registrar@shorter.edu)

### Vice President for Student Affairs and Dean of Students

Dr. Debra Faust

706-233-7231

[dfaust@shorter.edu](mailto:dfaust@shorter.edu)

### Online Programs Admission Contacts

Kevin Aronhalt

Office: 706-233-7789

Cell: 706-676-4162

[karonhalt@shorter.edu](mailto:karonhalt@shorter.edu)

Darleatha Ramirez

Office: 706-233-7622

Cell: 706-936-8654

[dramirez@shorter.edu](mailto:dramirez@shorter.edu)

### Financial Aid Contact

Hannah Rogers

Financial Aid Advisor

706-233-7327

[hrogers@shorter.edu](mailto:hrogers@shorter.edu)

### Business Office Contact

Vickie Gandy

Student Accounts and Collection Coordinator

706-233-7313

[vgandy@shorter.edu](mailto:vgandy@shorter.edu)

### Student Advising Contact

Sean Butcher

Office: 706-233-7491

[sbutcher@shorter.edu](mailto:sbutcher@shorter.edu)

**Livingston Library**

706-233-7272

[http://www.shorter.edu/libraries/libraries\\_home.htm](http://www.shorter.edu/libraries/libraries_home.htm)

**Contacts for Academic Programs****Bachelor of Business Administration**

Dr. Anthony Nichols

706-233-7272

[anichols@shorter.edu](mailto:anichols@shorter.edu)

**Bachelor of Business Administration in Sport Management**

Dr. Trey Cunningham

706-233-7414

[tcunningham@shorter.edu](mailto:tcunningham@shorter.edu)

**Associate's Degree**

Dr. Kathi Vosevich

706-233-7451

[kvosevich@shorter.edu](mailto:kvosevich@shorter.edu)

**Master of Accountancy**

Dr. Melissa Hickman

706-233-7219

[mhickman@shorter.edu](mailto:mhickman@shorter.edu)

**Master of Arts in Teaching in Early Childhood**

Dr. Susan Earwood

678-260-3602

[searwood@shorter.edu](mailto:searwood@shorter.edu)

**Other Contacts**

Please refer to the online directory. This is available at [http://www.shorter.edu/about/division\\_directory.htm](http://www.shorter.edu/about/division_directory.htm).

# Intellectual Property Policy

## I. General Purpose.

Shorter University (“Shorter”) is dedicated to supporting effective teaching and innovative research and development in the pursuit of knowledge. While the majority of such research and development pertains solely to the traditional classroom activities, Shorter recognizes that some marketable forms of Intellectual Property may result from the efforts of its Faculty, Employees, and Students. At times, Faculty, Employees, or Students make substantial use of Shorter’s facilities as well as contributions from Shorter and third parties during their production of Intellectual Property. Except as otherwise set forth in any validly executed work-for-hire agreement or Shorter’s Distance Education Intellectual Property Rights Policy, this Intellectual Property Policy controls as to the ownership of such materials, compensation, copyright issues, and uses of revenue derived from the creation and production of all Intellectual Property created or developed by Faculty, Employees, and Students of Shorter University.

## II. Definitions.

- a. **Creator:** The person who authors, creates, discovers, invents, or develops Intellectual Property subject to this policy.
- b. **Employee(s):** Any Shorter administrator acting in an administrative capacity, staff hired by Shorter to perform Shorter duties, and Students who receive work study funds or hourly wages for performing Shorter duties. As used herein, the term “Employee” does not include Faculty.
- c. **Faculty:** Any person hired by Shorter to conduct instructional classroom activities.
- d. **Intellectual Property:** Any original creation, invention, innovation, technology, skill, scientific or technological development, or artistic work or expression that has commercial value and which derives its intrinsic value from creative ideas. As used in this policy, Intellectual Property maybe generally categorized as follows:
  - (i.) **Scholarly Work:** Material prepared for traditional academic publications, such as scholarly journals or other texts or treatises of a scholarly nature.
  - (ii.) **Creative Works:** Artistic works, musical or dramatic compositions, literary works, and works of primarily aesthetic nature.
  - (iii.) **Traditional Course Materials.** Material of a pedagogical intent of a type traditionally used by faculty members in the course of Shorter’s educational mission. This includes the development of curriculum, syllabi, courses, the teaching of classes and development of related material generally intended for the immediate use of a student in a course.
- e. **Student(s):** Any person taking courses at Shorter.

## III. Applicability

This policy shall apply to all intellectual property created or developed through the efforts of Shorter Faculty, Employees, and Students except as otherwise set forth in any validly executed work-for-hire agreement or Shorter’s Distance Education Intellectual Property Rights Policy.

## IV. Ownership of Intellectual Property

Ownership of Intellectual Property created in whole or in part by Faculty, Employees and Students shall be governed by the following guidelines:

a. Faculty: The creating Faculty members' ownership rights in Intellectual Property are as follows:

- to the extent any applicable written agreement exists between Shorter and the creating Faculty pertaining to the creation or development of Intellectual Property, the terms of such agreement shall control;

- Intellectual Property unrelated to the Faculty member's job or educational responsibilities at Shorter and for which the Creator made no more than incidental use of Shorter resources, shall belong to the creating Faculty member;

-Intellectual Property which is Scholarly Work or Creative Work as defined above, shall belong to the creating Faculty member unless more than nominal use of Shorter resources are expected to be used by the creating Faculty member in which event Shorter and the Faculty member shall enter into a written agreement governing ownership, allocation of costs, and use of proceeds which may subsequently be derived from such Intellectual Property.

- Intellectual Property which is Traditional Course Materials or Scholarly Work shall belong to the creating Faculty member but Shorter shall have a nonexclusive right to use such Intellectual Property provided that Shorter uses such materials in furtherance of its education mission and not for revenue producing purposes; and

- Shorter may record Faculty member's classroom lectures and may use, reproduce, prepare derivative works from, and display such materials provided that Shorter uses such materials in furtherance of its education mission and not for revenue producing purposes.

b. Employee: Absent a signed written agreement to the contrary, a creating Employee, and any Student acting in an Employee capacity, shall have no ownership rights in or to any Intellectual Property created or developed in the course of their employment with Shorter. All such materials created or developed by an Employee in the course of their employment with Shorter shall be considered work-for-hire and shall be owned by Shorter.

c. Student. A creating Student's ownership rights in Intellectual Property are as follows:

- Unless specifically funded or commissioned by Shorter, all Scholarly Works and Creative Works of a Student shall belong to the Student;

-Any Intellectual Property created or developed by a Student in their capacity as an Employee shall belong to Shorter.

- Except as otherwise provided herein, all other Intellectual Property created by a Student with more than minimal use of Shorter facilities and not in the performance of Scholarly or Creative Work shall belong to Shorter.

#### **V. Revenue and Commercialization.**

a. Any Intellectual Property not specifically owned by the creating Faculty, Employee, or Student as set forth above shall belong to Shorter and Shorter shall be authorized to proceed with the commercialization of such Intellectual Property and shall be entitled to all revenues derived therefrom.

b. Any Intellectual Property owned solely by the creating Faculty, Employee or Student, shall belong to the Creator who shall be authorized to proceed with the commercialization of such materials and who shall be entitled to all

revenues derived therefrom; subject to any non-exclusive rights Shorter may have to use such materials for non-revenue producing educational purposes.

c. To the extent Shorter and the Creator jointly own any Intellectual Property under this policy, an express written agreement, or any applicable federal or state law, the commercialization of such materials shall be governed by a written agreement between the Creator and Shorter which shall establish the separate ownership rights, stipulate the percentage of ownership between the Creator and Shorter, describe the future uses of such materials, and the allocation of revenues derived therefrom. In the event percentage of ownership and payment and recovery of research and development costs are not addressed in such agreement, then the economic relationship is shared on a pro rata basis after the recovery of any research and development costs incurred by Shorter.

#### **VI. Resolution of Disputes.**

The interpretation of this Policy and the application of this Policy to Intellectual Property rights which are governed herein shall at all times be in accordance with any applicable law. To the extent a dispute or apparent conflict arises which is not specifically governed by law, the Provost shall be responsible for the interpretation and application of this policy. To the extent the Creator is unsatisfied with the Provost's decision, the Creator may appeal such decision to the President of Shorter, whose decision shall be final.

#### **VII. Amendments.**

This policy may be periodically reviewed, revised, or amended by Shorter as it deems necessary in its sole discretion.