

GOLDEY-BEACOM COLLEGE



STUDENT HANDBOOK AND CODE OF CONDUCT 2011-2012

Published by the Student Affairs Office



Acknowledgement of Receipt

By signing below, I acknowledge that I have received a copy of the 2011-2012 Goldey-Beacom College Student Handbook. I understand that it is my responsibility to become familiar with the contents within. I further understand that students are expected to adhere to College policies while attending Goldey-Beacom College.

Additionally, I understand that important College communications (such as notification about academic progress, financial aid determinations, scheduling changes, communication regarding visas, etc.) will be routinely sent to my GBC email account rather than through the postal service. I agree to check my College email account regularly to remain informed of important communication.

Name _____ Date _____

Signature _____

Table of Contents

Questions and Answers: A Resource Guide.....	1
CAMPUS RESOURCES AND SERVICES.....	4
Academic Computing Center.....	4
Academic Resource Center.....	4
Admissions Office.....	5
Advisement Office.....	5
Bookstore.....	5
Campus Web.....	5
Campus-wide Wireless Network.....	6
Career Services Center.....	6
Copier Services.....	6
Counseling.....	6
Financial Aid.....	7
Food Service.....	7
GBC Email.....	7
gbcALERT.....	8
GBC Service Desk.....	8
Residence and Student Life.....	8
Internships for Academic Credit Program.....	9
Library.....	9
Loss of Personal Property.....	10
Microsoft Certification Testing.....	10
Parking Permits.....	10
Security.....	10
<i>Crime Prevention</i>	10
<i>Emergencies</i>	11
<i>Escort Service</i>	11
<i>Traffic Gates</i>	11
Student Affairs Office.....	11
Student Finances/Business Office.....	11
Student Health Insurance.....	12
Student Identification Cards.....	13
Student Network Account.....	13
Students with Special Needs.....	13
Talk Back!.....	13
Weather Closing.....	14
ACTIVITIES.....	14
<i>Student Activities on Campus: An Overview</i>.....	14
<i>Student Organizations</i>.....	15
<i>Student Organization Procedures</i>.....	17
Establishing and Registering.....	17
Advisor Responsibility.....	18
Organization Revocation.....	18
<i>Student Organization Policies</i>.....	18
Advertising Policy.....	18
Campus Facilities: Use and Reservation Policy.....	19
Contracts Policy.....	19
Equal Opportunity Statement.....	19
Event Attendance Policy.....	20
Fundraising Policy.....	20

Vendor Policy	20
Athletic Programs	20
POLICIES	21
General	21
Alcohol and Drugs Policy	21
Animal Policy	21
Commercial Advertising and Sales Policy	22
Discrimination and Harassment Policy	22
Dress and Grooming Policy	23
Emergency Closing	23
Hazing Policy	23
Library Policy	24
Parking and Parking Lot Policies	24
Recreational Equipment Policy (Skates, Skateboards, Bicycles, etc.)	25
Responsible Computing and Use of College Resources	25
Smoking Policy	28
Academic	29
Academic Honor Code	29
Advanced Placement	29
Auditing a Course	29
Change of Address	29
Change of Curriculum/Major/Program	29
Class Attendance and Tardiness	29
Class Scheduling	30
Classification of Students	31
Cumulative Index (Cumulative Grade Point Average)	31
Curricular Updates	31
Developmental (Non-degree Credit) Courses	31
Drop/Add	32
Exceptions	33
Family Education Rights and Privacy Act of 1974	33
Grade Appeal Process	33
Grading System	34
Graduation	36
Honors and Awards	36
Internship	37
Privilege of Attendance	37
Progress Toward Degree/Certificate	37
Re-Entry	38
Release of Grades Policy	38
Release of Student Information	38
Repeating Courses	38
Satisfactory Academic Progress	39
SEVIS (Student and Exchange Visitor Information System)	42
Second Degree/Minors	43
Student Responsibility	43
Transcripts of Permanent Records	43
Transfer of Credits	43
Withdrawal	44
Residence Halls	44
Philosophy	45
Academic Requirements	45
Guest Policy	45
Missing Student Policy	45
Policy on Alcohol and Drugs	46

Judicial Process, Sanctions and Appeals..... 46

STUDENT CODE OF CONDUCT 48

The Obligations of a Student at Goldey-Beacom College 48

Academic Conduct..... 49

Standard of Conduct..... 52

Rules of Decorum..... 52

Violations..... 53

Sanctions 55

Student Appeal Process 56

Student Records: Policy on Confidentiality 58

Family Education Rights and Privacy Act of 1974 (FERPA)..... 58

Release of Student Information 58

REFERENCES..... 59

Emergency and General Information Phone Numbers 59

Residence and Student Life Phone Numbers 59

Faculty and Staff 59

Goldey-Beacom College reserves the right to revise any part or all of the information contained in the Student Handbook at any time. The policies contained in the current Student Handbook supersede all prior editions. The most current information is available on the College's website at www.gbc.edu

Photo Credit: Athletic photos on the cover of the 2011-2012 Student Handbook and Planner were taken by Joe Koch



Questions and Answers: A Resource Guide

For questions about:	Go to:	Phone:
Absences from Classes	Class professor	see College Website Directory
Accounts-Students	Business Office Fulmer Center	225-6268
Account-Passwords	Academic Computing Center Pavilion	225-6277
Address Change	Registrar's Office Fulmer Center	225-6265
Advertising (cars, books, etc)	Student Affairs Office Jones Center	225-6332
Alcohol and Drug Information	Student Affairs Office Jones Center	225-6332
Alert Messaging System (<i>gbc</i> ALERT)	www.gbc.edu/alerts/	n/a
Automobile Registration/Decal	Student Affairs Office Jones Center	225-6332
Books - New or Used	Bookstore Jones Center II	225-6300
Bulletin Boards (Advertising)	Student Affairs Office Jones Center	225-6332
Change of Major	Financial Aid/Advisement Office Fulmer Center	225-6265
Class Scheduling	Financial Aid/Advisement Office Fulmer Center	225-6265
Computer Information	Academic Computing Center Pavilion	225-6277
Copying Machine	Library Jones Center	225-6247
Employment	Career Services Center Jones Center II	225-6256
FAFSA (Free App. for Fed. Stud. Aid)	Financial Aid/Advisement Office Fulmer Center	225-6265
Food Service	Food Service Jones Center	225-6333
Grades	Financial Aid/Advisement Office Fulmer Center	225-6265
Graduation	Financial Aid/Advisement Office Fulmer Center	225-6265
Greek Life: Fraternities and Sororities	Student Affairs Office Jones Center	225-6245
Health Insurance (Student)	Head Athletic Trainer Jones Center II	225-6217

For questions about:	Go to:	Phone:
Housing (On-Campus)	Office of Residence and Student Life Jones Center	225-6241
ID Cards (Issued/Lost)	Student Affairs Office Jones Center	225-6332
Immigration Topics	Financial Aid/ Advisement Office Fulmer Center	225-6265
International Student Employment Opportunities and Procedures	Financial Aid/Advisement Office Fulmer Center	225-6265
Internships	Career Services Center Jones Center II	225-6256
Judicial Information	Student Affairs Office Jones Center	225-6332
Loans	Financial Aid/Advisement Office Fulmer Center	225-6265
Lost and Found	Student Affairs Office Jones Center	225-6332
MBA/Graduate Student Information	Admissions Fulmer Center	225-6248
Meeting Rooms	External Affairs Office Jones Center	225-6210
Name Change	Registrar's Office Fulmer Center	225-6265
Newspapers and Magazines	Library Jones Center	225-6247
Off-Campus and Commuter Life	Student Affairs Office Jones Center	225-6332
Parking Policies	Student Affairs Office Jones Center	225-6332
Payment Information	Business Office Fulmer Center	225-6268
Personal Concerns	Student Affairs Office Jones Center	225-6332
	Financial Aid/Advisement Office Fulmer Center	225-6265
President's or Dean's List	Registrar's Office Fulmer Center	225-6265
Refunds	Business Office Fulmer Center	225-6268
Scholarship Information	Financial Aid/Advisement Office Fulmer Center	225-6265
Selling and Solicitation on Campus	Student Affairs Office Jones Center	225-6332

For questions about:	Go to:	Phone:
Sexual Assault Information	Student Affairs Office Jones Center	225-6332
Sexual Harassment	Vice President Jones Center II	225-6273
	Vice President Fulmer Center	225-6233
Sports Equipment Reservation	Athletics Office Jones Center II	225-6330
Sports Information	Athletics Office Jones Center II	225-6330
Student Activities	Student Affairs Office Jones Center	225-6245
Student Organizations	Student Affairs Office Jones Center	225-6245
Transferring to another College or University	Financial Aid/Advisement Office Fulmer Center	225-6265
Transportation (Bus)	Student Affairs Office Jones Center	225-6332
Tutoring	Academic Resource Center Jones Center	225-6332
Weather Closings	http://www2.gbc.edu/mygbc/weather.asp	n/a
Withdrawal from the College	Financial Aid/Advisement Office Fulmer Center	225-6265
Writing Problems	Academic Resource Center Jones Center	225-6229

CAMPUS RESOURCES AND SERVICES

Academic Computing Center

Location: Fulmer Center, Ground Floor

Phone: (302) 225-6277

The Academic Computing Center (ACC) is the computing resource of GBC. The center's staff maintains and develops the computing facilities to meet the needs of the students at the College and provides services and support for the College community. The labs provide a welcoming and pleasant atmosphere for students to complete their coursework at GBC. Labs are supervised by lab assistants and are open to students with day, evening, and weekend hours.

Users should use a removable storage device, e.g., USB memory key, CD-RW, or diskette, to save their work. Any work saved on the local computer hard drive will be deleted automatically at logoff/reboot in the labs, classrooms, library, and student access computers located in College offices.

Software applications are the latest versions available and are added as needed to support the requirements in the course work and classroom instruction. A complete list of the software installed is available at www.gbc.edu/acc/software.html. The current configuration of computer hardware is readily available through the Dean of IT, the lab support staff, and at www.gbc.edu/acc/hardware.html. Please refer to the policies for information about the student network account and what resources are available.

Additional information pertaining to the Academic Computing Center may be obtained by contacting the Academic Computing Center or by visiting www.gbc.edu/acc/.

Academic Resource Center

Location: Joseph West Jones College Center, Student Affairs Suite **Phone:** (302) 225-6245

The purpose of the John R. Miller Academic Resource Center is to supplement the class and home learning experiences of Goldey-Beacom students.

The primary focus is on the first and second year of study in such areas as English, Mathematics, ITG 148 and 149, and Accounting.

All students are welcome to refine their skills through:

- Professional and Peer tutoring
- Multimedia Instructional programs
- Assistance with academic success skills
- Administration of make-up tests

Students are encouraged to stop by at any time for review, for a quiet place to study, or for more information about the services offered. Additional information may also be obtained by visiting www.gbc.edu/arc.

Admissions Office

Location: Clarence A. Fulmer Center, 1st Floor

Phone: (302) 225-6248

Undergraduate Studies

Additional information pertaining to admission procedures may be obtained from the Admissions Office or by visiting www.gbc.edu/admissions.

Graduate Studies

Individuals completing a bachelor's degree at an accredited college or university and giving evidence of the ability and preparation necessary for the satisfactory completion of graduate work are invited to apply to the Graduate Program. Goldey-Beacom College offers a MBA Degree, Master of Management Degree, and Master of Science in Taxation or Finance Degree in which each and every individual student is valued. GBC undergraduate students planning to continue in the Graduate Program may take graduate courses as electives in their undergraduate program, thereby shortening their time in the graduate program. GBC undergraduates may also qualify for waivers of both application fees and GMAT requirements.

Advisement Office

Location: Clarence A. Fulmer Center, 1st Floor

Phone: (302) 225-6265

Advisors in the Financial Aid/Advisement Office assist students in class scheduling, processing financial aid, graduation petitioning, and maintaining academic records. They also monitor and enforce academic standards, provide students, upon request, with up-to-date academic information on academic policies and procedures, and assist students with general academic-related matters.

Bookstore

Location: Joseph West Jones College Center

Phone: (302) 225-6300

Footnotes, The Campus Store, is the official bookstore for Goldey-Beacom College and is owned and operated by the College. Footnotes offers personal, counter service for all its textbooks so that students do not have to struggle to determine what books they will need for any given semester. A bookstore staff person assists each customer with text and supply requirements. The store carries new, used, and rental textbooks required for courses offered by the College. As a general rule, the bookstore begins selling textbooks approximately one month prior to every semester.

Footnotes also carries Goldey-Beacom insignia clothing and giftware. These are either available in store or via the web by visiting the Online Store at www.gbc.edu/shop. The online store gives students, alumni, family and friends an opportunity to purchase memorabilia or gifts from the convenience of their home.

Other categories of merchandise carried at Footnotes are school and office supplies, software, greeting cards, stamps, health and beauty aids, phone cards, candy and snacks. Additional information pertaining to the bookstore's hours, return policy, book buyback, class rings, and graduation may be obtained by contacting Footnotes or by visiting www.gbc.edu/bookstore/.

Campus Web

A comprehensive portal solution provides students with access to the College's learning management software (LMS), student schedules, course offerings, grade reports, unofficial transcripts, degree requirements, student finances, online payments, and more. The LMS allows students to view course syllabi, handouts, assignments, and course-related grades as well as to take tests and email classmates and faculty. Current classes are listed in the 'My Courses' quick link (left menu) 14 days prior to the start of

the class until 14 days after the end of the class. Students should explore the different tabs within the Campus Web portal which contain many library and technology resource links as well as general announcements. Access the portal at <https://campusweb.gbc.edu/ics>. See the 'Student Network Account' section for more information on the student's username and password.

Campus-wide Wireless Network

Students have access to the GBC wireless network which is available from most locations on campus. Common indoor areas such as the library, lounges, apartments, and classrooms are part of the network. Several outside locations are also accessible, including the gazebo near the softball field, outside seating areas etc. Refer to the links provided on www.gbc.edu/acc/wireless.html for more information on configuring your system and requirements for connecting to the network.

Career Services Center

Location: Joseph West Jones College Center, External Affairs Suite **Phone:** (302) 225-6256
Email: careers@gbc.edu

The Career Services Center provides individual career development and employment assistance to students and alumni. Areas of focus include self-assessment, cover letters, resumes, networking, and interview techniques. Career Services also provides many opportunities for students and alumni to connect with employers formally and informally. The Career Services Center is a lifetime resource available to both students and alumni throughout their career.

The Career Services Center makes appropriate job search materials and career development services available to students through the following resources:

- Online GBC job board and resume posting/referral activities to enable students and employers to connect online
- Personalized assistance with writing effective job search correspondence and resumes
- Mock Interviews and assistance with interviewing techniques
- FOCUS-2, a self-assessment online program for evaluating skills, interests, and potential careers.
- Current publications and career-related handouts
- On-campus recruiting and interviewing with employers who have career-related opportunities available
- Career and Internship Fairs
- Internship program
- Career development seminars and workshops/programs held throughout the academic year focusing on topics including networking, professional appearance, interviewing skills and career exploration.

For additional information on the services available and for updates on the career development activities scheduled throughout the academic year, please visit the website www.gbc.edu/career or email careers@gbc.edu.

Copier Services

A copy machine is available in the Hirons Library on a "pay-as-you-go" basis. Extensive copying is not permitted and students are reminded to observe copyright laws.

Counseling

Academic and career counseling services are provided for students of the College by the professional staff of the Student Affairs, Financial Aid/Advisement, and Career Services offices to assist student in making satisfactory adjustments to college life and in achieving academic success. Students are encouraged to take the initiative in seeking these services. Students who desire counseling for personal or medical issues are encouraged to see the Dean of Students for a referral list of off-campus resources.

Financial Aid

Location: Clarence A. Fulmer Center, 1st Floor

Phone: (302) 225-6265

Financial aid funds are available in the form of scholarships, grants, loans, or work opportunities for eligible students who need financial aid assistance in order to pursue a college education. The type and amount of financial aid which is awarded to qualified students is based upon the extent of the students' needs as well as the amount of financial aid funds available for disbursement. All types of federal and GBC financial aid are awarded for a period of one academic year; therefore, students must re-apply for financial aid funds each year. Students entering the College must be accepted into an eligible program of study in order to qualify for scholarship and federal financial aid funds. Recipients must meet the U.S. citizenship requirements for federal and state financial aid programs.

Additional information pertaining to application procedures may be obtained from the Financial Aid/Academic Advisement Office or by visiting www.gbc.edu/financialaid/.

Summary of Student Consumer Rights and Responsibilities:

A student who receives financial aid from Goldey-Beacom College has the following rights:

- To know the costs of attendance at the institution
- To know all available sources of financial aid
- To speak with a Financial Aid Advisor who evaluates the student's need
- To be informed of all aspects of the financial aid package awarded including special disbursement of aid
- To know the academic expectations of the institution

A student who receives financial aid from Goldey-Beacom College also has the following responsibilities:

- To apply for financial aid by the established deadline as determined by Goldey-Beacom College
- To report to the Financial Aid Office any awards received from agencies outside the College
- To maintain satisfactory academic progress
- To comply with College policies and the Student Code of Conduct
- To comply with established loan repayment schedules
- To report to the Financial Aid Office any changes in family or student financial status

Information pertaining to the "Summary of Student Consumer Rights and Responsibilities" may be obtained from the Financial Aid Programs brochure or by visiting www.gbc.edu/financialaid/rights.html.

Food Service

Location: Joseph West Jones College Center, George A. Thompson Student Lounge

Phone: (302) 225-6333

The College food service offers breakfast, lunch, dinner, and snack items in a cafeteria-style format. Particular care is given to assuring nutritionally sound, balanced offerings at reasonable prices. Vending services supplement the offerings when the food service is closed. A declining balance meal plan is available for students to use at the food service. For information regarding the dining plan, please contact Footnotes the Campus Store at (302)225-6300 or visit the website at www.gbc.edu/cafe/.

Additional information including menu selections and hours of operation may be obtained by visiting www.gbc.edu/cafe/.

GBC Email

An email account is established for every new student at the beginning of each session. Students may access the GBC mail server using the URL of <https://mail01.gbc.edu/exchange/>. GBC Email serves as the official means of sending information to students by faculty and staff. Using GBC email helps ensure students receive prompt service. Please refer to the policies (www.gbc.edu/acc/policies.html) on the required use of the GBC email account. For account questions/problems, please call the

Academic Computing Center at (302) 225-6277 or stop by the Center and contact a lab assistant for assistance. See the 'Student Network Account' section for more information on the student's username and password.

***gbc*ALERT**

Goldey-Beacom College provides emergency notifications, weather cancellations, and updates through text messaging and email. Students must confirm their enrollment to receive any or all of these notifications. Standard text messaging fees may be charged by your service provider when you sign up for the text messaging service. For more information visit: www.gbc.edu/alerts/.

The *gbc*ALERT system is aimed at improving safety on campus and enables Goldey-Beacom College to provide a rapid delivery of messages via text messaging and email. With one text message or email, everyone who is registered can be notified about a campus emergency, weather cancellations or delays, campus happenings, etc. All students are encouraged to utilize this service. The College immediately notifies the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the student, faculty, or staff on campus.

GBC Service Desk

- **Can't get the answer you need?**
- **Trouble finding the right person to help with your problem?**
- **Waiting too long for information that's important to you?**

Quality service and student satisfaction is a priority at Goldey-Beacom College. We take pride in providing quick response to your questions and needs. But sometimes, we may fall short of your expectations, especially during busy times such as registration or graduation.

The GBC Service Desk is our way of assuring that you get the service you need, when you need it. If you haven't been able to get the answer you need, simply fill out the form by visiting http://www2.gbc.edu/service_desk/request.asp or leave the information by phone at (302) 225-6799 if you do not have access to email. Someone will get back to you within two working days to fill you in on progress with your request. Remember, the GBC Service Desk helps when you have already sought help through the usual channels, so make sure you have first contacted the right staff (and the area supervisor) and given them time to respond – then contact us!

If your difficulty is with a class, an instructor, coursework, or a grade, you must contact the Academic Affairs Office (302-225-6342). The GBC Service Desk cannot be used. Use the GBC Service Desk for any other problems getting service or information, including billing, the Business Office, Career Services, registration and financial aid, student housing, student affairs, or any other office of the College which provides support services.

Residence and Student Life

Location: Joseph West Jones College Center, Student Affairs Suite Phone: (302) 225-6241

Full-time students are invited to reside on campus in any of the College's residence halls. Each hall consists of apartment style living. Apartments are fully furnished and include a kitchen, dining area, living area, two bedrooms, bathrooms, and closets with laundry facilities in each building. It is strongly suggested that early first payment be made since the capacity of on-campus housing is limited.

The staff of the Office of Residence and Student Life is employed by the College to ensure resident guidelines enforcement, to offer regular developmental programs, to act as Resident Student Association advisor, and to assign housing on campus.

Upperclassmen are selected as residence hall paraprofessionals (Resident Assistants) to assist the Director of Residence and Student Life.

Additional information pertaining to Residence and Student Life such as payment rates and deadlines may be obtained by contacting the Office of Residence and Student Life or by visiting www.gbc.edu/housing/.

Internships for Academic Credit Program

Location: Joseph West Jones College Center, External Affairs Suite, Career Services Office **Phone:** (302) 225-6256

The Internships for Academic Credit Program, which facilitates the transition from academic coursework to the world of work, is available to all interested and eligible students in most of the academic undergraduate programs at the College. All undergraduate students are encouraged to participate in the Internship program prior to graduating. An internship is a unique educational plan in which the student integrates classroom study with planned and supervised work experience. This educational process allows students to acquire practical skills and exposure to the reality of workplace beyond the boundaries of the campus, to enhance self-awareness, and to help provide direction with regard to career choice. For more information, students should contact the Career Services Office or visit the website, www.gbc.edu/career.

Below are the procedures for participating in the program:

- Any undergraduate matriculating student who has completed at least half of his/her degree requirements at the time of application and has a minimum GPA of 2.75 is qualified for the internship program.
- The student must satisfy a work requirement of 300 hours for three academic credits for one semester or 600 hours for 6 academic credits for two semesters. Associate degree students are only permitted three credits of internship hours.
- The internship will be slotted for elective credits and will be graded as Pass or Fail only.
- The student can only begin the internship hours after turning in the application and relevant paperwork to sign up for the credits.
- The internship must be relevant to the student's area of study.
- During the internship time frame, the student will be required to submit a term paper based on his/her field experience and the Internship Supervisor will be required to complete a Student Internship Evaluation Form sent out by Career Services Office.

All students who qualify for the Internship Program are encouraged to make an appointment with the Career Services Office and fill out the appropriate paperwork for approval.

Library

Location: Joseph West Jones College Center

Phone: (302) 225-6247

Located in the Jones Center, the Hirons Library is a modern facility with state-of-the-art research capabilities. Its catalog is fully automated and accessible at in-house work stations or remotely through the Internet as the "Library Catalog." Thirty on-line databases are available for student and faculty research purposes. All of these databases provide immediate workstation access to the original material. Databases currently include Academic Search Complete, Business Sources Complete, Infotrac Business Suite, Psych Articles, Psych Info, Proquest Newspapers, Wall Street Journal (historical), Mergent, Safari Business Books Online and Morningstar Mutual, Regional Business News, World Trade Ref, Encyclopedia Britannica Online and access to many online government documents. Internet access is also available to students, staff, and faculty for research only, and these groups may also borrow laptop computers for in library use.

The Hirons Library has in excess of 100,000 volumes in its collection. The library is a full member of PALINET, the regional network for the On-line Computer Library Center (OCLC), allowing patrons to borrow books and other materials via a world-wide computer network. Additionally, as a member of the Tri-State Library Consortium, a cooperative arrangement among 32 regional colleges and universities, Goldey-Beacom students have access to more than 3,000,000 volumes locally through Interlibrary loan or have full borrowing privileges when visiting local libraries by obtaining a letter of introduction from the Hirons Library. The Hirons Library also

has access to in-state resource sharing of library materials found in the Delaware Union Catalog and the Delaware Union List of Serials and has online access to DELCAT.

The Hiron Library staff is available to assist with informational and research requests in person and via telephone and email. Bibliographic instruction classes are tailored to specific course needs, and database workshops are conducted throughout the year. Individual help is available when needed. We welcome suggestions for service and materials.

The library is open seven days a week (except for major holidays) for at least eight hours each day. Specific hours of operation are posted in the Jones Center, on the web page, and by phone message. Students must have up-to-date ID cards to check books and other materials out of the library.

Additional information pertaining to the Hiron Library and its services may be obtained by contacting the Hiron Library or by visiting www.gbc.edu/library.

Loss of Personal Property

Location: Joseph West Jones College Center, Student Affairs Office **Phone:** (302) 225-6332

Students may contact the Student Affairs Office to report lost items. The College does not assume responsibility for loss of books, clothing, or other personal property.

Microsoft Certification Testing

The College is authorized to offer Microsoft Office Specialist (MOS- Office 2007 and 2010) certification tests. For more information, contact Stephanie Foster at steph@gbc.edu.

Parking Permits

Parking permits are mandatory and FREE and may be obtained in the Student Affairs Office. Current students **must** present proof that they are financially registered with the Business Office. Students must be prepared to provide vehicle year, make, model, color, vehicle license plate number, vehicle's license plate expiration date, and name of vehicle's owner. Parking permits for faculty, staff, and commuters are valid for a four year cycle starting in the fall. Parking permits for residential students are valid for only one year.

Parking permits should be placed in the rear window, right hand side of a vehicle, or in the front window if windows are tinted. One permit will be provided per vehicle. Additional information pertaining to parking permits may be obtained in the Student Affairs Office.

Security

Location: Leach Hall Security Office

Phone: (302) 995-1849

Cell: (302) 547-0988

The College maintains a professionally trained security staff which makes regular patrols throughout the grounds and buildings. Security cameras are installed throughout campus to enhance student safety. There are cameras in the hallways, at the entrance and exit points, and around the exterior of all College buildings.

Additional information pertaining to security may be obtained through the Student Affairs Office.

Crime Prevention

The following outlines some precautionary measures recommended by Campus Security to prevent crime:

- Students and employees should lock doors and windows at all times, even if only going down the hall or across the street.
- Student and Employee Identification Cards should be carried at all times.
- Anything suspicious should be reported to Campus Security at (302) 547-0988, Student Affairs Office at (302) 225-6332, or the Business Office at (302) 225-6268 as soon as possible.

Emergencies

In case of a campus emergency, contact Campus Security at (302) 547-0988, the Student Affairs Office at (302) 225-6332, or the Business Office at (302) 225-6268.

Escort Service

Students requiring an escort to their vehicles should notify the Student Affairs Office at (302) 225-6332 or Security at (302) 547-0988.

Traffic Gates

Traffic gates are located on the north side of the College's campus off Stoney-Batter Road. The gates at the Side Entrance and at the Service Road are used to control traffic and to enhance the safety and security of campus during the evening and night time hours. The Main Entrance at the intersection of Limestone Road and New Linden Hill Road is open at all times. For the current Campus Access Schedule, please contact the Student Affairs Office. To meet the needs of the College campus, the Campus Access Schedule may be adjusted from time to time.

Student Affairs Office

Location: Joseph West Jones College Center

Phone: (302) 225-6332

The Student Affairs Office of Goldey-Beacom College offers services and programs to complement a student's academic experience. Social, cultural, and recreational activities provide many opportunities for students to get involved in college life. Offices and programs within the Student Affairs Division include: Academic Resource Center, Athletics, Residence and Student Life, Library, Security, and Student Activities.

Additional information may be obtained at www.gbc.edu/student_affairs/.

Student Finances/Business Office

Location: Clarence A. Fulmer Center 1st Floor

Phone: (302) 225-6268

The Business Office works with students and parents to find the best payment option for each individual student. Various payment plans are available, including the Goldey-Beacom College Annual Payment Plan and the Goldey-Beacom College Semester Payment Plan (see below for additional information). Students receiving tuition assistance from employers are encouraged to contact the Business Office for additional payment options or visit www.gbc.edu/business_ofc/options.html. The Business Office personally handles all payment plans and receipts all payments at the College. Student invoices are available on Campus Web approximately 30 days prior to the payment due date. Invoices are mailed around two weeks prior to the payment due date.

Tuition

For the current tuition rate, students should ask an advisor or visit www.gbc.edu/business_ofc/fees.html.

Student Service and Technology Fee

For the current Student Service and Technology Fee rate, students should ask an advisor or visit www.gbc.edu/business_ofc/fees.html

Tuition Refund for Dropped Courses or Withdrawal from the College

Students who officially drop courses (reduce course schedule) or officially withdraw entirely from the College during the fall, winter, spring, or summer semester may be entitled to a tuition refund. Please refer to the Drop/Add Policy located at www.gbc.edu/advisement/dropadd.html.

Family Tuition Savings Plan (FTSP)

A special tuition savings is available to families in which two or more members of the immediate family (husband, wife, tax-dependent children) are enrolled concurrently at Goldey-Beacom College in a degree program. The tuition credit is approximately a ten percent tuition savings and is applicable for all semesters. Applications for the Family Tuition Savings Plan are available in the Financial Aid/Advisement Office. If necessary, a copy of the IRS 1040 form must also be furnished.

Goldey-Beacom College Annual Payment Plan

The Goldey-Beacom College Annual Payment Plan is a budget program for parents and students. This plan allows parents and students to pay tuition, student service and technology fees, residence hall fees, student health insurance, and books on a monthly basis. The number of payments is determined by the month payments are started. If the summer session is included or if fall payments are made early, payments would begin in May and there would be 12 monthly payments. If the summer is not included, the Annual Payment Plan can start as late as August and there would be nine monthly payments. Regardless of when the payment plan begins, the last payment is due April of the following calendar year. No fee or interest is charged for participation in this program. Parents and students are eligible for the annual payment plan if no outstanding debt is owed to the College, and if previous payments were made according to established plans.

The Annual Payment Plan form is available at www.gbc.edu/business_ofc/forms.html. Additional information pertaining to the annual payment plan may be obtained by contacting the Business Office at (302) 225-6268.

Goldey-Beacom College Semester Payment Plan

The College offers to its parents and students a semester-based payment plan. This payment plan allows parents and students to split their semester charges, including tuition, student service and technology fees, residence hall charges, student health insurance, and books, into payments. No fee is charged for participation in this plan. Parents and students are eligible for the installment plan if no outstanding debt is owed to the College, and if previous payments were made according to established plans.

The Semester Payment Plan form is available at www.gbc.edu/business_ofc/forms.html. Additional information pertaining to the installment plan may be obtained by contacting the Business Office at (302) 225-6268.

On-Hold Policy/Outstanding Debt Owed to the College

When a student has an outstanding balance at the College, and consequently, owes outstanding debt to the College, a hold is placed on the student's account. The outstanding balance can result from unpaid charges for tuition and fees, residence halls, damage, library fines, etc. When a student's account is placed on hold, the student is not permitted to register for or attend future courses, to revise class schedules, or to receive official grades, transcripts, and/or diplomas. Students with outstanding balances are encouraged to contact the Business Office to set up individualized payment plans. Student referral to collection agencies and credit bureaus is at the discretion of the College. Students will be charged all collection and legal fees that the College incurs in attempting to clear the debt. Once the outstanding debt is cleared, the student's account will be taken off hold allowing the student to resume studies and to receive official academic and College-related documentation.

Student Health Insurance

Goldey-Beacom College urges parents to continue health insurance coverage while their son/daughter is enrolled at Goldey-Beacom College. **Health insurance coverage is mandatory for all residents, athletes, and international students.** A student health insurance policy is available through the College.

Questions regarding Student Health Insurance should be addressed to the Head Athletic Trainer located on the Ground Floor of the Joseph West Jones College Center II.

Student Identification Cards

Student Identification cards are mandatory and FREE and may be obtained in the Student Affairs Office. Current students should present a form of photo identification along with proof that they are financially registered with the Business Office to receive a new identification card or to update their current card. Student Identification cards must be updated every semester while in attendance at the College.

Students are required to carry their identification cards at all times and may be asked to present one at any time. Student Identification cards are especially necessary to attend and participate in many campus events as well as for use of the Academic Computing Center, the Hiron Library, the Fitness Center, and other facilities throughout the College campus.

Additional information pertaining to Student Identification cards may be obtained by contacting the Student Affairs Office.

Student Network Account

An account is established for new students each session. This information is emailed to the student if an email address is given during the admissions process; if not, it is mailed through the postal service. Check with the lab assistant in the Academic Computing Center for account username/password questions/problems. Detailed information on how to change the GBC network account password is located under the Technology tab in Campus Web.

Students maintain one network account for access to Campus Web and GBC email. This account will lock once your password is tried three times unsuccessfully. Please contact the Academic Computing Center at (302) 225-6277 or stop by the Center and speak with a lab assistant.

The network account remains with the student throughout his/her entire college career with Goldey-Beacom College

Students with Special Needs

A student with special needs who requires accommodation should inform his/her advisor in the Financial Aid/Academic Advisement Office.

Talk Back!

Goldey-Beacom College provides the opportunity to receive feedback from the College community. Suggestions, ideas, and praise can be given anonymously. Help GBC respond to the needs of the community and to find better ways to make students' years at Goldey-Beacom College the best possible.

Goldey-Beacom College has two ways of submitting suggestions, ideas, or praise through Talk Back.

- Use one of the white **Talk Back!** boxes located outside the bookstore, near the entrance to the Hiron Library, and near the stairs next to the Admissions Office in Fulmer. Write a letter or use the form at the box.
- Send an email to talkback@gbc.edu.

Weather Closing

When weather conditions affect the operation of the College, please do one of the following:

1. Check for a text message and/or email message from the *gbcALERT* Notification System. (See *gbcALERT*)
2. Visit the College's website, www.gbc.edu. Closing information is immediately posted on the top of the homepage to the right of the College name.
3. Call the College main number, (302) 998-8814, after 6 a.m. for an announcement of closing.
4. Listen to one of the radio stations listed below after 5:30 a.m. for an announcement of closing. The announcement will stipulate whether it is just day classes or day and evening classes both. If the announcement does not specifically state that the College is closed for evening classes, be sure to listen again after 3 p.m.

School closing information is reported to:

Delaware WSTW 93.7 FM WRDX 92.9 FM WJBR 99.5 FM WDEL 1150 AM WILM 1450 AM Southern Delaware WDSB 94.7 FM WAFL 97.7 FM WNCL 101.3 FM WYUS 930 AM WDOV 1410 AM	Pennsylvania KYWNEWSRADIO 1060 AM WCOJ 1420 AM New Jersey WSNJ 107.7 FM and 1240 AM TV Stations Fox (WTFX) channel 4 KYW channel 3 or www.kyw1060.com NBC channel 10
---	--

ACTIVITIES

Student Activities on Campus: An Overview

The Student Activities program plays an important role in the physical and social development of both resident and commuting students. The Student Affairs Office works directly with the Student Government Association and campus organizations in coordinating the activities program and seeing that it reflects students' needs and interests.

Extracurricular events range from cultural trips to such places as New York City, Philadelphia, Washington D.C., and area museums to comedians, game shows, dances, and karaoke. Particular care is given to providing cultural and educational programs. The Student Affairs Office will support authorized events planned by student organizations.

The Student Activities Calendar is posted on the web at www.gbc.edu/activities each fall. Current students are invited to attend all activities provided by the Student Affairs Office.

Goldey-Beacom College is fortunate to have physical fitness facilities on campus. The outdoor facilities include a softball field, a soccer field, a basketball and volleyball court, a tennis court, and a racquetball court. Use of the Sawin Athletic/soccer and softball fields requires permission from the Athletic Office. The Gymnasium also offers indoor basketball/volleyball courts and the Fitness Center is equipped with cardiovascular equipment and circuit weight machines.

Goldey-Beacom College currently holds membership in the NCAA Division II and competes in the Central Atlantic Collegiate Conference (CACC). The College fields teams for women's basketball, cross-country, soccer, softball, tennis, and volleyball, and men's basketball, cross-country, golf, and soccer.

Students are strongly encouraged to participate in campus life by joining an organization or attending student activities. Leadership opportunities are available through a wide variety of academic, professional and special interest organizations. Becoming involved builds leadership, personal growth, and a sense of community, three ingredients necessary in achieving success in the work environment outside of the College.

Additional information pertaining to student activities may be obtained by contacting the Student Affairs Office at (302) 225-6245 or by visiting www.gbc.edu/activities/; to obtain additional information pertaining to athletics contact the Athletic Department at (302) 225-6330 or visit www.gbc.edu/athletics/.

Student Organizations

Alpha Chi (AX)

Alpha Chi is a National Honor Society. The GBC chapter, Delaware Beta, was chartered March 11, 1983. Membership is limited to Juniors and Seniors of good character who rank in the upper 10 percent of their class. Activities include an annual induction ceremony, a spring reception for honor students, social activities and scholarly or academic service to the College.

Institute of Management Accountants (IMA)

The Institute of Management Accountants (IMA) is a student chapter affiliated with the national organization of the National Association of Accountants (NAA). The purpose of the IMA is to familiarize students with real business world accountants and accounting problems. A major goal of the student group is to facilitate the transition from academics to the job environment. This is accomplished through presentations by guest speakers at meetings, VITA (Volunteer Income Tax Assistance), and joint meetings and activities with the Delaware chapter of the national organization.

International Students Association (ISA)

Open to all students, the International Students Association (ISA) provides a forum where foreign nationals can meet their peers, exchange ideas and information, address mutual concerns such as homesickness, studies, finances, and transportation, and organize recreational, social, and cultural activities. ISA also sponsors several College-wide events. Of particular note is the annual International Reception which features international cuisine, exhibits, and entertainment.

Resident Student Association (RSA)

RSA is an organization which encourages resident students to become involved in on-campus activities. These activities include hall decorating contests, holiday get-togethers, finals week study breaks, service projects, and residence hall social programs. Weekly meetings are held and every resident on campus is encouraged to attend. If you live on campus, then you are already a member. Come see what it's about!

Society for Human Resource Management (SHRM)

The Society for Human Resource Management is an officially chartered student chapter of the national professional organization. Sponsored by Delaware SHRM, the organization provides a forum for those students interested in HR careers to learn more about opportunities in the field and to begin networking with professionals. For those general business students with an interest in human resources, membership in SHRM provides a forum to discuss and learn about the importance of HR issues and challenges in any organization.

Spirit Squad

The GBC Spirit Squad is a group of enthusiastic students who cheer for the men's and women's basketball teams and promote school spirit.

Student Ambassadors

Student Ambassadors work with the Admissions Team to maintain public awareness of the College and to assist in the recruitment process. Activities of this committee include giving tours of the College, making telephone calls to prospective students, and accompanying admissions representatives to high schools and college fairs.

Student Athletic Advisory Committee (SAAC)

The purpose of the Student Athletic Advisory Committee (SAAC), which consists of one representative from each varsity team sponsored by Goldey-Beacom College, is to represent the student-athletes' voice on campus and to promote good communication between the student-athletes, athletic department administration, coaches, and other staff. In addition, the SAAC has the responsibility to actively encourage student-athlete involvement in campus and community events and to serve as a forum for discussing issues and ideas in athletics.

Student Government Association (SGA)

The Student Government Association is an elected group of officers and senators acting as liaison between administration, faculty, staff, and the student body. The Student Government Association is the parent organization of all on-campus student organizations. If you are a student at Goldey-Beacom College, then you are already a member of SGA. Make your presence known—SGA needs your support!

The Bolt: The Student Magazine of Goldey-Beacom College

The Bolt is a student-produced magazine that showcases how the students, faculty, staff, and alumni of Goldey-Beacom College work, play, study, and live. The Bolt is produced twice a year, and presents students with opportunities to develop a variety of communication and business skills, including interviewing, writing, editing, photography, advertising, and publication management.

Women in Networks (WIN):

Women in Networks is an organization committed to the importance of networking. The objectives are three fold: first, to provide a forum where students may find mentors, support, and guidance concerning today's work environment and solutions to general life challenges; second, to provide a forum where women currently working may find reassurance and support for their continued success as well as a pool of talented women to assist in their work endeavors; most of all, our hope is to create an environment that reminds us to have fun as we develop these all-important relationships.

Student Organization Procedures

Establishing and Registering

As an initial step, students interested in forming a new student organization should meet with the Assistant Coordinator of Residence and Student Life, who is located in the Student Affairs Office, to review the policies and procedures that need to be followed to establish a new group on campus. After meeting with the Assistant Coordinator of Residence and Student Life the group should proceed with the following steps:

1. Establish an organization
2. Obtain a staff or faculty advisor
3. Create a constitution for the organization which includes:
 - a. Name of organization
 - b. Purpose of the organization
 - c. Membership of the organization
 - d. Officers of the organization and their duties. It should be noted that officers for any organization must have a cumulative GPA of 2.0 or better at the time of elections and throughout the term of office.
 - e. Meetings Schedule
 - f. Amending clause
 - g. Quorum specifications
 - h. Statement that the organization will not discriminate on the basis of race, color, sex, religion, sexual orientation, ancestry, national origin, age, handicap, or veteran status.
4. Submit 4 copies of the constitution and the name of the contact person within the organization to the Assistant Coordinator of Student Affairs.
5. Complete and submit a Student Organization Registration Form. Registration forms are available from the Student Affairs Office.
6. Complete community or school service project
 - a. The Student Affairs Office will provide opportunities for community service projects throughout the year.
 - b. Each member of the club/organization must participate in at least 1 community service project per semester.
7. Establish an account with the Business Office
 - a. All monies collected must be held in a Goldey-Beacom College account. No off-campus accounts are permitted.
 - b. **The advisor is the only person authorized to make deposits to and withdrawals from College accounts.**

To ensure an accurate listing of all student organizations and advisers, the College requires all student organizations to register formally with the Student Affairs Office. To be an official organization, and receive recognition, advertising privileges, and a mailbox in the Student Affairs Office at Goldey-Beacom College, a group must:

1. Have the constitution approved by the Dean of Students.
2. Be officially approved by SGA through the formal student government approval process.
3. Agree to abide by the College's policies and regulations.
4. Have an official advisor who is currently a staff or faculty member of Goldey-Beacom College.
5. Complete at least two community service projects (one each in the fall and spring semesters) and submit a "Community Service Project Report" for each completed project by April 1.
6. Register with Student Affairs Office. A copy of the organization's current constitution must be attached to the Student Organization Registration Form. All organizations are required to register with the Student Affairs Office by October 1 and February 15 of each academic year. Any changes in officer and/or advisor information that occurs during that academic year must be changed on the official Student Organization Registration Form, which is kept on file in the Student Affairs Office.
7. No student organization may use Goldey-Beacom College's name for external transactions without prior written approval from the Student Affairs Office.

Advisor Responsibility

The role of a group's staff/faculty advisor is important to the success of a student organization. Some of the responsibilities may include, but are not limited to:

1. Familiarity with all College regulations.
2. Regular attendance at general organization meetings and committee meetings of the organization.
3. Helping to organize fair election of officers.
4. Periodically reviewing the goals and purposes of the organization with the membership.
5. Assisting the organization with the development of goals, objectives, service projects, the implementation of policies and procedures, and the planning and execution of organization activities.
6. Signing appropriate College-related forms (maintenance requests, memoranda, reservation forms, etc.)
7. Assisting the organization with maintaining communication with College officials and other campus organizations.
8. Keeping track of all financial information pertaining to the club/organization. **The advisor is the only person authorized to make deposits to and withdrawals from College accounts.**
9. Attending all of the organization's on-campus activities (during non-business hours) unless advance written approval has been provided by the Student Affairs Office for substitution by another full-time faculty or staff member of GBC.
10. Supervising the organization's officers to ensure maintenance of accurate records.
11. Ensuring that all club/organization members participate in community service projects.
12. Being available to members wishing assistance or counsel. **The advisors role is supportive and advisory in nature.**
13. Ensuring accurate registration of the organization with the Student Affairs Office by October 1 and February 15 of each academic year.

The advisor's work with the organization can be considered part of his/her professional responsibilities to the institution.

Organization Revocation

- Reasons for revocation
 - a. Unlawful or inappropriate conduct by the organization.
 - b. Failure to meet chartering requirements.
 - c. Falsifying documents or statements
 - d. Failure to register each semester with the Student Affairs Office
 - e. Failure to have all club/organization members participate in community services projects.
- If a charter is revoked
 - a. It will require a three-fourths (3/4) vote of approval by the SGA membership.
 - b. Revocation of charters will be for a specific period of time.
 - c. Organization will lose status as a recognized group on campus
 - d. Loss of recognition prevents any group from obtaining financial assistance, advertising privileges, mail privileges, use of College's facilities and services, and using the name of the Goldey-Beacom College to represent the organization.

Student Organization Policies

Advertising Policy

To ensure that the advertisements on campus inform and enhance the campus environment and adhere to all College policies, individuals needing to advertise must follow these procedures when they advertise their programs:

- Advertisements must be approved and stamped by Student Affairs Office staff prior to being posted.
- Advertisements depicting alcohol or drug use, abuse, sale, or distribution are prohibited.
- Advertisements must respect the human rights and dignity of individuals. Therefore, advertisements which demean others on the basis of race, color, sex, religion, sexual orientation, ancestry, national origin, age, handicap, or veteran status are strictly prohibited. In addition, advertisements by GBC organizations should complement the mission of the College and adhere to community standards of civility and good taste.

- The official GBC logo (triangle), seal, and Lightning logo may not be used without permission from the Student Affairs Office.
- Advertisements may only be posted on “GBC News and Information” boards, unless the board belongs to the organization. No items should be posted on other bulletin boards unless prior permission is granted.
- Only one (1) copy of each approved advertisement may be posted on approved bulletin boards.
- Pushpins may be used to post advertisements on bulletin boards; but staples may not!
- All student organizations should properly label their assigned bulletin board.
- All advertisements must be removed from bulletin boards and other campus locations within 24 hours after an event.
- All officially recognized student organizations at Goldey-Beacom College are obliged to comply with College policies, including the “Advertising Policy”.

Additional information pertaining to the “Advertising Policy” may be obtained by contacting the Student Affairs Office.

Campus Facilities: Use and Reservation Policy

The following are the procedures for all facility reservations:

- All requests must be submitted electronically by the organization’s registered advisor through the GBC Faculty/Staff Intranet at least one month prior to the date requested.
- If there are special requirements, such as auditorium style seating, microphones, special tables, clearing of space, etc., a Help Desk Maintenance-Event Setup request must be submitted electronically to the Facilities Department at the same time as the reservation request.
- If the space is available, a reservation will be made and a confirmation of the reservation will be sent to the party requesting the reservation.
- Student organizations are expected to adhere to all College policies while using campus facilities.
- The organization’s advisor must be present at all events held during non-business hours.
- Organizations must adhere to the “Advertising Policy” section of the Student Handbook. Groups not adhering to this policy may be prohibited from using space on campus.
- All groups must leave the assigned area no later than the time agreed upon and are responsible for clean-up of the facility after each event.
- Any damage which occurs during an event will be the responsibility of the group making the reservation. Fines or loss of reservation privileges will be determined by the Student Affairs Department.

Contracts Policy

For purposes of bank accounts or entering of contracts, student organizations may not use Goldey-Beacom College’s name without prior written approval from the Student Affairs Office. Student organization accounts may be established with the College by contacting the Student Affairs Office. Additional information regarding the “Contract Policy” may be obtained by contacting the Student Affairs Office at (302) 225-6245.

Equal Opportunity Statement

In accordance with the policy of Goldey-Beacom College, the Student Affairs Office is committed to a policy of equal opportunity in every aspect of its operation. Campus organizations will not discriminate on the basis of race, color, sex, religion, sexual orientation, ancestry, national origin, age, handicap, or veteran status. All campus organizations will be treated equally by the Student Government Association and by the College.

Event Attendance Policy

Events sponsored on the Goldey-Beacom College campus are intended primarily for current students. Visitors to these or other events are expected to abide by College policies and be responsive to staff including Campus Security. Students are responsible for the behavior of any guest(s) that they invite. Visitors are not permitted in the residence halls without prior registration and registered guests must abide by the current Housing Guidelines.

Additional information pertaining to the "Event Attendance Policy" may be obtained by contacting the Student Affairs Office at (302) 225-6332.

Fundraising Policy

All student organizations must obtain approval from the Student Affairs Office prior to starting any fundraising to avoid competition among student organizations selling duplicate items concurrently. Any funds generated through ticket sales/fundraisers must be lodged in an account in the Business Office of Goldey-Beacom College. Student organizations are not permitted to hold fundraisers that are in direct violation of any GBC policies. Additional information pertaining to the "Fundraising Policy" may be obtained from the Student Affairs Office.

Vendor Policy

No soliciting, vending, or marketing is permitted on the Goldey-Beacom College campus without prior approval from the Student Affairs Office and the Business Office. Additional information pertaining to the "Vendor Policy" may be obtained by contacting the Student Affairs Office

Athletic Programs

Open Recreation

Open recreation provides for the needs of individuals who are interested in informal recreation. Athletic and gymnasium facilities are available throughout the year. Volleyball, softball, racquetball, basketball, and tennis facilities encourage student involvement, leadership, competition, physical exercise, friendship, and good times. Current students, staff, and faculty may obtain equipment from the Athletics Office located on the Ground Floor of the Joseph West Jones College Center II by providing a valid GBC Identification Card.

Billiards and table tennis equipment is also available for recreational use and may be obtained from the Student Affairs Office located on the first floor of the Joseph West Jones College Center I by providing a valid GBC Identification Card.

Usage of the Fitness Center, Joseph West Jones Gymnasium, and the Stewart B. Jackson Complex tennis and racquetball courts (with the exception of the Sawin Athletic/soccer field), is limited to current students, staff, and faculty with appropriate College identification. Staff, faculty, and students utilizing the Athletic Facilities do so at their own risk as the College assumes no liability for injury. The Sawin Athletic/soccer field and the softball field cannot be used without prior written permission from the Athletics Office. Staff or student organization sponsorship of alumni group(s) is permitted with prior written reservation approval from the Athletics Office, Student Affairs Office, External Affairs, or the Facilities Department.

Intercollegiate Athletics

Goldey-Beacom College offers a well-balanced athletics program for men and women in ten varsity intercollegiate sports. All students are encouraged to participate in intercollegiate programs at GBC. Our athletics teams have the opportunity of competing in conference, regional, and national championships as full members of the National Collegiate Athletic Association (NCAA Div. II) and the Central Atlantic Collegiate Conference (CACC).

To be eligible to participate in Goldey-Beacom College's intercollegiate athletics programs, student-athletes must meet all NCAA Div. II and institution standards. Please contact the Director of Athletics or the Assistant Director of Athletics for Compliance or refer to the Athletics web site at www.gbc.edu/athletics/ for additional information.

Schedules for all athletics teams are available to all students and are distributed throughout the campus as well as upon request. For updates on teams, schedules, and scores, students can check the GBC website or call the athletics office 302-225-6330 or at www.gbc.edu/athletics/.

POLICIES

General

Alcohol and Drugs Policy

Goldey-Beacom College's policy on alcohol and drugs is as follows:

- The legal age for the purchase or consumption of alcoholic beverages in the State of Delaware is 21 years of age. Penalty for violation of this law (Title IV, Section 904F of the Delaware Code) is arrest and fine.
- Possession, consumption, or display of alcoholic beverages in any public area of the College buildings or grounds is strictly forbidden. Possession of alcohol *in cups or containers* in any public area is also forbidden.
- The presence of any such beverage at a College-sponsored activity is forbidden unless previously approved by College officials in writing. Off-campus activities held by student organizations should be discussed with the Student Affairs Office.
- The presence of a limited quantity of alcohol for personal use in the campus apartments of students in Miller and Abel Halls only who are over the legal age of 21 is acceptable—if not publicly displayed (such as from balconies or residence hall steps) and if not provided to those who are under age. Under Delaware Code, an individual who provides alcohol to a minor is subject to arrest and fine from \$100 to \$500.
- Public drunkenness or disorderly behavior while under the influence may result in appropriate disciplinary action, and, in the case of a minor, parents may be notified.
- The possession, use, or sale of any illegal or controlled substance is forbidden. The College will cooperate fully with law enforcement agencies and will not shield students from the law. The possession of illegal substances is punishable by arrest, fine, and/or imprisonment under the Delaware Code. **Involvement with drugs (including inhalants or illegally obtained prescription drugs) may result in legal action, suspension, or expulsion.** Resident students are responsible for substances used in their apartment by other students or external guests.
- The presence of paraphernalia such as water pipes, bongs, roach clips, syringes, etc., will be treated as the presence of illegal substance. Any and all are banned from the Goldey-Beacom College campus.

Students who violate the Alcohol and Drugs Policy are subject to the sanctions listed under the Student Code of Conduct.

The College does not condone the use of alcohol and drugs and accepts no responsibility for the possession, use, consumption, manufacture, sale or distribution of alcohol and /or drugs off-campus, including at events or functions in whole or in part by one or more student organizations or individuals. A student hosting or attending an off-campus function should be aware that the College may impose sanctions listed under the Student Code of Conduct for such behavior.

Animal Policy

Students and visitors are not permitted to bring animals to campus, with the exception of service dogs.

Commercial Advertising and Sales Policy

Goldey-Beacom College is private property and is interested in regulating commercial activity on campus to promote an educational rather than a commercial atmosphere, to promote fire safety, to maintain buildings and grounds, and to provide security for students and employees. As a result, the College has established the following policies:

Commercial Advertising: Commercial advertising is not permitted on the Goldey-Beacom College campus without prior approval from the Student Affairs Office. Unauthorized signs or posters will be immediately removed and legal action may be taken if necessary to prevent repeat offenses. College community members, including current students, staff, and faculty, wishing to sell personal items such as books, cars, etc., may advertise on appropriate bulletin boards designated for this purpose with prior approval from the Student Affairs Office.

Commercial Sales: No commercial soliciting, vending, or marketing is permitted on the Goldey-Beacom College campus without prior written approval from the Student Affairs Office.

Additional information pertaining to the "Commercial Advertising and Sales Policy" may be obtained by contacting the Student Affairs Office.

Discrimination and Harassment Policy

Goldey-Beacom College is committed to protecting the rights and dignity of all students, and seeks to maintain an environment that is free from all forms of harassment and discrimination. Any form of harassment or discrimination will not be tolerated by the College.

Sexual Harassment - Sexual harassment is defined by law, and includes any unwanted sexual gesture, physical contact, or statement which a reasonable person would find offensive, humiliating, or would interfere with required tasks or career opportunities at the College. Sexual harassment is not only a clear violation of College policy, it is a form of discrimination, and it is illegal. Students are protected under Title VII of the Civil Rights Act and Title IX of the Education amendments.

Bullying - Bullying can take many forms but, in general, must be a deliberate attempt to make another person feel badly. This deliberately hurtful behavior, usually repeated over a period of time, makes it difficult for those bullied to defend themselves. It could be by threatening them, hurting them physically, frightening them or intentionally upsetting them. It involves someone having negative power over the person who is being bullied. Bullying typically happens often, not just once.

Awareness of the types of bullying is necessary:

1. Physical (e.g. pushing someone whenever they are encountered, intentionally bumping them)
2. Extortion (e.g. demanding payment in money or in kind)
3. Gesture (e.g. giving someone "evil" looks, or obscene gestures)
4. Exclusion (e.g. not allowing another to be part of a group or activity)
5. Verbal (e.g. spreading stories or gossip about another person)
6. Cyberbullying (where information technology is used as a means of communicating verbal and emotional bullying, e.g. text message; mobile telephone pictures/video clips; mobile telephone calls; email; chat rooms; instant messaging; websites including blogs; and social networking sites)

Other Discrimination and Harassment - Other discrimination and harassment prohibited by law, includes any verbal or physical conduct toward another that is based on an individual's race, religion, creed, color, national origin, ancestry, mental and/or physical

disability, sex, age, sexual orientation, marital status, or any other protected category or characteristic, and that (1) unlawfully creates an intimidating, hostile, or offensive learning and/or working environment or (2) unlawfully interferes with an individual's work or academic performance. Threatening, intimidating, or engaging in hostile acts that create a hostile environment based on an individual's category or characteristic may constitute unlawful harassment, whether the harasser is a co-worker, supervisor, student, faculty member, contractor, or agent of the College.

Goldey-Beacom College takes its duty to care for its students and its faculty and staff extremely seriously and will investigate signs or allegations of harassment, bullying, or other abuse. Students, who have experienced or witnessed any form of harassment, or the creation of a hostile environment, should contact one of the following immediately:

Dr. Gary L. Wirt
Vice President of External Affairs
(302) 225-6260
wirtgl@gbc.edu

Kristine M. Santomauro
Vice President for Administration and Finance
(302) 225-6233
kris@gbc.edu

Information shared is considered extremely confidential.

Dress and Grooming Policy

Visitors and students must wear shoes, shirts, and suitable attire when inside the Fulmer and Jones Centers. Dress and grooming should be clean, sanitary, and respectful of others. The student's dress should not disrupt the teaching/learning process or cause undue attention to an individual student. Attire should not display obscene, profane, sexist, lewd, illegal or offensive images or words. This includes references to drug usage and violence.

Emergency Closing

The College reserves the right to cancel classes and evacuate the Residence Halls in the event of severe weather, a loss of power, a health emergency or other unforeseen emergency situations.

Hazing Policy

Hazing is defined as subjecting any member or prospective member of an intercollegiate sports team, club, or any other organization to any action or situation intended to produce mental or physical harassment, embarrassment, or ridicule. This includes, but is not limited to, such things as silly costumes, line-ups, forced exercise, humiliating comments, nudity, forced drinking, and other activities used by members to harass or demean fellow students.

In full endorsement of the policies of the NCAA and state legislation, Goldey-Beacom College will not condone or tolerate any such hazing practices. Individuals participating in hazing practices will be referred to the Dean of Students who may impose sanctions as deemed necessary. In addition, hazing activities will result in the immediate minimum one-year probation for any organization as determined by the Dean of Students. Further activities of this nature may result in a one-year revocation of any organization charter. After that year, any organization may apply for reinstatement by providing satisfactory evidence to the Dean of Students that the prohibition against hazing is being diligently enforced. Any member of the College community is encouraged to report such activities. Full anonymity is assured.

Library Policy

Currently enrolled students who are in good standing and have a valid Goldey-Beacom College identification card are welcome to check books and other circulating materials out of the Library. These items must be returned by the due date, unless officially renewed. Overdue books result in a fine of ten cents per day and books not returned by the last day of the semester when they were checked out will lead to a loss of Library privileges, a hold on the student's account in the Business Office, and a delay in the mailing of diploma and/or transcripts. Students are encouraged to contact the Library if a book is lost so that fines do not continue to accumulate: lost books and all items not returned by the last day of the semester will be billed to the student account in the Business Office at a flat rate of \$100 each for items from Goldey-Beacom College and \$200 for items from Inter-Library Loan.

Additional information pertaining to the Hirons Library and its services may be obtained by contacting the Hirons Library or by visiting www.gbc.edu/library.

Parking and Parking Lot Policies

Current students may obtain a parking permit in the Student Affairs Office. (See Parking Permits on page 12)

General Information:

- Parking permits are mandatory for identification and safety purposes and should be placed in the rear window of the vehicle for easy observation or in the front window if windows are tinted.
- Failure to abide by all regulations could result in suspension or loss of driving/parking privileges.
- VEHICLES MAY BE TOWED AT OWNER'S EXPENSE for not abiding by posted "No Parking" and "Reserved" signs, yellow curb, fire lanes, and "Handicapped Parking Only" signs.
- Motor vehicles may not be operated in excess of 15 miles per hour while on campus.
- No maintenance of vehicles is permitted on-campus.
- All vehicles parked on campus must be in running order and properly insured.
- Cars considered abandoned (not bearing current parking permit and/or current license plate) will be towed at owners' expense.
- Resident students are permitted to park only one car on campus at any time.
- A bike rack is provided near the gazebo between the Fulmer and Jones Centers. Bicycles are not permitted in any College building.
- Loud music/bass is prohibited while in all Goldey-Beacom College parking lots.

Accidents:

Automobile accidents that occur on campus should be reported to the Student Affairs Office, Security and the Police as appropriate

Emergencies:

In the event of an emergency regarding vehicular batteries or locked vehicles, please contact the Student Affairs Office or Security. If a battery pack is required, the student requesting the battery pack is required to complete a waiver form and provide his/her current Student ID or valid Driver's License. Goldey-Beacom College cannot be held liable for damages done to vehicles while on campus. College personnel are **not permitted** to assist other than by providing the use of a telephone or allowing equipment to be signed out.

Recreational Equipment Policy (Skates, Skateboards, Bicycles, etc.)

Current students, staff, and faculty are permitted to use skates, skateboards, bicycles, scooters, and sleds in appropriate areas at their own risk and after regular business hours. Bicycles are not permitted in any College building. The College will not be liable for any injury.

Responsible Computing and Use of College Resources

Introduction

The Policy for Responsible Computing and Use of College Resources regulates the use of the College's network resources at Goldey-Beacom College. All network users must comply with local, state, and federal laws relating to copyright, security, and electronic media.

The Office of Information Technology (OIT) assigns a network account to users for accessing the College Network Resources which includes the following:

- Academic Computing Center (ACC)
- Academic Resource Center (ARC)
- Projection Classrooms
- Library
- GBC Wireless Network
- Computers located in College offices
- College servers

These resources are available to currently enrolled students for the completion of their coursework and to employees of the College. The GBC network account is created for students when they start their education at Goldey-Beacom College. It is available for use throughout the student's entire college career at GBC.

Downloading and sharing copyrighted material (mp3, video files, etc.) without permission is a federal offense. Downloading or sharing copyrighted materials may result in the loss of network access privileges.

NOTE: OIT does not provide technical support for personally owned computers.

A. Use of ACC, ARC, Projection Classroom, Library, and College Office computers

These areas are intended to be a work place and the following rules are designed to safeguard the equipment and environment:

1. Food, candy, and smoking are not permitted in the labs, classrooms, and library. Only drinks which have screw-on lids are permitted provided that they are closed while the student is working.
2. Only current GBC students and employees are permitted network access in these areas.
3. Prospective GBC students are permitted in the ACC and must see the lab assistant to register for use of a guest account.
4. Inappropriate language or offensive behavior is not permitted and will not be tolerated.
5. These areas are working environments not student lounges or game rooms. Therefore, noise will not be tolerated and students may be asked to leave.
6. Cell phone use is not permitted in these areas.
7. Students are permitted to logon to only one PC at a time.
8. Illegally copying software is prohibited and violators may be prosecuted.
9. Users should use a removable storage device, e.g., USB memory key, to save their work. Any work saved on the hard drive will be deleted automatically at logoff/reboot in the labs, classrooms library, and student access computers located in College offices.

10. Users are expected to clean up their workstations upon leaving, i.e., dispose of trash, pick up printed documents, and push in chairs.
11. Any logged on/locked computer located in a lab or the library unattended for more than fifteen minutes will be rebooted.
12. Lab printing is limited to requirements for coursework and should be a reasonable amount of pages. Consider saving the information to a file and viewing it later.

B. Use of GBC Student Email Account

EMAIL SERVES AS THE OFFICIAL MEANS OF SENDING INFORMATION TO STUDENTS BY FACULTY AND STAFF. These messages are sent to the GBC email address.

1. Students and employees are responsible for maintaining their official GBC email address and are expected to check it on a frequent and consistent basis.
2. Students and employees have the responsibility to recognize that certain communication may be time-critical.
3. Inappropriate language should not be used in email messages.
4. Email is not to be sent to the entire student population.
5. Sending junk email, unsolicited or offensive email is not permitted and will not be tolerated.
6. Students are responsible for maintaining their mailbox size below 20 MB, i.e., empty deleted items folder, delete old and junk email messages. File attachments increase the mailbox size; therefore students and employees are advised to save them to a removable storage device and delete the email message

C. Use of the College's Network

Services provided by the College in connecting to the Internet are for educational purposes and for communicating with family and friends. The College does not provide this service for other personal or commercial use.

1. Users must change their initial password as a security measure. Refer to detailed instructions posted on the Technology tab in Campus Web.
2. All activities of College network accounts are governed by having the logon password, so it is important that usernames and/or passwords are not given to anyone (including family members).
3. It is important that all network users protect username and password information as they would their social security number. Do not place them in an easily accessible place, e.g., on a desk in a dorm room.
4. The student/employee will be held accountable for any abuse of computing resources under the use of his/her account (username).
5. Do not log into Goldey-Beacom's network using anyone else's username and password.
6. Do not log into Goldey-Beacom's network and then allow someone else to use your account.
7. Appropriate language should be used in all computing activities, e.g. email messages, homepages, etc.
8. Server processes, including chat rooms, are not to be installed or run from the user's directory, lab computers, or on personal computers connecting to the College network.
9. Users should be aware that the computer systems are the property of the College and that email messages, Internet usage, and other computer files are subject to review at the discretion of the College. In the case of harassment complaints, illegal violations, or a system problem—hardware, software, or attacks by hackers—the OIT staff are authorized to look at and remove any information or files necessary to investigate complaints or solve the systems' problems to protect the systems and the information they contain. In this situation, the staff is obligated to treat any information they might see that turns out to be unrelated to the problem as strictly confidential. In addition, email messages are subject to subpoena or otherwise discoverable in litigation.
10. Users must follow local, state, and federal laws and regulations pertaining to computing activities. In cases involving fraud, forgery, extortion, copyright violations, intimidation, humiliation, etc., violators may be legally prosecuted and may be subject to immediate loss of all computing privileges at Goldey-Beacom College.

11. Users are responsible for reporting any activities which they believe to be in violation of these policies. To report such incidents, email abuse@gbc.edu.

D. Use of the Internet

1. The Internet is an open forum for many subjects, opinions, and ideas, both appropriate and inappropriate to the educational values and/or goals of GBC. Therefore, it is up to the users of the Internet to be responsible, selective, and wise when dealing with people, topics, opinions, and/or ideas found on the Internet that do not serve the educational purposes of this College. Offensive materials on the Internet, including but not limited to adult sites and pornography, are not to be accessed through the College's network using the lab or any personal computer located at the College or connected to the College network. Anyone accessing these pages may be asked to discontinue doing so, may be asked to leave, and may be subject to disciplinary actions.
2. Goldey-Beacom College is not responsible for any offensive or inappropriate material that is found on the Internet.
3. The use of the Internet for non-class assignments is permitted provided a workstation is not needed by a student with a class assignment.

E. Use of the College's Wireless Network

The wireless network is provided for currently enrolled students and employees.

1. Currently enrolled students and employees are permitted the following GBC wireless connections: one concurrent connection for a desktop and/or laptop; one non-gaming handheld device, e.g., PDA or smartphone; and a connection for a gaming system. All devices must support WPA or WPA2 encryption.
2. The use of bridges, hubs, routers, switches or other network equipment which could interfere with the College's wireless network is not permitted on campus. Please note that 2.4 GHz and 5 GHz cordless phones and personal wireless computer access points interfere with the network. Therefore, they may not be used on campus. The use of 900 MHz cordless phones is permitted.
3. Users are not permitted to share their wireless connection to another device which access has not been requested.
4. Users are required to follow the guidelines on the usage of the College's network and the Internet when using the GBC wireless network.
5. Misuse of the GBC wireless network or not following the approved policies may result in losing complete access to the GBC network.
6. All network users are responsible for the integrity of their own individual computers. It is each person's responsibility to make certain that his or her computer is secured against viruses, worms, hacker attacks, and other intrusions. Further, they are responsible for all uses of their computer and will held accountable for network traffic originating from their computer or traced back to their computer's IP address.
7. Users should be aware that connecting to the GBC wireless network gives the College the right to investigate cases of harassment complaints, illegal violations, copyright infringement, or network problems in which the OIT staff may need to review email messages, Internet usage, and other computer files on any computer which has been configured for use on the Goldey-Beacom College wireless network.

F. Prohibited Activities

A student/employee shall not damage, destroy, misuse, or otherwise endanger the College's computing and information resources. This section is intended to aid in interpreting the policies stated above and should not be interpreted as complete. Examples of conduct in violation of the approved policies are:

1. Using software or material known to have been obtained in violation of the Copyright Law or a valid license provision.
2. Copying and providing to others any copyrighted material or licensed program contents, unless allowed under the fair-use doctrine or explicitly permitted by the copyright owner.
3. Disrupting, hindering, or damaging the service, use, or ability of others to access or use any College computer, facility, equipment, software, network, other resource, including email.
4. Accessing resources on the College's network using a different username and password other than the one assigned.
5. Providing any person with access to the assigned account, or in any way allowing others access to a machine/network under one's account.
6. Creating, modifying, reading or copying files (including email) in any areas to which the user has not been granted access.
7. Disguising one's identity in any way, including the sending of fraudulent email messages, removal of data from system files, and the masking of process names.
8. Sending harassing or abusive messages via any digital means.
9. Using College facilities to gain unauthorized access to computer systems off-campus.
10. Use of campus computer facilities for commercial purposes.
11. Attempting to interfere with the normal operation of computing systems in any way, or attempting to circumvent the restrictions associated with such facilities.
12. Using any College computer, facility, equipment, software, network, or other resource, including email, to commit or attempt to commit acts prohibited under applicable federal, state, or local laws.

G. Disciplinary actions

1. Students violating policies C-10 concerning copyrighted material will be informed of the immediate loss of both the wireless network connection and various College network resources should such activities continue.
2. Students violating policy A-5 concerning excessive noise and not responding to the request by College staff to reduce the noise level may be asked to leave the area. Continued abuse of this policy will be reported to the Dean of Students and may result in the loss of the computing privileges for the area for which the violation has occurred.
3. Any student found in violation of any of these policies may be subject to the loss of their access to one or all of the College network resources for a period of time and will be reported to the Dean of Students.
4. Any illegal violations may result in the immediate loss of the use of all GBC network resources and will be reported to the Dean of Students.
5. The student's network account will be immediately locked and referred to the Dean of Students in the event of a network threat.

I. Changes to This Policy

The Office of Information Technology may change or amend this policy from time to time. When changes are made, they will be announced through Campus Web announcements. As with all matters of law and ethics, ignorance of the rules does not excuse violations.

Smoking Policy

Smoking is not permitted inside any buildings on the Goldey-Beacom College campus, with the exception of designated apartments within Abel Hall. It is requested that smokers not congregate at building entrances but, instead, use areas such as the gazebos and the gardens, taking care to dispose of ash and cigarette ends safely in the appropriate containers.

Academic

Academic Honor Code

To a large extent, a college's reputation depends upon the quality and the integrity of the academic work that its students produce. Maintaining high standards of academic honesty is the responsibility of both Goldey-Beacom College students and faculty. As students begin or continue their career pursuits, it is critical that they bring high ethical standards to their work. The Academic Honor Code System at Goldey-Beacom College will strive to enhance ethical awareness in each student. Please refer to the Student Code of Conduct section of this document for the complete Academic Honor Code Policy.

Advanced Placement

Advanced placement is granted to eligible students in some subject areas. For more information students should contact an advisor.

Auditing a Course

Permission to audit a class (listener status) may be obtained from an advisor in writing no later than the official drop/add period. Any student who wishes to audit a class must enroll in that class and pay the prescribed tuition and fees in order to attend.

Change of Address

Any student who changes his/her mailing address while enrolled at the College must complete a Change of Address form available on the College's website at www.gbc.edu/registrar/ or by using the Campus Web (log in, click on Student Tab then select the Personal Information link). Forms are also available in the Financial Aid/Advisement Office.

Change of Curriculum/Major/Program

The student's choice of major, once made and recorded, can be changed only by following the formal procedures for change. Changes in curriculum should be made well before the beginning of a semester. After conferring with an advisor, the student must complete a form in the Financial Aid/Advisement Office to change his/her major. Students must realize that changing their major may delay graduation.

Class Attendance and Tardiness

All students are expected to attend punctually, and for the full class time, every scheduled meeting of each class in which they are registered. Students who do not attend the first class meeting may jeopardize their federal financial aid funding or, in the case of F1 visa students, be reported out of status to SEVIS. Absences are recorded beginning with the first class meeting.

Poor attendance and/or habitual tardiness to class may not only negatively impact a student's academic success, but may also jeopardize the student's continued enrollment at the College. Exceptions may be made in cases of serious illness or other documented emergency.

Students are held responsible for all work missed as a result of absences. Each faculty member shall assess each course he/she teaches to determine what class attendance requirements are necessary to complete a course successfully. Students will be informed in writing of these requirements for each course at the beginning of the semester by the professor.

Students who do not attend the first week of class and are not financially registered may be dropped from their class(es) if they do not provide notice to the faculty or advisor.

Class Scheduling

Undergraduate

All students who are accepted into an undergraduate degree program and begin enrollment at Goldey-Beacom College are to complete their required courses at the College. Students may be expected to schedule classes between the hours of 8 a.m. to 10:30 p.m., Monday through Friday. Classes as well as final examinations may also be held on Saturday. Day and evening students are encouraged to consult with an advisor for course selection. The advisor can and the College's website does provide students with a semester-by-semester course planning guide for each major program of study. Courses are offered every semester according to the suggested sequence of courses outlined in the catalog; therefore, students are strongly urged to follow the suggested outline when registering for courses.

Courses will be appropriately offered every semester for each student enrolled in a major program of study provided that the student has scheduled and completed courses according to the suggested sequence of courses outlined in the catalog. Course offerings are not guaranteed for any student who deviates from the suggested sequence of courses for reasons such as having to repeat one or more courses, failing to carry the prescribed five courses each semester, changing the major field of study, transferring from another college, entering the college in a semester other than fall, etc.

If a student fails a class, it is the student's responsibility to contact his/her advisor to adjust future class schedules accordingly, ensuring that all necessary prerequisites have been successfully completed.

The normal credit hour load per semester for full-time students is 16 to 18 credit hours. The minimum full-time student load is 12 credit hours per semester. Special permission of the advisor is needed for a student wishing to carry a greater than normal load. In special situations, after counseling the student, it may be recommended or required that the student carry less than a full schedule of classes.

It is anticipated, however, that there may be circumstances beyond the control of a student that will necessitate restrictions on time. Physical handicaps and certain types of employment are among those conditions that will receive consideration upon sufficient advance notice in writing to the advisor. Students who require special scheduling of classes are urged to register for classes as early as possible to ensure their time preferences. Every effort will be made to schedule such students within the special limitations requested. Students, however, should know that by imposing time restrictions on scheduling, they are liable to delay their graduation.

Prerequisites are designed to ensure students are academically prepared for coursework in a subsequent class based on knowledge gained from a previous course. The College strongly recommends, and may require, that all prerequisites for a course be successfully completed (credits are earned or transferred in) prior to the student's actual enrollment in a specified course.

Advisors pre-schedule graduate and undergraduate students at least one semester in advance. Students can request to opt out of the pre-scheduling process by notifying their Advisors using GBC email.

Graduate

All students who are accepted into a graduate program and begin enrollment at Goldey-Beacom College are to complete their required courses at the College. Graduate classes are normally offered during the evening, starting as early as 4:30 p.m. and ending as late as 10 p.m. Classes may also be held on Saturday. A graduate student can request to have his/her future course schedules prepared when they are accepted. Any deviation from the planned schedule may or may not delay a student's graduation. Students changing their schedule should do so with the assistance of their advisor, and have the advisor check the remainder of the schedule as well. Course offerings are not guaranteed for any student who has to repeat one or more courses. Approval from the Dean is necessary for students making special scheduling requests such as independent studies, course substitutions, etc. These requests must include an explanation and be submitted in writing to their advisor.

If a student fails a class, it is the student's responsibility to contact his/her advisor to adjust future class schedules accordingly.

Prerequisites are designed to ensure students are academically prepared for coursework in a subsequent class based on knowledge gained from a previous course. The College strongly recommends, and may require, that all prerequisites for a course be successfully completed (credits are earned or transferred in) prior to the student's actual enrollment in a specified course

Advisors pre-schedule graduate and undergraduate students at least one semester in advance. Students can request to opt out of the pre-scheduling process by notifying their Advisors using GBC email.

Classification of Students

All undergraduate degree students will be classified according to the following criteria:

- **Freshman:** 1 to 30 semester credits earned
- **Sophomore:** 31 to 60 semester credits earned
- **Junior:** 61 to 90 semester credits earned
- **Senior:** 91 or more semester credits earned

Cumulative Index (Cumulative Grade Point Average)

Undergraduate

All grades earned at Goldey-Beacom College count in a student's cumulative index regardless of whether a course counts toward the degree which the student is pursuing. Grades earned for review (0-level) courses, preparatory courses, courses which no longer apply to a new degree due to a change of major, and courses no longer offered at the College all count in the cumulative index. The only exception to this policy is a course which is repeated in order to raise the grade earned (see repeating courses for details.)

A student must earn a minimum 2.0 cumulative index in order to meet the minimum academic requirement for graduation.

Graduate

For Graduate students, the scholastic average is computed after the first semester and for every semester increment thereafter. A Graduate student must earn a minimum GPA of 3.0 in order to meet the minimum academic requirement for graduation.

Curricular Updates

The College reserves the right to change curricula and course requirements. Such changes must go through the appropriate academic channels of the College before being implemented. The Financial Aid/Advisement Office is apprised of changes in a timely fashion so that students are properly advised and directed.

Developmental (Non-degree Credit) Courses

Undergraduate

After evaluating a student's record, it may be necessary to recommend that the student complete non-degree, developmental courses in order to remove recognized weaknesses. Grades of "C" or better must be earned for successful completion of developmental courses. The student will receive a grade for a developmental course. The grade will be counted in the cumulative index but the credits earned will not be applicable to any degree program.

Graduate

While evaluating a student's undergraduate and/or graduate official academic transcript, it may be necessary to require a student to successfully complete prerequisite modules or courses to learn the essential foundations for the graduate coursework. Grades equal to a "B" or better must be earned for successful completion of the prescribed courses or modules. The final grade is not counted in the cumulative index on the graduate academic transcript and the credits earned will not be applicable to any degree program.

Drop/Add

Once a student is financially registered for classes in a specified semester/session with the Business Office, it is the student's responsibility to make changes to the course schedule within the drop/add timeframe for that semester/session. The student must contact an advisor in the Financial Aid/Advisement Office to make the official course schedule changes. By attending a course, the student accepts financial responsibility for the full cost of the tuition and fees for that course. A student or parent cannot request a course schedule drop/add after the academic drop period has ended for a particular semester/session. By financially registering, the student has acknowledged receipt of the course schedule and is responsible for all tuition charges for the semester/session.

Drop/Add Period

Graduate and undergraduate students who want to drop/add a course must contact their Advisor in the Financial Aid/Advisement Office for assistance. Students dropping or adding graduate or undergraduate seven-week courses, eight-week courses, fifteen-week undergraduate day courses, or one-week seminars must do so during the College's official Drop/Add periods. Those Drop/Add periods are:

- Seven-week Session I or Session II courses: first week of each session
- Eight-week Session I or Session II courses: first week of each session
- Fifteen-week day courses: first two weeks of each semester
- One-week seminars: before the second scheduled day/night of class (The adding of seminars after the first class meeting is not permitted.)
- Saturday classes: before the second scheduled day of class (The adding of Saturday classes after the first class meeting is not permitted.)

Students who drop a course during the Drop/Add periods are charged 20% of the tuition charges. For details on tuition charge or refund information, please contact the College's Business Office. The College reserves the right to drop a student's course(s) if the student has not attended the course(s) and has not financially registered for the semester/session in which the course(s) is(are) scheduled.

Drop Period

Enrolled students who choose to drop a fifteen-week course during the Drop Period, third week of the semester, are charged 50% of the total tuition charges. Students can only drop courses during this period, not add, by contacting their Advisor.

Academic Drop Period

Students may drop graduate or undergraduate courses without academic penalty during the Session I, Session II or fifteen-week semester Academic Drop periods. Students will receive a grade of "W" instead of a final grade. The "W" does not affect the student's cumulative grade point average; the student will not earn credits for the course. In addition, students who drop courses during the following Academic Drop periods will be charged 100% of the total tuition charges. Students must contact their Advisor to drop a course.

- Seven-week Session I or II courses: second week to the end of the fourth week of the session
- Eight-week Session I or II courses: second week to the end of the fifth week of the session
- Fifteen-week undergraduate day courses: fourth week to the end of the tenth week of the semester
- One-week seminars: prior to the fourth class meeting
- Saturday classes: prior to the third class meeting

After the Academic Drop Period

A student or parent may not request a course schedule drop/add after the academic drop period has ended for a particular semester/session. Once a student has financially registered, it is the student's responsibility to make changes to the course schedule within the drop/add timeframe for that semester/session. A student who contacts their advisor after the academic drop period has ended will not be considered for a semester charge reduction regardless of class attendance, how payment was made, or if an outstanding balance is presently owed. The student will be charged 100% of the total tuition charges.

Drops for Medical/Work-Related Reasons

For students who find it necessary to drop courses due to medical or work-related reasons, please visit www.gbc.edu/advisement/medicalworkrelatedcredit.html.

Listener Status

Students can change to Listener Status during the College's official Drop/Add periods by notifying their Advisor. Students will be charged full tuition and student service fee; a grade of "L" will be assigned.

Appeal Process

If the student would like to appeal the decision regarding the tuition and fees charge, he/she should submit a written appeal request to the Vice President of Administration/Finance within 30 days of receiving the decision. At this time, the student should present any and all documentation that fully describes the circumstances that would warrant a change in decision. The Vice President will respond within ten working days. The decision of the Vice President will be final.

Exceptions

Requests for exceptions to any academic policies must be submitted in writing to the Dean of Enrollment Management for review.

Family Education Rights and Privacy Act of 1974

Annually, Goldey-Beacom College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act grants certain rights, privileges, and protection to students concerning educational records maintained by Goldey-Beacom College. These rights transfer from the parents to the student who has reached the age of 18 or is attending any school beyond the high school level. The law requires that the institution shall protect the confidentiality of student educational records. The law also provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unsatisfactory. A copy of the policy statement describing the College's regulations for this act may be obtained from the Registrar's Office.

Parents are urged to encourage ongoing open communication with their students about academic progress, classroom difficulties, or problems with campus life. The College can respond to parental requests for information only if the appropriate Information Release Form is signed by the student. The College initiates contact with parents only in the unlikely event there is a threat to the student's safety or wellbeing, but welcomes any opportunity to address parents' concerns about a student's progress through their program.

Grade Appeal Process

Students who wish to appeal a grade received on an assignment or a final grade received in a course completed at Goldey-Beacom College must follow the grade appeal procedures.

1. The student must discuss his/her concern with the individual faculty member who assigned the grade as the first step in this process. There is no "grade appeal" without this initial step.
2. If the student feels that the grade has been assigned unfairly (e.g. there is a discrepancy between the faculty member's written grading policy and the way the grade was assigned) the student should *document that discrepancy* and submit the appeal in writing to the appropriate Cluster Coordinator within 60 days of the official end of the semester in which the grade was assigned.
3. The Cluster Coordinator will render his/her decision within ten (10) business days and communicate the decision to the student via the GBC email account with "return receipt requested".
4. If the student wishes to appeal the decision of the Cluster Coordinator, he/she must submit the appeal in writing, within ten (10) business days of receiving the decision, to the Academic Dean with supporting documentation attached.

5. The Academic Dean will review the case and make a final determination within ten (10) business days from receipt of the appeal. The student will receive written notice via the GBC email account with "return receipt requested". The decision of the Academic Dean is final.

Grading System

Undergraduate

The final grades in use are:

<u>Grade</u>	<u>Quality Range</u>	<u>Points Per Credit</u>
A+	97-100	4.0
A	94-96	4.0
A-	90-93	3.66
B+	87-89	3.33
B	84-86	3.0
B-	80-83	2.66
C+	77-79	2.33
C	74-76	2.0
C-	70-73	1.66
D	65-69	1.0
F	64 or below	0.00

P *Pass*: Successful completion of a specified course; not figured in cumulative index, but figured in credit hours earned.

F *Fail*: Failing a specified course. Zero (0) quality points per credit; figured in cumulative index, but not figured in credit hours earned.

W/X *Course drop or withdrawal without course evaluation*: Official/unofficial drop from a course or a withdrawal from the College without evaluation between the fourth and the end of the tenth week of the regular semester; not figured in cumulative index. (Dates adjusted for shorter sessions.)

I *Incomplete*: Incomplete, withheld grade; not figured in cumulative index.

L *Listener*: Officially enrolled auditor (listener)

* *Repeat grade*: Repeated course; lower grade removed from cumulative index and higher grade counted in cumulative index.

The "I" grade is assigned because of incomplete work when circumstances were beyond the control of the student. The student must make arrangements with the instructor of the course to complete the missed work/examination within three weeks after the next regular semester begins. Otherwise, the "I" will be replaced by the Registrar in accordance with the previous directions of the instructor, and the student will be notified of the change of grade via the GBC email account.

NOTE: A student who officially/unofficially drops a course(s) or withdraws from the College after the tenth week of the semester will receive a final grade(s). A grade of W/X will be considered only for the substantiated reasons satisfactory to the faculty or the Academic Honor Code Committee.

- **President's List:** At the end of each semester of study, the name of each student who has achieved the following is placed on the President's List:
 - a. 3.850 or above semester grade point average
 - b. 12 earned credits during the semester

- **Dean's List:** At the end of each semester of study, the name of each student who has achieved the following is placed on the Dean's List:
 - a. 3.600 or above semester grade point average
 - b. 12 earned credits during the semester

Graduate

In each course a student will receive one of the following grades at the end of the semester: A+, A, B+, B, C+, C, F, W/X, or I. The grade of C is the lowest passing grade which is considered minimally acceptable at the graduate level. A failing grade of F is given for work which is unsatisfactory. The grade of W/X indicates an official withdrawal from a course and is not computed into the grade point average.

The following scale will be utilized to assign grades in the graduate courses at Goldey-Beacom College:

<u>Grade</u>	<u>Quality Range</u>	<u>Points Per Credit</u>
A+	95-100	4.0
A	90-94.9	4.0
B+	85-89.9	3.5
B	80-84.9	3.0
C+	75-79.9	2.5
C	70-74.9	2.0
F	Below 70	0.0

W/X *Course drop or withdrawal without course evaluation:* Official/unofficial drop from a course or a withdrawal from the College without evaluation between the fourth and the end of the tenth week of the regular semester; not figured in cumulative index. (Dates adjusted for shorter sessions.)

I *Incomplete:* Incomplete, withheld grade; not figured in cumulative index.

L *Listener:* Officially enrolled auditor (listener)

***** *Repeat grade:* Repeated course; lower grade removed from cumulative index and higher grade counted in cumulative index.

The "I" grade is assigned because of incomplete work when circumstances were beyond the control of the student. The student must make arrangements with the instructor of the course to complete the missed work/examination within three weeks after the next regular semester begins. Otherwise, the "I" will be replaced by the Registrar in accordance with the previous directions of the instructor, and the student will be notified of the change of grade via the GBC email account.

Academic credit is given for the grades A+ through C. A student may repeat a course to improve skills, enhance knowledge, and/or affect their cumulative index. All grades will appear on the official transcript but only the higher grade will be included in the cumulative index.

NOTE: A student who officially/unofficially drops a course(s) or withdraws from the College after the tenth week of the semester will receive a final grade(s). A grade of W/X will be considered only for the substantiated reasons satisfactory to the faculty or the Academic Honor Code Committee.

Graduation

Graduation Fee

A graduation fee is required of students who petition for graduation in anticipation of completing the requirements of the program of study. This fee is applied toward the cost of the student's diploma, cap and gown, and other expenses relating to graduation. All future Registrar's Office services are also covered by this fee. The graduation fee is nonrefundable, but if the student delays completion of his/her program requirements, the fee will be maintained on account until all requirements are fulfilled.

Undergraduate

Any student expecting to complete the requirements of his/her program of study (degree/certificate) from summer session through spring semester must follow the Undergraduate Procedures for Petitioning located on the College's website at www.gbc.edu/registrar/petitions.html and pay the graduation fee by December 15 preceding the annual graduation ceremony at the end of spring semester. Degrees/certificates are awarded to students who have satisfied all academic requirements of their program and have a final cumulative index of 2.0. A degree/certificate will not be conferred upon any student who has an outstanding debt to the College.

Graduate

To be eligible to receive a graduate degree, the student must satisfy all requirements established by the College. These requirements include:

1. Successful completion of all degree program courses within seven (7) years from the time the first graduate level course was taken.
2. A cumulative grade point average of 3.00.

A degree/certificate will not be conferred upon any student who has an outstanding debt to the College.

Notice of the student's desire to be considered for graduation must be provided to the Financial Aid/Advisement Office by December 15 preceding the annual graduation ceremony in the Spring.

Honors and Awards

Undergraduate

Graduates who have attained superior academic achievement are recognized. Degree curricula graduates who have earned a final cumulative index of 4.000 are cited by being graduated "Summa Cum Laude"; those with a final cumulative index of 3.800 and above, "Magna Cum Laude"; students with a final cumulative index of 3.600 and above, "Cum Laude."

Candidates for graduation who have attained superior academic achievement are recognized according to their cumulative index at the end of the last semester/session completed prior to the ceremony (spring semester is not included due to the close proximity of commencement with the end of spring semester). Any student who feels that grades earned in spring semester may entitle him/her to academic recognition at commencement for which he/she is not eligible at the end of the previous semester/session may request the Financial Aid/Advisement Office to monitor their grades in the spring semester to determine potential entitlement.

Superior academic achievement described above is indicated on the student's permanent record/transcript and on their diploma according to the actual final cumulative index.

Graduate

Graduates at the Master's level who have attained superior academic achievement are recognized. Degree curricula graduates who have earned a final cumulative index of 4.000 are cited by being graduated "Highest Honors"; those with a final cumulative index of 3.900 and above, "High Honors"; students with a final cumulative index of 3.750 and above, "Honors."

Candidates for graduation who have attained superior academic achievement are recognized according to their cumulative index at the end of the last semester/session completed prior to the ceremony (spring semester is not included due to the close proximity of

commencement with the end of spring semester). Any student who feels that grades earned in spring semester may entitle him/her to academic recognition at commencement for which he/she is not eligible at the end of the previous semester/session may request the Financial Aid/Advisement Office to monitor their grades in the spring semester to determine potential entitlement.

Internship

Internships, which facilitate the transition from academic coursework to the world of work, are available to all interested and eligible students in most of the undergraduate academic programs offered at the College. For more information, students should contact the Career Services Office or their advisor.

Privilege of Attendance

Goldey-Beacom College extends to students the privilege of attendance. The expectation is that they will put forth a genuine effort. Poor attendance and/or habitual tardiness to class may not only negatively impact a student's academic success, but may also jeopardize the student's continued enrollment at the College.

Upon enrolling, every student automatically accepts the obligation to comply with the College rules and regulations. Students are expected to comply and be familiar with the College's Academic Honor Code and Student Handbook and Code of Conduct. A student may be dismissed from the College for poor academic performance or be suspended or expelled for disciplinary reasons. Owing an outstanding balance to the College may affect a student's enrollment in the subsequent semesters. Students who owe outstanding balances to the College and who are not registered for courses are not permitted to attend class(es)

International graduate and undergraduate students attending the College on an F1 visa must comply with the College's academic, financial, and disciplinary policies. Students not meeting their obligations to the College may have their I20s canceled.

Progress Toward Degree/Certificate

Undergraduate

A capable and motivated student, by taking additional courses during the regular semester, winter session, or summer session, may complete the requirement of his/her degree/certificate in less than normal time.

It is expected that full-time undergraduate students will register for and complete a minimum of 12 credit hours each semester. Full-time students who fail to maintain an acceptable academic index according to the Standards of Academic Progress in any semester may be dismissed from their program or from the College for failure to make satisfactory progress.

Students must complete all bachelor degree requirements within ten years and associate degree requirements within six years of their date of entry/re-entry. Students should be aware that financial aid eligibility for baccalaureate degree programs extends not more than six years for full-time enrollment.

Graduate

Twelve graduate level courses are required to complete a graduate program. All degree requirements must be completed within seven years after the first graduate level course is taken. All degree requirements, including prerequisite curriculum courses and those approved for transfer, must be completed within 10 years.

The College reserves the right to update and revise the graduate curriculum on an annual basis. Students who re-enter the graduate program must follow the curriculum in existence at that time.

Re-Entry

Students who miss more than two consecutive regular semesters must apply for re-admission to the College. Consideration for re-admission will include a review of prior academic record, previous financial record at the College, and compliance with the Student Code of Conduct. Previous coursework completed at Goldey-Beacom College will be evaluated according to current programs; therefore, the longer a student has been out, the more courses he/she may need to complete in order to earn a degree. Depending on its content, coursework which is more than 10 years old may no longer apply to a current program.

Credits earned for previous coursework at Goldey-Beacom College which are not required in the current program chosen are still included in the total number of credits the student has earned but do not apply directly to the new program.

Semesters during which a student in the graduate program is not registered for coursework continue to count toward the maximum completion time for the degree. (See Progress Toward Degree/Certificate)

Students who are approved to en-enter the College will not automatically receive previously awarded Goldey-Beacom College sponsored merit and need-based scholarships. Consideration for the reinstatement of the scholarship awards will include a review of the student's prior record while in attendance at the College.

Release of Grades Policy

Grade reports can be accessed by students using the College's Campus Web Module within 10 days after the close of the semester/session. Grades are posted at the instructor's discretion using Campus Web. Grades will not be released to students who have outstanding debts to the College. Students should speak with their advisor if official documentation is needed for employer tuition reimbursement.

Release of Student Information

In conformity with the requirements of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), Goldey-Beacom College will disclose directory information upon written request unless the student specifically files a written notification with the Registrar's Office of his/her desire not to have such information released. Directory information includes name, address, telephone number, email, date of birth, dates of attendance, field of study, credit hours, degree earned, honors received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. No other information about a student will be released to any source unless the College receives written consent from the student. No information about a student, directory or otherwise, will be released over the telephone except in cases of extreme emergency.

Parents are urged to encourage ongoing open communication with their students about academic progress, classroom difficulties, or problems with campus life. The College can respond to parental requests for information only if the appropriate Information Release Form is signed by the student. The College initiates contact with parents only in the unlikely event there is a threat to the student's safety or wellbeing, but welcomes any opportunity to address parents' concerns about a student's progress through their program.

Repeating Courses

The Repeat Policy is as follows: A student may repeat a course to improve skills, enhance knowledge and/or affect their cumulative index. All grades will appear on the official transcript but only the higher grade will be included in the cumulative index.

Satisfactory Academic Progress

Beginning with the 2011-2012 academic year, the Goldey-Beacom College academic and financial aid Satisfactory Academic Progress (SAP) standards have been updated in accordance with new federal regulations for both undergraduate and graduate students. These new SAP standards will be monitored starting with the fall 2011 semester.

The College makes its SAP policies applicable to all federal and state financial aid as well as institutional aid. The Satisfactory Academic Progress applies to all enrollment periods* regardless of whether financial aid was received. See the Standards of Academic Progress section that defines undergraduate and graduate Standards of Academic Progress.

* The undergraduate regular semesters periods of enrollment are defined as fall and spring; graduate regular semester periods of enrollment are defined as fall, spring and summer.

Satisfactory Academic Progress Procedures

Goldey-Beacom College evaluates a student's academic progress in a degree seeking program at the end of regular enrollment periods*. That review process determines if a student is eligible for subsequent federal and state financial aid as well as institutional aid or if a student is not achieving academic success. Given the extent that a student is not succeeding academically, he/she may be placed on Academic Warning or dismissed from the College.

Academic Warning Procedures

A student is on Academic Warning after his/her academic transcript has been reviewed by an Advisor at the end of a stated enrollment period* and if the student is academically deficient in accordance with the applicable undergraduate or graduate Standards of Academic Progress. Students remain eligible for federal and institutional funding if on Academic Warning. When a student has been determined to be on Academic Warning, he/she is notified via GBC email and, if necessary, by phone.

Academic Warning requires that an academic action plan be developed for the undergraduate or graduate student with input from the Advisor, Dean of Enrollment Management, Dean of Students and the Academic Dean. The action plan is to identify the student's academic deficiencies and focus on strategies that can lead to academic success and continued federal and state aid eligibility. All students are required to meet in person with an Advisor and/or Dean to discuss the academic action plan. A student's continued federal and state aid as well as institutional aid may cease should the student choose not to attend the prescribed meeting or not agree to the recommended academic action plan.

It is the federal government's and Goldey-Beacom College's expectation, that the student will successfully achieve his/her agreed upon academic action plan through prescribed strategies. An example of a particular strategy would be the requirement of a student to reduce his/her course load for a given semester or require the student to earn a certain final grade in a particular course registered for in a stated semester.

The Advisor will monitor the student's academic progress toward completion of the academic action plan through email communications with the student and his/her faculty members. A student may be required to regularly meet with his/her Advisor to discuss progress of the academic action plan. The Advisor will routinely present all findings to the Deans.

* The undergraduate regular semesters periods of enrollment are defined as fall and spring; graduate regular semester periods of enrollment are defined as fall, spring and summer.

Academic Action Plan Outcomes Procedures

Any student who meets his/her academic action plan continues to be eligible for federal and state financial aid as well as institutional aid. The student will be removed from Academic Warning status when the academic action plan has been achieved. The student will be notified of the determination by the Advisor using GBC email.

Students who demonstrate satisfactory progress toward the completion of the action plan but may not have met their plan can appeal to have the plan extended with approval from the Advisor, Dean of Enrollment Management, Dean of Students and Academic Dean. If approved, the student remains on Academic Warning and the monitoring process by the Advisor and Deans continues.

Should a student be unable to successfully achieve the academic action plan as documented and monitored by the Advisor he/she will be forwarded to the Committee of Deans for final review and determination of dismissal or continued enrollment. A student who is permitted to continue enrollment in the next regular semester at the College is not eligible for federal and state financial aid and may not be eligible for institutional financial aid. The final decision of the Committee of Deans will be communicated to the student using GBC email.

* The undergraduate regular semesters periods of enrollment are defined as fall and spring; graduate regular semester periods of enrollment are defined as fall, spring and summer.

Dismissal from the College

Any student who is dismissed from the College may petition the Academic Dean for possible reinstatement to the College, but may not do so until taking a full semester period of enrollment* break from the College after the dismissal.

Petitioning is defined as submitting an appeal in writing for consideration to be reinstated. Reinstatement grants permission to register and enroll in classes. The student's written request should state why he/she failed to make academic progress and what has changed that will now enable the student to succeed. The petition is reviewed by the Academic Dean in consultation with the Dean of Enrollment Management and the Dean of Students. The Academic Dean may request an interview with the student. A decision will be rendered in writing to the student within ten (10) business days of receipt of the petition. All decisions by the Academic Dean are final. The Academic Dean will communicate the final decision regarding reinstatement using GBC email.

Students reinstated at Goldey-Beacom College must meet the Satisfactory Academic Progress standards prior to receiving federal and state aid. Students who re-enter the College will not automatically receive previously awarded Goldey-Beacom College sponsored merit and need-based scholarships. Consideration for the reinstatement of the scholarship awards will include a review of the student's prior record while in attendance at the College.

* The undergraduate regular semesters periods of enrollment are defined as fall and spring; graduate regular semester periods of enrollment are defined as fall, spring and summer.

Satisfactory Academic Progress Standards

The Satisfactory Academic Progress standards are two-fold. A student must make satisfactory academic progress according to both Grade Point Average Progress and Earned Credit Progress criteria to continue receiving federal or state financial aid as well as institutional aid.

Undergraduate

Grade Point Average Progress—Students must maintain a satisfactory grade point average (GPA) as outlined below according to the appropriate program of study.

Cumulative Credits Attempted

Minimum GPA Required

3 - 15	1.25, but 2.0 after four semesters*
16 – 30	1.50, but 2.0 after four semesters*
31 – 45	1.75, but 2.0 after four semesters*
46 or more	2.00

*semesters are not consecutive

Earned Credit Progress

Students must progress toward their education goal by earning credits at the College at the minimum rate outlined above. The student's cumulative credits earned at the College must total at least the number listed in the column which describes prior full- or part-time enrollment status.

Associate in Science Degree Programs

Prior to Enrollment in Semester*	Minimum Cumulative Earned Credits Required**			
	Full-Time	3/4-Time	1/2-Time	1/4-Time
2	9	6	3	3
3	24	18	12	6
4	36	27	18	9
5	48	36	24	12
6	60	45	30	15
7	n/a	54	36	18
8	n/a	63	42	21

Bachelor in Science Degree Programs

Prior to Enrollment in Semester*	Minimum Cumulative Earned Credits Required**			
	Full-Time	3/4-Time	1/2-Time	1/4-Time
2	9	6	3	3
3	24	18	12	6
4	36	27	18	9
5	48	36	24	12
6	60	45	30	15
7	72	54	36	18
8	84	63	42	21
9	96	72	48	24
10	108	81	54	27
11	120	90	60	30
12	132	99	66	33
13+	n/a	Increments of 9, 6 or 3 credits will be required for 3/4, 1/2, and 1/4 time students before each additional semester.		

*The semesters numbered are only the regular fall and spring semesters in which enrollment for 12 credit hours or more classifies a student as full time.

**A student's enrollment status (full-time, 3/4-time, 1/2-time, 1/4-time) is determined by the number of credits for which the student registers until the end of the drop/add period. Twelve or more credits is full time; 9-11 credits is 3/4 time; 6-8

credits is 1/2 time; and 3-5 credits is 1/4 time. Any class taken as "Listener Status" will not be counted in determining the student's enrollment status.

Graduate

Grade Point Average Progress--The Graduate cumulative grade point average is reviewed for every graduate student after each semester, beginning at the completion of the first semester of attendance. At any time, a cumulative grade point average below the level of 3.0 will place the student in Academic Warning status.

Two periods of enrollment* below a 3.0 cumulative grade point average may be grounds for dismissal. A cumulative grade point average of 2.0 or below will be grounds for immediate dismissal.

*semesters are not consecutive

Earned Credit Progress--Students must progress toward their degree completion by earning all registered and enrolled credits during required periods of enrollment at the College.

Students who are approved to en-enter the College will not automatically receive previously awarded Goldey-Beacom College sponsored merit and need-based scholarships. Consideration for the reinstatement of the scholarship awards will include a review of the student's prior record while in attendance at the College.

Final Grades and Satisfactory Academic Progress

The final grade(s) that an undergraduate or graduate student receives at the end of each semester or session has a direct effect on the academic progress standards:

- For a course in which a final grade of "F", "W" or "X" (which is a result of courses dropped or an official withdrawal from the College) is received, the credits for that course are included in a student's attempted credits but not in earned credits.
- A final grade of a repeated course is added to attempted credits each time it is repeated but is added to earned credits only once if a grade of "D" or better is received.
- Course credits for a grade of "I" are added to attempted credits at the end of the semester. However, earned credits for incomplete courses are not added until the "I" is replaced by a final grade of "D" or better. If a final grade of "F" replaces the "I" grade, no credits will be included in earned credits.
- Transfer credits are not included in attempted or earned credits. Therefore, a student cannot earn credits at another institution in order to make up any earned credit deficiency at Goldey-Beacom College.
- Courses that are taken as listener status are not included in attempted or earned credits. (Note: A student who enrolls in a course as a listener cannot receive financial aid for that course.)

SEVIS (Student and Exchange Visitor Information System)

SEVIS is the database of the Department of Homeland Security and the Department of State to track F, J, and M visa holders. All students of Goldey-Beacom College in F1 status are registered through SEVIS. While enrolled at the College, students' personal information housed on the database must be kept current. Students are required to notify their advisor of all such changes in address, visa status, and employment status.

F1 students who do not attend the first class meeting may be reported out of status to SEVIS.

A violation of any Goldey-Beacom College policy will result in no approval for Curricular Practical Training (CPT) and/or Optional Practical Training (OPT).

Second Degree/Minors

Undergraduate

Students who have received one degree and who wish to earn another degree in a different curriculum must complete additional course requirements and fulfill a minimum of 5 courses for an Associate degree and 10 courses for a Bachelor's degree beyond the first degree. Students interested in obtaining a second degree should consult with their advisor.

Students may also be able to earn an additional concentration in their major. Students interested in obtaining a second concentration should consult their advisor.

Minors are also available in some fields of study. For information regarding minors, check the website at <http://www.gbc.edu/degrees/ug/minors.html>. Students interested in changing a minor should consult with their advisor.

Graduate

Graduate students who wish to earn another degree with a different concentration must fulfill additional requirements and complete at least 3 additional courses for the other concentration, as appropriate. Students interested in earning a Master of Management, Master of Science in Taxation or Finance degree after completing an MBA or vice versa are required to complete a minimum of 6 additional courses. Students interested in obtaining a second concentration or degree should consult with their advisor.

Student Responsibility

It is each student's responsibility to understand the academic standards of Goldey-Beacom College and the degree requirements of the program in which he/she is enrolled. For assistance in interpretation of the requirements, the student may see an advisor. All students who are accepted into a degree program and begin enrollment at Goldey-Beacom College are to complete their required courses at the College.

Transcripts of Permanent Records

Graduate/Undergraduate

As a service to students, the College provides transcripts to students free of charge. Students should not, however, misuse this service. Transcripts requests will be processed within two (2) business days from the day on which the request was received. However, during rare periods of high student need (such as graduation or registration) or during holidays or school closing, a slight delay may occur in which case you will be notified. Transcript requests are not fulfilled if an outstanding debt is owed to the College. Currently enrolled students can secure an unofficial academic transcript using the Campus Web module.

Transfer of Credits

Undergraduate

Goldey-Beacom College welcomes students who transfer from other regionally accredited colleges or universities. Transfer credits are granted for courses taken which apply to the student's program at Goldey-Beacom College and meet the following criteria: the appropriate courses have been taken within a reasonable time frame (in most cases within the past ten years), a grade of "C" or better was earned, and they are not developmental courses. An official transcript is required before credit transfer can be finalized. The maximum number of transfer credits accepted at GBC shall not exceed 50 percent of the total credits required in The Program of Study in which the student enrolls, with the exception of the degree completion program.

Upon approval, credits earned for courses taken at another regionally accredited institution of higher education will be transferred to the student's permanent record at Goldey-Beacom College. Grades earned at another college are not figured in the student's cumulative index, which reflects only coursework completed at Goldey-Beacom College.

Goldey-Beacom College has established a transfer agreement with the Delaware Center for Financial Training to transfer FEA credits as deemed appropriate.

Advanced Placement and CLEP credits (College Level Examination Program) may also be accepted in transfer provided that above-average grades have been earned, and the subject matter is appropriate for the program of study being pursued.

Students matriculating at Goldey-Beacom College are expected to complete their remaining credits at Goldey-Beacom College.

Graduate

Students may transfer a total of 9 applicable graduate credits from other regionally accredited institutions, provided those credits carry a grade of "B" or above. Such credits generally transfer as applicable curriculum substitutes.

Students who wish to attend Goldey-Beacom College must supply the College with the information listed under Admissions Requirements as well as official transcripts from each graduate program previously attended.

Withdrawal

An undergraduate or a graduate student is considered withdrawn from the College if the student does not complete scheduled enrollment or the student withdraws and fails to return after providing written withdrawal confirmation by completing a Withdrawal Form or notifying his/her Advisor via GBC email. If a student withdraws without providing written notification, the withdrawal date will be determined by the student's date of last attendance.

Scheduled enrollment is defined as enrollment in the next regular semester. The next regular semester for an undergraduate student is fall or spring. The next regular semester for a graduate student is fall, spring, or summer. The timeframe a student has to satisfy degree requirements is not suspended using the period when the student has not registered for coursework.

Student withdrawals due to substantiated medical reasons require the submission of medical documentation within thirty (30) days from the date of withdrawal. The official withdrawal date will be determined as the date on which the official Withdrawal Form was received by the Financial Aid/Advisement Office.

Students who withdraw owing outstanding debt to the College, resulting from either a financial aid reduction or unpaid payment plan payments, are expected to contact the College's Business Office to immediately clear their debt. Student referral to collection agencies and credit bureaus are at the discretion of the College. Students will be charged all collection and legal fees that the College incurs in attempting to clear the debt.

In the event of a withdrawal from the College, a student who has received federal student loan funds to assist with their tuition, fees, books, resident housing, miscellaneous and/or living expenses while enrolled, must contact their Advisor in the Financial Aid/Advisement to learn more about federal student loan exit counseling or go to www.nslds.ed.gov to understand his/her student loan obligation.

Residence Halls

A complete Goldey-Beacom College Housing Policy Handbook may be obtained in the Office of Housing & Residence Life or at www.gbc.edu/housing/handbook.html

Philosophy

Residence life at Goldey-Beacom College extends and enriches the classroom experience. The focus of the Residence Life program is to create a satisfying group living experience, to create a productive sense of community, and to provide comfortable and convenient accommodations. Congregate living may present problems and challenges even in a harmonious setting. The Residence Life experience at Goldey-Beacom College hopes to foster consideration, self-restraint, and sensible conflict resolution, with opportunities for growth and leadership within the campus and the community at large.

We are committed to energy and resource conservation. Energy conservation helps reduce the effects of global warming, acid rain, smog, and protects our natural resources. Water conservation is critical as well. It is with this in mind that we ask all students in the residence halls be mindful of conserving these resources.

Academic Requirements

The Office of Housing & Residence Life requires students who plan to live on campus to maintain a certain level of credit hours and GPA. If for any reason a student does not fulfill the credit hours and GPA requirements the student will be placed on probation and given one semester to fulfill the requirements. At the end of this probationary time, the Office of Housing & Residence Life reserves the right to remove anyone who has failed to meet the requirements. The following is a breakdown of the minimum credit and GPA requirements in order to live on campus.

Undergraduate Student:

- Fall/Spring Semester= 2.0 cumulative GPA and 12 credit hours per semester
- Winter Session=2.0 cumulative GPA and 3 credit hours
- Summer Session=2.0 cumulative GPA and 6 credit hours

Graduate Student:

- Fall/Spring Semester= 3.0 cumulative GPA and 6 credit hours per semester
- Winter Session=3.0 cumulative GPA and 3 credit hours
- Summer Session=3.0 cumulative GPA and 6 credit hours

Guest Policy

Goldey-Beacom College residence halls are open only to students who reside in the halls, authorized College personnel, and approved invited guests. **The halls are not open to the general public.** A guest is defined as any person (including a Goldey-Beacom College resident/student) who is visiting a resident of a particular apartment after 11:00 p.m. It should be noted that apartment residents have a right to privacy and peace throughout out the day; accordingly regular and/or extended visits by guests without general agreement by all residents is prohibited. No guests will be permitted during times when the Residence Halls are closed without specific permission from the Director of Residence and Student Life.

Any non-residential student found in violation of the Guest Policy, which can be obtained from the Housing Policy Handbook located in the Student Affairs Office or at www.gbc.edu/housing/handbook.html, will have the following sanctions imposed.

1st Offense: Suspension from the residence halls for one year (not permitted to enter residence halls).

2nd Offense: Expulsion from the residence halls (Permanent Ban).

Missing Student Policy

This policy establishes procedures for the College's response to reports of missing students as required by the Higher Education Opportunity Act of 2008.

Policy

This policy applies to students who reside in campus housing, including any off-campus apartment units that may be leased by the College for resident students.

For purposes of this policy, a student may be considered to be “a missing student” if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare. Students are encouraged to report concerns about fellow students who are potentially missing.

Procedure

At the beginning of each academic year the Housing & Residence Life unit of the Student Affairs Office will inform all students residing in on-campus housing that the Dean of Students or designee will notify either a parent or an individual selected by the student not later than 24 hours after the time that the student is deemed to be missing. The information provided to resident students will include the following:

Resident students have the option of identifying an individual to be contacted by the Dean of Students or designee not later than 24 hours after the time that the student has been determined to be missing. Students can register this confidential contact information through the Student Affairs Office: it will remain in effect until changed or revoked by the student, will be maintained confidentially, and will be available only to the Dean of Students or designee and the Vice Presidents of the College.

If the resident student is under the age of eighteen, and not an emancipated individual, the Dean of Students or designee is required to notify a custodial parent or guardian not later than 24 hours after the time the student is determined to be missing.

The Dean of Students or designee will notify the appropriate local law enforcement agency not later than 24 hours after the time that the student is determined to be missing.

Policy on Alcohol and Drugs

Non-residential students/individuals are not permitted to bring alcohol onto campus. If a non-residential student/individual brings alcohol onto campus for any reason, the following sanctions will be imposed on that individual.

1st Offense: Expulsion from the residence halls (Permanent Ban). Fines may also be assessed for any non-residential student who violates the alcohol policy.

For detailed information pertaining to the Policy on Alcohol and Drugs please see section III. Policies--General.

Judicial Process, Sanctions and Appeals

Judicial Process

The Office of Residence and Student Life expects every student who resides in the residence halls to be a productive member of the community. Any student who violates any provisions of the Student Code of Conduct or Housing Policy Handbook will face judicial action. Violations of the Student Code of Conduct and Housing Policy Handbook that occur within the residence halls are under the authority of the Office of Residence and Student Life.

Students, who are considered to have violated policies, will receive a letter specifying the sanction(s) given and the policy violated. The student may request a meeting with the Director of Residence and Student Life to discuss such sanctions.

All judicial meetings must be requested within 10 business days and meetings will be scheduled during normal business hours, Monday-Friday during the Fall and Spring semesters.

Sanctions

Examples of sanctions that may be issued for violations of housing policies are listed below.

1. Written Warning
2. Probation: Behavior is monitored for a specific amount of time. Violations during that time will result in further discipline. Probation may include special conditions or actions to be completed by a deadline.
3. Fines/Restitution: The fine/restitution will be billed to the Goldey-Beacom College student account.
4. Special Action: A student may be required to perform community service, attend a treatment program, etc. Students may be required to avoid situations in which alcohol is present.
5. Loss of Housing Scholarship: A student may have his/her housing or other scholarships for the next following semester revoked for engaging in behaviors that are in violation of the Housing Policy Handbook.
6. Suspension from residence halls: This sanction specifies a period of time during which a student is permitted only in the Fulmer and Jones Centers. If the student is found on the campus grounds adjoining or inside residence halls, the student may be arrested for trespassing. In some cases, the student may lose the privilege of attending college-sponsored activities.
7. Expulsion (Permanent Ban) from the residence halls: Expulsion is a permanent, involuntary separation from the residence halls due to conduct violations.
8. Interim Suspension: The Dean of Students or designee may impose an interim suspension and/or loss of privileges including removal from the College Campus and/or College-owned housing upon any student whose presence on campus constitutes a threat to the health, safety, and welfare of the student, or the welfare of the College, its property or personnel. Any such suspension will take effect immediately.

Note: Any student suspended/expelled from the residence halls will simultaneously have his/her record reviewed by a Committee of Deans to assess suitability for continued enrollment at the College.

Appeals

If a student disagrees with the sanction, he/she should request a meeting with the Dean of Students. After meeting with the Dean, the Dean may document the meeting and any resulting decision and communicate the information to the student via the student's GBC email address. If, after meeting with the Dean, the student still disagrees, he/she may appeal the sanction. The student must send a written appeal to the Judicial Board on Student Matters within ten (10) business days of the meeting date with the Dean of Students, or the date of the Dean's email, whichever is later. The written appeal must set forth the basis of the appeal **in detail**. The Judicial Board on Student Matters will notify the student within ten (10) business days of the receipt of the student's appeal as to whether the Judicial Board on Student Matters will hear the appeal. If the Judicial Board on Student Matters decides to hear an appeal, the notice to the student shall include the time and place of the administrative hearing, and a copy of the procedures that will be used during the hearing.

If the student wishes to appeal the Judicial Board on Student Matters decision, such an appeal can be made to the Appellate Board on Student Matters. This appeal must be made in writing to the Chair of the Appellate Board on Student Matters within ten (10) business days of receiving the Judicial Board on Student Matters's decision. The written appeal must set forth the basis for the appeal in detail.

The student has the right to appear in person and present information on his/her own behalf, call witnesses, and ask questions of anyone present at the hearing. If the student elects not to appear at the hearing, the hearing shall be conducted in the student's absence. He/she has the right to refuse to answer any question(s) or to make a statement. The Appellate Board on Student Matters will make its decision on the basis of the evidence available. All decisions, penalties or resultant actions of the Appellate Board on Student Matters are final.

The administrative hearings of the Judicial Board on Student Matters and the Appellate Board on Student Matters are closed to the public and are confidential. All records from the proceedings are kept confidential. Such hearings will occur during standard business hours during the Fall and Spring semesters.

STUDENT CODE OF CONDUCT

These policies and procedures were established to promote a learning community characterized by academic honesty, responsible behavior, and respect for fellow students, faculty and staff. The Student Code of Conduct includes clearly stated expectations for conduct and procedures and sanctions when those expectations are not met, and important appeal processes to ensure impartial and fair treatment.

The following sections are divided between Academic Conduct (covering academic honesty and appeal of grades), and the College's Standard of Conduct (citing all other expected behaviors including substance use, housing guidelines, disruptive behavior, harassment, etc.). Students are responsible for reading and fully understanding these policies and procedures. If any expectation is unclear, students are encouraged to contact the Dean of Students or the Dean of Enrollment Management for clarification.

The Obligations of a Student at Goldey-Beacom College

With the privilege of attendance at college, come certain obligations and commitments. To ensure that every student derives the maximum benefit from their learning experience, and to further ensure that every student enhances the learning environment for others, Goldey-Beacom College sets forth the following student obligations. Every student shall:

1. Read, be familiar with, and comply with the Student Handbook and Student Code of Conduct.
2. Conduct coursework with honesty and integrity, refraining from cheating, plagiarism, or falsification, in accordance with the Academic Honor Code.
3. Attend only classes for which the student is officially registered; attend all classes regularly to fully meet expectations of faculty..
4. Submit assignments and coursework in a timely manner as expected by faculty.
5. Contact faculty or advisors to discuss attendance or other performance problems in the classroom before it is too late.
6. Maintain acceptable levels of academic progress as defined in the Student Handbook.
7. Show respect, civil language, appropriate dress, and proper decorum at all times on campus, both in and out of the classroom.
8. Respect fellow students, their ideas, and their differences so that diversity is a strength and not an impediment on the GBC campus.
9. Respond promptly to any and all requests for meetings with faculty and staff.
10. Regularly check GBC email accounts, the primary method of communication with students.
11. Meet all financial obligations to the College.
12. Maintain a drug-free and weapon-free campus at all times.
13. Dispose of all waste in the proper trash receptacles and help to keep the campus clean and free of debris.
14. Meet all State, Federal, and local laws at all times on campus.

Academic Conduct

Academic Honor Code

To a large extent, a college's reputation depends upon the quality and the integrity of the academic work that its students produce. Maintaining high standards of academic honesty is the responsibility of both Goldey-Beacom College students and faculty. As students begin or continue their career pursuits, it is critical that they bring high ethical standards to their work. The Academic Honor Code System at Goldey-Beacom College will strive to enhance ethical awareness in each student.

Definition of Academic Dishonesty

Cheating: an act or attempted act by which a student seeks to misrepresent what he/she has mastered on an academic exercise.

Cheating includes but is not limited to the following examples:

1. Copying from others during an examination.
2. Collaborating on a test, quiz, or project with others without authorization.
3. Using unauthorized materials to complete an exam or assignment.
4. Programming of notes, formulas, or other aids into a programmable calculator or electronic dictionary without prior authorization.
5. Using a communication device such as a cell phone, pager, PDA, or electronic translator to obtain unauthorized information during an exam.
6. Using online resources such as Web sites or email while completing an online exam without the permission of the instructor.
7. Copying computer files from another person and representing the work as the student's own work.
8. Taking an exam for another student or permitting someone else to take a test for the student.
9. Allowing others to do research or writing of an assignment; e.g.,
 - a. Using the services of a commercial term paper company,
 - b. Using the services of another student,
 - c. Using Internet services to access another's work.
10. Submitting substantial portions of the same academic work for credit in more than one course without consulting the second instructor (and the first instructor if the courses are concurrent at GBC).

Fabrication: the use of invented information or the falsification of research or other findings. Fabrication includes but is not limited to the following examples:

1. Citation of information not taken from the source indicated. This may include incorrect documentation of secondary source materials; e.g., using the bibliographic information from a source instead of going to the original source yourself.
2. Listing sources in a bibliography not used in the academic exercise.
3. Submission in a paper or other academic exercise of false or fictitious data, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data.
4. Submitting as the student's own work any academic exercises prepared totally or in part by another.

Plagiarism: the inclusion of another's words, ideas, or data as one's own work. This covers unpublished as well as published sources. Plagiarism includes, but is not limited to the following examples:

1. Quoting another person's words, sentences, paragraphs, or entire work without acknowledgment of the source.
2. Utilizing another person's ideas, opinions, or theory without acknowledgment of the source.
3. The use of resources without documentation on a task that is to be completed without resources.
4. Copying another student's essay test answer.
5. Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
6. Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.

Academic Misconduct: other academically dishonest acts. Academic misconduct includes but is not limited to the following examples:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered exam.
2. Selling or giving away all or part of an exam, including answers; e.g., telling someone in the 10 a.m. class what was on the 8 a.m. class exam.
3. Bribing another to obtain an exam.
4. Copying and distributing an unadministered exam.
5. Continuing to work on an exam or project after the specified allotted time has elapsed.
6. Changing, altering, or being an accessory to the changing or altering of a grade on a test, assignment, or project.
7. Falsifying an excuse to obtain an extension on a deadline for a test, assignment or project.
8. Attempting to use technology to alter grades or academic records.
9. Violating copyright laws and/or regulations. Guidelines on the appropriate use of copyrights are available at www.gbc.edu/library/downloads/fairuse.pdf.

Procedures for Handling Student Violations of the Honor Code

Any student, staff or faculty member has the right and is expected to report suspected student violations of the Academic Honor Code to the instructor of the course or any member of the Academic Honor Code Committee. The instructor should handle suspected violations in the following way:

1. Satisfy oneself that there is credible evidence that a violation has occurred.
2. Document everything completely.
3. Take action appropriate to the violation.
4. Submit a Violation Report to the Chair of the Academic Honor Code Committee and the Academic Dean. The instructor should only submit the Report and keep the supporting evidence in their file for a minimum of two years.
5. Notify the student concurrently in writing that a Violation Report has been filed. This will be done via email with "return receipt requested," to the student's GBC email account.

A reported incident of academic misconduct will be handled by the instructor by one of the following means:

1. written reprimand,
2. assignment of additional work,
3. re-examination,
4. lowering the assignment or course grade,
5. assigning an "F" grade for the course.

All communication with the student should be in private and completely documented. The instructor must apprise the student of the appeal process available to him/her.

Student Appeal Process

If a student disagrees with the faculty action, he/she should request a meeting with the Academic Dean. After meeting with the Dean, the Dean may document the meeting and any resulting decision and communicate the information to the student via the student's GBC email address. If, after meeting with the Dean, the student still disagrees, he/she may appeal the faculty action to the Academic Honor Code Committee. The appeal should be handled in the following way:

Student appeals must be made in writing and submitted within ten (10) business days of the meeting date with the Academic Dean, or the date of the Dean's email, whichever is later. The written appeal should include a brief summary of the alleged violation of the Academic Honor Code, the faculty action taken, and the student's reasons for appealing the action. The appeal should be submitted to the Chair of the Academic Honor Code Committee who will hold a formal administrative hearing to consider the appeal. Such hearings will occur during standard business hours during the Fall and Spring semesters.

Parties involved in the administrative hearing process have the following rights and responsibilities:

The Student:

1. At least five (5) business days prior to the hearing, the Student shall be sent notice via the student's GBC email account, with a "delivery receipt", a letter of the administrative hearing specifying the suspected violation, the time and the place of the hearing, and a copy of the procedures which will be used during the hearing.
2. Shall be given the opportunity to present his/her explanation of the alleged academic dishonesty.
3. Is entitled to be present during the hearing while evidence is being presented and may remain until the deliberations have begun. If the student elects not to appear at the hearing, the hearing shall be conducted in the student's absence.
4. Shall have the right to produce witnesses, written documents, and other evidence to substantiate his/her case.
5. Shall have the right to ask questions, which shall be directed to the Chair of the hearing who will pose all questions to all witnesses.
6. Shall have the right to refuse to answer any question(s) or to make a statement.
7. May have someone present to advise them, e.g., a faculty member, fellow student, or staff member of the College Community. Legal counsel is not permitted to be present during the hearing. Should the suspected academic dishonesty have the potential for criminal prosecution based on the activity that is the subject of the violation, an exception may be granted to allow for the presence of legal counsel. Should legal counsel be permitted, the counsel's role is limited to legal advisor to the student, not advocate, and he/she may not ask questions of witnesses or otherwise participate in the hearing.

The Instructor:

1. At least five (5) business days prior to the hearing, the Instructor shall be sent notice via the Instructor's GBC email account with a "delivery receipt", of the hearing specifying the suspected academic dishonesty, the time and place of the hearing, and a copy of the procedures which will be used during the hearing.
2. Shall be given the opportunity to present his/her explanation of the suspected academic dishonesty.
3. Is entitled to be present during the hearing while evidence is being presented and may remain until the deliberations have begun.
4. Shall have the right to produce witnesses, written documents, and other evidence to substantiate his/her case.
5. Shall have the right to ask questions, which shall be directed to the Chair of the hearing, who will pose all questions to all witnesses.

The Academic Honor Code Committee:

1. Shall base its findings upon the preponderance of evidence.
2. Shall make all decisions by majority vote at a meeting with the appropriate quorum of members.
3. Shall submit its findings, decision, and action to be taken within ten (10) business days following the hearing.
4. Shall keep summary minutes of the hearing, which will be available to the student, upon request, within ten (10) business days following the hearing.
5. At the discretion of the Chair, an audio record may be made. Deliberations need not be recorded.

The student will receive notice via the GBC email account with "delivery receipt" within ten (10) business days following the hearing informing him/her of the Committee's decision. Copies should be sent to the faculty member, the appropriate Cluster Coordinator, and the Academic Affairs Office.

The decision of the Academic Honor Code Committee may be appealed to the Appellate Board on Student Matters within ten (10) business days after the notification of the Committee's decision. The written appeal should include a detailed summary of the alleged violation of the Academic Honor Code, the faculty action taken, and the student's reasons for appealing the action. The appeal should be submitted to the Chair of the Appellate Board on Student Matters who will hold a formal administrative hearing to consider the appeal. Such hearings will occur during standard business hours during the Fall and Spring semesters. The student will receive written notice via the GBC email account with "a delivery receipt" within ten (10) business days of the Appellate Board on Student Matters's decision. The decision by the Appellate Board on Student Matters in all Academic Honor Code cases is final.

Sanctions for Repeat Violations

Individuals with documented repeat violations of the College's Academic Honor Code may be subject to the following sanctions:

- Disciplinary warning: A disciplinary warning is an official written notice expressing that the student's conduct violates one or more College rules, regulations, or policies.

- **Loss of Scholarship** - A student may have his/her Goldey-Beacom College scholarship revoked for engaging in behaviors that are in violation of the Student Code of Conduct, the Alcohol and Drug Policy, or the Housing Policy Handbook. Upon dismissal from the College, all College-funded scholarships are permanently revoked.
- **Probation**: Probation is a period of review during which the student must comply with all College rules, regulations, and policies. This action is a period of official censure. A probation action may specify any conditions with which the individual must comply or any privileges which may be withheld. Probation may include, but is not limited to, the loss of privilege to represent the College in an official capacity (e.g., varsity intercollegiate events, holding office, or participation in campus government or related organizations).
- **Suspension**: Suspension from the College is the termination of student status for a specified period of time. A student may not attend classes, take exams, receive grades, or be on College property. After this period of time, the student must seek written approval from the Academic Dean to return to the College. The hearing officer may establish additional requirements which must be fulfilled to the Academic Dean's satisfaction prior to reinstatement. There will be no refunding of tuition or fees.
- **Dismissal**: Dismissal is the permanent, involuntary separation from the College due to academic violations. A student is not permitted on College property. There will be no refunding of tuition or fees.

Honor Code Committee:

The Academic Honor Code Committee will consist of five (5) members:

1. A committee chairperson – one of the Cluster Coordinators,
2. One (1) faculty members (with two alternates),
3. The Dean of Students,
4. Two (2) students (with two alternates).

Members and alternate members will be appointed each academic year. The Academic Honor Code Committee administrative hearings must have in attendance at least three (3) members, with one of either the faculty or staff member in attendance. If a member cannot serve, she/he should notify the Honor Code Committee Chairperson immediately.

Maintenance of Academic Honor Code Violation Records

All reports involving Academic Honor Code violations will be housed in the Academic Affairs Office. The files may be discarded after a ten (10) year period. **This policy supersedes any previously published Academic Honor Code Policies of Goldey Beacom College.**

Standard of Conduct

Goldey-Beacom College is committed to providing a sound educational environment for intellectual pursuits. In order to promote and maintain a respectful and effective learning environment, Goldey-Beacom College expects students to adhere to the following Rules of Decorum while on the Goldey-Beacom College Campus.

Rules of Decorum

1. Respect for each and every student is to be demonstrated in all interactions and communications at all times.
2. Courtesy and politeness is expected from each and every student in all settings at all times. The use of hate language or name calling will not be tolerated.
3. Personal, extraneous conversations should take place outside the classroom setting.
4. Students are expected to make every reasonable effort to avoid arriving late for class. If students do arrive late, they are expected to quietly enter the classroom without disturbing the faculty or their fellow students.
5. No television sets, radios, cell phones, headsets, or noise-making beepers or pagers are permitted in operation in the classroom setting. Exceptions may be granted by individual faculty members.
6. All posted rules in designated areas (e.g., Library, Computer Laboratories, ARC) should be respected and followed.

In addition, the College is concerned with developing socially responsible citizens, ensuring the welfare and freedom of all members of the College community, and protecting individual rights. The College has thus adopted rules and behavior standards for its students. College judicial action may be taken in addition to actions taken by civil or criminal courts. Students may be subject to judicial action in conjunction with citations or other charges of which the College becomes aware. A student who has pled guilty or

been convicted of an off-campus violation of local, state, or federal law may be subject to College judicial action and may receive a sanction(s) imposed by the College.

Violations

Disciplinary action may be imposed when a student fails to recognize or violates the rights and privileges of other individuals or behaves in a manner not consistent with College policies. The following forms of conduct are prohibited by any Goldey-Beacom College student or organization on College property or at College functions.

Alcohol and Drugs Violations

- Use, sale, exchange, possession, or consumption of alcoholic beverages on campus is prohibited if such use is in violation of local, state or federal law.
- Possession or use of any illegal or controlled substance, drug or drug paraphernalia is prohibited. Students who exhibit drug use or abuse or any violation of the College's Alcohol and Drug Policy may be construed as a violation of this section. Demonstrating that a student has knowledge of the location of any illegal or controlled substance, drug or drug paraphernalia, and/or the intent to exercise control over such items may constitute possession. In the absence of extraordinary or mitigating circumstances, a sanction of suspension or expulsion may be imposed on any student found guilty of possession, distribution, or sale of drugs.

Disruptive/Threatening Behavior Violations

- Physical assault or attempted physical assault or abuse upon any person. In the absence of extraordinary or mitigating circumstances, a sanction of suspension or expulsion may be imposed on any student found guilty of physical assault.
- Conveyance of threats by any means of communication including, but not limited to: threats of physical abuse; hazing of any student, employee, officer of the College, or organization, or anyone visiting or passing through the College campus; or threats to destroy College property or the property of others.
- Acting recklessly or in a manner that endangers or could reasonably be expected to endanger the health, safety, or welfare of the student or any individual.
- Theft or attempted theft of the property or services of the College, any organization or individual, by means of taking, deceiving, misappropriating, or misusing.
- Destruction, vandalism, misuse, or abuse of the real or personal property of the College, any organization, or any individual. Specific violations include, but are not limited to, destroying, damaging, misusing or defacing any College building or property, or any private property on-campus or being used for a College-sponsored event; destroying damaging, misusing, reproducing, or defacing any student identification card, College-provided key, computer equipment, athletic equipment, or any material issued or owned by the College; impairing or hindering another's use of College material, service or property; reading, duplicating, removing, photographing, forging, counterfeiting, or altering any College document or record without authorization; or littering on or in any College building or property.
- Use, possession, or transportation of fireworks, firearms, knives, paintball or BB guns, explosives, ammunition, weapons, or any item which has been modified or adapted so that it can be used as a weapon. If the student's job requires the student to carry a weapon at all times (e.g. police officer) then the student must obtain prior authorization from the Dean of Students in order to carry the weapon into any campus building.
- Disorderly or disruptive conduct which substantially threatens, harms or interferes with personnel, students, visitors or orderly College processes and functions including, but not limited to: fighting; unreasonable noise; public intoxication; lewd or indecent conduct; and inappropriate use of athletic facilities.
- Commission of any act which results in or which may result in the infliction of harm to any person or damage to College property or to the property of others by willful and deliberate means or through negligence.
- Harassment by any means of any individual or group, including coercion and personal abuse. Harassment includes, but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person, which may result in personal indignity.
- Verbal, physical, written, or electronic acts of intimidation and/or harassment aimed towards any person or group on the basis of race, sexual orientation, religion, disability, national origin, ethnicity, or gender is prohibited. This includes, but is not limited to, any actions which demonstrate a lack of respect for the human rights and personal dignity of any individual.
- Any form of sexual harassment, a pattern of unwanted sexual contact, or any violation of the Sexual Harassment Policy.

Failure to Comply Violations

- Failure to comply with the legitimate oral or written directives of a duly-authorized College official acting in performance of his or her prescribed duty.
- Failure to provide a valid Goldey-Beacom College student identification card or other valid identification upon the request of a duly-authorized College official.
- Failure to access and read GBC email accounts regularly and in a timely manner. Students should expect to receive College communication sent to the GBC accounts.
- Failure by guests to comply with College policies while visiting the campus. Students may be held responsible for the actions of their guests.
- Failure of the accused to appear when given advance written notice by a College official, hearing officer, or hearing board concerning a violation of the Student Code of Conduct.
- Failure to comply with College judicial sanction(s), including violation of the terms of a sanction, failure to complete a specified condition or assignment of a sanction, or violating the Student Code of Conduct while on Probation.
- Failure to comply with the College's Hazing Policy.
- Failure to comply with the policies contained in the Housing Policy Handbook.
- Failure to comply with the Commercial Advertising and Sales Policy.
- Failure to comply with rules and regulations of any department or service area (e.g. Academic Computing Lab, Library).
- Failure to comply with all regulations regarding conduct on campus not cited in the Student Code of Conduct when such regulations have been reasonably publicized.

Misrepresentation Violations

- Falsification of information, which includes any form of providing false or misleading information, in writing, orally, or electronically, in a manner which has the intent or effect of deceiving authorized College personnel, or of altering or falsifying official institutional records or documents.
- Providing false or misleading information including utterance of false testimony or submission of false written statements at any proceeding authorized by this document.
- Misrepresentation of oneself or of an organization as an agent of the College.

Safety Violations

- Violation of campus safety regulations including, but not limited to: setting unauthorized fires; tampering with fire safety and/or firefighting equipment, such as alarms, heat sensors, smoke detectors, hoses and fire extinguishers, AED defibrillators, or rendering such equipment inoperable; turning in false fire alarms by any means of communication; failure to exit during a fire alarm/drill, or hindering or impairing the orderly evacuation of any College building; or disobeying a command by any College official in connection with a fire, alarm, or other safety or security matter.
- Tampering with, touching, covering, or in any way interfering with security cameras located throughout campus.
- Any activities that endanger the health and safety of others.
- Unauthorized entry, use, or occupancy of College facilities either by the student or allowing others unauthorized access.
- Violations of additional safety policies listed in the Housing Policy Handbook.

Applicability of Violations

1. Any student or student organization committing an act in violation of the Student Code of Conduct may be subject to disciplinary action.
2. Any student or student organization who aids, requests, initiates, assists, or has knowledge of any other student, non-student, or student organization in acts which violate this document or participates in a violation of this document may be subject to disciplinary action as if the student or student organization had actually committed the violation.
3. Any violation of the Student Code of Conduct by a student or members of a student organization may result in both the organization and the members involved in the misconduct to be subject to disciplinary action.
4. All statements made by a student relative to a case may be used in any disciplinary hearing.
5. Charges brought under this document may be applied concurrently with any civil or criminal prosecution brought against a student or organization.

Sanctions

Individual Students

Individual students found to have violated the Student Code of Conduct may be subject to one or more of the following penalties. The student will have ten (10) business days from the date of the sanction to submit a written request for appeal should he/she choose. Parents may be notified.

- **Disciplinary warning** – A disciplinary warning is an official written notice expressing that the student's conduct violates one or more College rules, regulations, or policies.
- **Probation** - Probation is a period of review during which the student must comply with all College rules, regulations, and policies. This action is a period of official censure. A probation action may specify any conditions with which the individual must comply or any privileges which may be withheld. Probation may include, but is not limited to, the loss of privilege to represent the College in an official capacity (e.g., varsity intercollegiate events, holding office, or participation in campus government or related organizations). Violations during this period may result in further discipline.
- **Suspension** – Suspension from the College is the termination of student status for a specified period of time. A student may not attend classes, take exams, receive grades, or be on College property. After this period of time, the student must seek written approval from the Dean of Students to return to the College. The hearing officer may establish additional requirements which must be fulfilled to the Dean of Student's satisfaction prior to reinstatement. There will be no refunding of tuition or fees.
- **Expulsion** – Expulsion is the permanent, involuntary separation from the College due to conduct violations. A student is not permitted on College property. There will be no refunding of tuition or fees.

Other Sanctions – The College may impose any other sanction depending upon the circumstances and the nature of the violation, e.g. assignment of a paper, fines.

- **Constructive or Educational Task** - The student is assigned a task which benefits the individual, campus, or community. This task can be given alone or in conjunction with another sanction.
- **Housing Reassignment/Removal** – In cases involving housing violations, the student may be involuntarily reassigned to a new location on campus. This action may include restriction from entering any College-owned housing for a designated period of time, or permanently. There is no refunding of fees in accordance with College policy. No priority will be afforded to the student when returning to College-owned housing.
- **Hold on Records** - The College may hold transcripts, diplomas, registration privileges, or other official records pending the disposition of cases and completion of sanctions if such action is reasonably necessary to preserve the College's ability to enforce its disciplinary rules.
- **Loss of Scholarship** - A student may have his/her Goldey-Beacom College scholarship revoked for engaging in behaviors that are in violation of the Student Code of Conduct, the Alcohol and Drug Policy, or the Housing Policy Handbook. Upon expulsion from the College, all College-funded scholarships are permanently revoked.
- **Restitution** - Restitution may be imposed on a student whose violation has involved theft, monetary loss, or damage. Restitution as imposed by the hearing officer becomes a financial obligation to the College, and either full payment or an agreement for partial payment according to a schedule agreed to by the Dean of Students is required before the student may register for classes again, or in the case of seniors, before the student may graduate.
- **Interim Suspension** - The Dean of Students or designee may impose an interim suspension and/or loss of privileges including removal from the College Campus and/or College-owned housing upon any student whose presence on campus constitutes a threat to the health, safety, and welfare of the student, or the welfare of the College, its property or personnel. Any such suspension will take immediate effect and will remain in force throughout any appeal process.

Student Organizations

Student organizations found to have violated the Student Code of Conduct may be subject to restitution, if appropriate, and to one or more of the following penalties:

- **Disciplinary Warning** - The organization is informed in writing that the group has been found guilty of a violation of College regulations. It is an assumption that repetition of the behavior is not likely. However, it is to be understood that further misconduct may result in additional disciplinary action.
- **Probation** - The organization is informed in writing that it is on probation for a specified period of time. This action is a period of official censure. During this time the organization may be required to complete an educational task or service

project. Conditions which restrict privileges may also be imposed. If, during this time, the organization becomes involved in additional violations of College regulations, further disciplinary action will be taken.

- **Interim Suspension** - The Dean of Students or designee may impose an interim suspension and/or loss of privileges upon any student organization whose presence on campus constitutes a threat to the health, safety, and welfare of its members or others, or the welfare of the College, its property, or personnel. Any such suspension will take immediate effect and will remain in force throughout any appeal process.
- **Suspension** - The organization is informed in writing of the loss of organizational privileges and recognition as a student organization for a specific period of time. During this time, the loss of privileges includes, but is not limited to, the use of campus facilities, participation in College activities, funding and sponsorship of official activities. If, during this time, the organization is involved in additional violations of College regulations, the organization may be subject to expulsion. The organization may apply for restoration of its official recognition at the conclusion of the loss of recognition period.
- **Expulsion** - The organization is informed in writing that a permanent loss of recognition is imposed. This action is one of involuntary separation from the College. The relationship between the organization and the College is permanently terminated. The organization may not use campus facilities, participate in College activities, receive funding, sponsor activities, and pledge or recruit members. Should members violate the conditions of the sanction, they may be charged as individuals with violating the Student Code of Conduct.

Application of Sanctions

The full range of sanctions may be applied to any violation(s) of the Student Code of Conduct. The Dean of Students, or designee, may impose sanctions as deemed appropriate to the violation of the Student Code of Conduct.

Student Appeal Process

Charges of violations of the Student Code of Conduct may be lodged against any student or student organization by any employee, student, or student organization. Charges made by employees should be presented to the departmental supervisor, who will refer them to the Dean of Students. Charges made by students or student organizations should be directly presented to the Dean of Students. Imposed sanctions will be communicated to the student via email to the student's GBC email account with a "delivery receipt".

Upon receiving notice of a sanction, a student or organization may appeal the sanction on the following bases:

1. The sanction imposed is not appropriate in light of the nature of the violation of the student code of conduct.
2. Lack of evidence of the violation of the student code of conduct.
3. New evidence which was not previously available and would have a significant impact on the decision to sanction the student.

If a student wishes to appeal the sanction, the student must send a written appeal to the Judicial Board on Student Matters within ten (10) business days of the "delivery receipt" date. The written appeal must set forth the basis for the appeal **in detail**. The Judicial Board on Student Matters will notify the student within ten (10) business days of the receipt of the student's appeal as to whether the Judicial Board on Student Matters will hear the appeal. If the Judicial Board on Student Matters decides to hear an appeal, the notice to the student shall include the time and place of the administrative hearing, and a copy of the procedures that will be used during the hearing. Such hearings will occur during standard business hours during the Fall and Spring semesters.

Parties involved in the administrative hearing process have the following rights and responsibilities:

The Student:

1. At least five (5) business days prior to the hearing, the Student shall be sent written notice via the GBC email account and letter of the administrative hearing specifying the suspected violation, the time and the place of the hearing, and a copy of the procedures which will be used during the hearing.
2. Shall be given the opportunity to present his/her explanation of the alleged violation.
3. Is entitled to be present during the hearing while evidence is being presented and may remain until the deliberations have begun. If the student elects not to appear at the hearing, the hearing shall be conducted in the student's absence.
4. Shall have the right to produce witnesses, written documents, and other evidence to substantiate his/her case.

5. Shall have the right to ask questions, which shall be directed to the Chair of the hearing who will pose all questions to all witnesses.
6. Shall have the right to refuse to answer any question(s) or to make a statement.
7. May have someone present to advise them (e.g., a faculty member, fellow student, or staff member of College Community). Legal counsel is not permitted to be present during the hearing. Should the suspected violation have the potential for criminal prosecution based on the activity that is the subject of the violation, an exception may be granted to allow for the presence of legal counsel. Should legal counsel be permitted, the counsel's role is limited to legal advisor to the student, not advocate, and he/she may not ask questions of witnesses or otherwise participate in the hearing.

The Dean of Students or designee:

1. At least five (5) business days prior to the hearing, the Dean of Students or designee shall be sent written notice via the GBC email account with "delivery receipt" hearing specifying the alleged violation, the time and place of the hearing, and a copy of the procedures which will be used during the hearing.
2. Shall be given the opportunity to present his/her explanation of the alleged violation.
3. Is entitled to be present during the hearing while evidence is being presented and may remain until the deliberations have begun.
4. Shall have the right to produce witnesses, written documents, and other evidence to substantiate his/her case.
5. Shall have the right to ask questions, which shall be directed to the Chair of the hearing who will pose all questions to all witnesses.

The Judicial Board on Student Matters:

1. Shall base its findings upon the preponderance of evidence.
2. Shall make all decisions by majority vote at a meeting with the appropriate quorum of members.
3. Shall submit its findings, decision, and action to be taken within ten (10) business days following the hearing.
4. Shall keep summary minutes of the hearing, which will be available to the student, upon request, within ten (10) business days following the hearing.
5. At the discretion of the Chair, an audio record may be made. Deliberations need not be recorded.

The student will receive the notice via GBC email account with "delivery receipt" within ten (10) business days following the hearing informing him/her of the Board's decision. A copy should be sent to the Dean of Students or designee.

If the student wishes to appeal the Judicial Board on Student Matters's decision, such an appeal can be made to the Appellate Board on Student Matters. This appeal must be made in writing to the Chair of the Appellate Board on Student Matters within ten (10) business days of the "delivery receipt" date of the Judicial Board on Student Matters's decision. The written appeal must set forth the basis for the appeal in detail.

The student has the right to appear in person and present information on his/her own behalf, call witnesses, and ask questions of anyone present at the hearing. If the student elects not to appear at the hearing, the hearing shall be conducted in the student's absence. He/she has the right to refuse to answer any question(s) or to make a statement. The Appellate Board on Student Matters will make its decision on the basis of the evidence available. All decisions, penalties or resultant actions of the Appellate Board on Student Matters are final.

The administrative hearings of the Judicial Board on Student Matters and the Appellate Board on Student Matters are closed to the public and are confidential. All records from the proceedings are kept confidential.

Judicial Board on Student Matters:

The Judicial Board on Student Matters will consist of five (5) members:

1. A committee chairperson – appointed faculty member
2. One faculty member (with two alternates)
3. One staff member (with two alternates)
4. Two students (with two alternates)

Members and alternate members will be appointed each academic year on an annual basis. The Judicial Board on Student Matters administrative hearings must have in attendance at least three (3) members, with one of either the faculty or staff member in attendance. If a member cannot serve, she/he should notify the Judicial Board on Student Matters Chairperson immediately.

Appellate Board on Student Matters:

The Appellate Board on Student Matters will consist of five (5) members:

1. A committee chairperson – Vice President for External Affairs
2. Two faculty members (with two alternates)
3. Two students (with two alternates)

Members will be appointed each academic year on an annual basis. The Appellate Board on Student Matters administrative hearings must have in attendance at least three (3) members, with at least one faculty member in attendance. If a member cannot serve, she/he should notify the Appellate Board on Student Matters Chairperson immediately.

Maintenance of Standard of Conduct Violation Records

All reports involving Standard of Conduct violations will be housed in the Student Affairs Office. The files may be discarded after a period of ten (10) years.

Student Records: Policy on Confidentiality

Family Education Rights and Privacy Act of 1974 (FERPA)

Annually, Goldey-Beacom College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act grants certain rights, privileges, and protection to students concerning educational records maintained by Goldey-Beacom College. These rights transfer from the parents to the student who has reached the age of 18 or is attending any school beyond the high school level. The law requires that the institution shall protect the confidentiality of student educational records. The law also provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is satisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unsatisfactory. A challenge of the educational record may be submitted to the Dean of Enrollment Management. If the student is not satisfied with the decision, the student may submit a written appeal to the Appellate Judicial Board on Student Matters. A copy of the policy statement describing the College's regulations for this act may be obtained from the Registrar's Office.

Release of Student Information

In conformity with the requirements of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), Goldey-Beacom College will disclose directory information upon written request unless the student specifically files a written notification with the Registrar's Office of his/her desire to not have such information released. Directory information includes name, address, telephone number, date of birth, dates of attendance, field of study, credit hours, degree earned, honors received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. No other information about a student will be released to any source unless the College receives written consent from the student. No information about a student, directory or otherwise, will be released over the telephone except in cases of extreme emergency.

Parents are urged to encourage ongoing open communication with their students about academic progress, classroom difficulties, or problems with campus life. The College can respond to parental requests for information only if the appropriate Information Release Form is signed by the student. The College initiates contact with parents only in the unlikely event there is a threat to the student's safety or wellbeing, but welcomes any opportunity to address parents' concerns about a student's progress through their program. Additional information pertaining to Release of Student Information may be obtained by contacting the Registrar's Office at (302) 225-6265.

REFERENCES

Emergency and General Information Phone Numbers

Goldey-Beacom College:

College	(302) 998-8814
Campus Security (Cell Phone)	(302) 547-0988
Campus Security (Leach Hall Office)	(302) 995-1849

New Castle County:

Police, Fire, and Medical Emergency.....	911
Christiana Hospital	(302) 733-1000

Residence and Student Life Phone Numbers

Office of Residence and Student Life

Director of Residence and Student Life	(302) 225-6241
Assistant Coordinator of Residence and Student Life.....	(302) 225-6245
Assistant Coordinator of Housing	(302) 225-6255

Faculty and Staff

For a complete directory of Faculty and Staff members, please refer to the College's website at www.gbc.edu/aboutgbc/phone_ext.html and www.gbc.edu/faculty_staff/teachers.html.