Armstrong State University
Biennial Review
January 1, 2015 - December 31, 2016

Prepared by:

Biennial Review Committee
Jeanne McGowan and Andrew Dies, co-chairs
March 6, 2017

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I. Executive summary

In accordance with the Drug-Free Schools and Campus Act (DFSCA) as articulated in the
Educational Department General Administrative Regulations (EDGAR) Part 86, the following compliance report is submitted by the Biennial Review Committee in review of Alcohol and Other Drug (AOD) policies and programs for the period of January 1, 2015, through December 31, 2016. The purpose of this review is to evaluate the institution’s effectiveness with preventing the unlawful and harmful use of drugs and alcohol by Armstrong State University students, staff and faculty through policy and programs. The Biennial Review Committee, comprised of faculty and staff, conducted the review for the 2015-2016 Report between October 2016 to February 2017 and determined Armstrong State University to be in compliance with the stipulated federal requirements. Below are some of the key highlights and recommendations.

**Highlights**

Armstrong State University exhibits compliance with federal requirements in three key areas.

First, Armstrong has developed and enforced alcohol and drug policies for employees and students which set clear standards for conduct and support Georgia state laws. These policies provide explicit statements that sanctions will be imposed and describe potential sanctions for violations. Enforcement is consistent and adheres to established policy. Armstrong reviews and revises alcohol and drug policies as needed, exemplified by the updating with the student conduct policy and recommendation for employee policy to be revised.

Second, all members of the Armstrong community receive notification of alcohol and drug policies as well as pertinent information concerning associated health risks and resources for treatment. These notifications are provided through various methods, ensuring information has been fully disseminated.

Lastly, Armstrong provides a robust program collective in the areas of education, prevention and social alternatives. The institution offers an array of opportunities for students to learn about health issues relating to alcohol and drug use, to create a safe learning environment with prevention and early intervention and to develop a campus culture thriving on socialization without including alcohol.

**Recommendations**

The Biennial Review provides Armstrong State University an opportunity to assess efforts in creating a safe and healthy campus environment in relation to alcohol and other drugs. For the 2015/2016 review, the committee has identified a few key areas of improvement. First, the alcohol and drug policy for employees needs to be revised and assigned to Human Resources as the responsible office. Another recommendation is that student notification should provide notice solely focused on the drug and alcohol policy, health risks and treatment resources. Third, the institution needs to engage in broader data collection and should consider conducting large scale student body surveys using the CORE alcohol survey or a similar tool. Additionally, Armstrong needs to enrich programs, providing more evidenced-based efforts in prevention; directed efforts
with targeted populations such as first-year students, 21+students and Move On When Ready students (dual enrolled students-high school students completing college level coursework for credit towards both high school and college). Programs should also be added at the Liberty Center. Finally, programs need to include an evaluation component that provides information concerning effectiveness.

Please refer to the full Biennial Review Report for a comprehensive discussion on the evaluated information and data collected for the 2015 and 2016 review period. The committee has complied, examined and reported on Armstrong’s successes and opportunities for growth.
II. Biennial Review Report - Purpose and Committee Roster

The 1989 amendments to the Drug-Free Schools and Communities Act (DFSCA), as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86 - Drug and Alcohol Abuse Prevention Regulations, require each institution of higher education, including Armstrong State University (ASU), to certify it has adopted and implemented a program to prevent the abuse of alcohol and the use or distribution of illicit drugs, both on its premises or as a part of any affiliated activities. Each institution of higher education must annually distribute the following information to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state and/or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment or rehabilitation and/or reentry programs that are available to employees or students;
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct; and
- Information on available treatment and support programs and services on and off campus.

The law further requires that each institution of higher education conducts a biennial review of its program with the following objectives:

- Determine the effectiveness of the program and, if needed, implement changes to the alcohol and other drug programs; and
- Ensure that developed sanctions are enforced consistently.

The biennial review must also include a determination as to:

- The number of drug-and-alcohol-related violations and fatalities occurring on the campus and/or as part of their activities reported to campus officials; and
- The types of sanctions each institution of higher education imposes on students and/or employees as a result of such violations or fatalities.

Armstrong State University acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the university fulfills the requirements of the aforementioned Federal regulations. Jeanne McGowan, University Counseling Center Director, and Andrew Dies, Interim Associate Vice President for Student Affairs & Dean of Students, formed a committee to participate in the review process. The members of the
review committee include:

Lucero Aradillas, Interim Director of Student Life and Assistant Director of Multicultural Affairs
Dr. Becky Kohler da Cruz, Interim Associate Provost for Student Engagement & Success
Megan Feasel, Director of Recreation and Wellness
Phil Gore, Military Education Coordinator
Joy Hamm, Associate Vice President of Enrollment Services
Tammy Medlin, Director of Student Health Center (former)
Kwame Phillips, Coordinator of Multicultural Affairs
Jessica Rea, Human Resources Associate - Total Rewards
Madison Ray, Graduate Assistant for Pirates Educating Pirates
Nick Shrader, Director of Housing and Residence Life.
Kate Steiner, Assistant Dean of Student Life (former)
Ken Tessier, Head Athletic Trainer
Nashia Whittenburg, Director of Multicultural Affairs
Wayne Willcox, Chief of Police

Once the committee completed the report and before submission to Armstrong State University President, the Biennial Review was reviewed at two levels:

1st level:
Rebecca Rhinehart, Communications and Parking Services Coordinator
Nathan Roy, Interim Assistant Dean for Student Integrity

2nd level:
Angeles Eames, Director of Assessment
Kelly Crosby, Chief Audit Officer

III. Alcohol and Other Drug Policies

Armstrong State University continues to remain in compliance with the requirements of the Drug-Free Schools and Communities Act through the development and distribution of policy to every student and employee. The policies contain information regarding standards of conduct, applicable legal sanctions, notice with disciplinary sanctions, associated health risks and treatment options/resources. These policies, found in the assigned appendix, are:

Appendix A-Drug-Free Schools and Communities Act Armstrong State University Statement of Policy and Acknowledgement Form
Appendix B-Code of Student Integrity (formerly known as Code of Conduct) and Medical Amnesty
Appendix C-Athletics Drug Testing Policy
Appendix D-Armstrong State University’s Annual Security and Fire Safety Report

IV. Distribution of Information
**Student Notification**

Student notification of these requirements is provided through various methods.

1. The Office of Student Integrity emails all students the entire Code of Student Integrity. For future notifications, should consider including a separate notice with only AOD policies.
2. Information on the entire Code of Student Integrity is provided during Navigate, Armstrong’s orientation program.
3. All new, incoming students are provided with the online prevention program AlcoholEDU and Haven, which is expected to be completed by mid-fall semester.
4. Pertinent Alcohol and Other Drug material is posted in residence halls.

**Employee Notification**

Employee notification of these requirements is provided by the Department of Human Resources as follows:

1. At the time of hire, each ASU employee is required to read the Drug-Free Schools and Communities Act Armstrong State University Statement of Policy and reflect completion through the submission of an Acknowledgement Form. The following is a list of position types required to complete and submit this form:
   - Full-time personnel
   - Part-time instructors
   - Graduate Assistants
   - Part-time casual staff
   - Resident Assistants
   - Institutional Work Study Program (student workers)
   - College Work Student Program (student workers)
   - Temporary, non-benefitted

2. Subsequently, all Armstrong employees (as listed above) receive an annual notice of the policy in November. In November 2015, all employees received a hardcopy of the 2012 version of the Drug and Alcohol Policy. In November 2016, all employees received an electronic copy of the 2014 version of the Drug and Alcohol Policy. The differences between the two policies is the reflection of institutional name change from “Armstrong Atlantic State University” to “Armstrong State University.” Additionally, the 2014 policy has a revised list of available resources.

**Campus Notification**

The entire campus community receives the Armstrong State University Annual Security and Fire Safety Report which articulates the University’s policies regarding alcohol and controlled substances. The report also includes the University’s crime statistics for violations referred and
arrests for drug and alcohol law violations. It is published on the Armstrong University Police Department’s website University Police Department.

V. Collaboration

Pirate Prevention Coalition
The Coalition, initiated fall 2016, is a collaborative membership between Armstrong State University and the Savannah community. The mission of the coalition is to develop, recommend and assess best practices in policy, prevention/intervention and enforcement to reduce underage drinking, excessive alcohol use, drug/alcohol abuse and dependency issues and sexual misconduct. The coalition has a leadership that includes faculty, University Police, Dean of Students, Student Life, Counseling and a student representative. The general Coalition membership is open to the entire campus as well as members of the Savannah community including key partnerships with treatment facilities, treatment providers, advocacy group, and other institutions of higher education. The Coalition held three meetings during the fall of 2016 where various providers from the community attended along with staff and students of Armstrong. As the Coalition develops, programming can be developed and assessed to evaluate effectiveness with efforts.

Collaborative Presentations
The Military Resource Center collaborated with Veterans Heart Georgia, the National Alliance on Mental Illness (NAMI) and clinicians from the Savannah VET Center to provide awareness, identification and prevention presentations. Over the two-year period, there were five presentations and a total of 160 participants. The VET Center reported enrollment of a small number of veterans as a result of the clinicians’ presentations.

Memorandum of Understanding (MOU)
The Office of Multicultural Affairs (OMA) signed an MOU (Appendix E) with the Clinic for Education, Treatment and Prevention for Addiction (CEPTA), which hosts community meetings targeting the Latino community on alcohol related issues. Through this partnership, OMA distributed 10 CEPTA flyers (examples Appendices F.1, F.2, F.3) via 10 separate emails to 131 Hispanic Outreach and Leadership at Armstrong (HOLA) students. Additionally, OMA posted information on social media and flyers were posted within the OMA office. These included information on alcohol prevention; however, they also included opportunities for training volunteers through the “Be the Wall” initiative, family workshops that included topics on alcohol and drug abuse and monthly meeting information sent to all partners.

Student Success Team and Behavioral Assessment Team
These teams are comprised by faculty and staff throughout the institution and are in place to address varying levels of concerning behaviors of students, reported by the campus community. The focus of these teams is the early intervention and connection of students to on and off-
VI. Alcohol and Other Drug Data

During this report period, the University collected data in several areas in an attempt to understand the issues and needs of the Armstrong State campus community. The data is provided below and has helped the campus to understand the issues and needs of students related to substance use as well as to direct services and programs.

Table A- Armstrong State University’s Annual Security and Fire Safety Report Data (Clery)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrests: Liquor Law</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Disciplinary Action: Liquor Law</td>
<td>62</td>
<td>45</td>
<td>33</td>
</tr>
<tr>
<td>Arrests: Drug Law</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Disciplinary Action: Drug Law</td>
<td>21</td>
<td>18</td>
<td>8</td>
</tr>
</tbody>
</table>

Table A: The Annual Security Report is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990. Statistics are reported on a calendar year basis, for the previous calendar year. This report is submitted to the Department of Education by October 1st of each year then subsequently released to the general Armstrong community. Thus, the 2016 report is not available for this report period. The data presented in chart A indicate that disciplinary actions related to both alcohol and drug use have consistently increased over the last three years. However, it is important to note a shift has occurred due to moving away from legal sanctions to providing educational opportunities. Armstrong now takes a more educational approach when addressing alcohol and drug violations. This is facilitated through channeling students through the campus student integrity system, rather than the criminal or civil system. Taking this focus has resulted in zero arrests (which includes criminal citations) but higher numbers of disciplinary referrals.

Table B-Armstrong Code of Student Integrity Violation Data

<table>
<thead>
<tr>
<th>Conduct Statistics (Total cases)</th>
<th>CY 2016</th>
<th>CY 2015</th>
<th>CY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol*</td>
<td>77</td>
<td>132</td>
<td>77</td>
</tr>
</tbody>
</table>
Table B: Conduct data is collected on an academic year basis. Data for this report has been converted to a calendar year basis for consistency with Clery data. In Fall 2015, a change in policy and enforcement of policy was instituted. For alcohol cases, all students that were present during an alcohol incident were charged with an alcohol violation. For drug cases, all occupants of a room or those present in a room where there was a smell of marijuana or evidence of marijuana were charged with a drug violation. In addition to strengthening policy, training for Housing & Residence Life staff was enhanced with the goal of having greater consistency in incident reporting. As this threshold for charging is different than the threshold for Clery reportable statistics (i.e. smell of marijuana is not Clery reportable), the conduct statistics and Clery statistics are different. During this report period, all but one drug case has been the suspected use/possession/consumption of marijuana. The data in Table B show a 58% decrease with alcohol related violations from 2015 to 2016. This improvement could be attributed to the noted changes with policy, enforcement and training. Conversely, drug cases, specifically suspected marijuana, have increased by 35% which may be attributed to easier detection in a residence hall (i.e. the unique smell of marijuana). Additionally, according to the National Institute of Health (NIH)-Institute on Drug Abuse, marijuana use by college students has increased by 4.1% over 20-years (1994-2014) while alcohol use has only increased by 0.6%.

Table C-Armstrong Code of Student Integrity Violation for Thursday, Friday, and Saturday (percentage of total alcohol/drug charges)

<table>
<thead>
<tr>
<th></th>
<th>CY 2016</th>
<th>CY 2015</th>
<th>CY 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug Charges</td>
<td>72%</td>
<td>62%</td>
<td>81%</td>
</tr>
<tr>
<td>Alcohol</td>
<td>84%</td>
<td>62%</td>
<td>76%</td>
</tr>
</tbody>
</table>

Table C: The data presented in this table has provided Armstrong an understanding of high risk nights, for our campus those are: Thursdays, Fridays and Saturdays. Of the three days, the highest number of violations occur on Saturday nights. Having this information will help direct programming, laying the groundwork for intentional education and prevention efforts on these higher-risk nights.

Table D- Occupancy numbers for residence halls
Table D: The Office of Housing and Residence Life has seen an increase in occupancy rates during this report period, the highest rates since academic year 2012-2013. The maximum capacity is 1411, and during fall 2016 the campus was at 95% occupancy. Having more students within the residence halls may have a greater impact on the number of Code of Student Integrity violations (i.e. more students to commit the violations).

Table E - Armstrong Code of Student Integrity Violation Recidivism Rate

<table>
<thead>
<tr>
<th>Total unique students charged with an alcohol or drug violation</th>
<th>Percentage that re-offended (2014-2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>139</td>
<td>13.6%</td>
</tr>
</tbody>
</table>

Table E: Table E is reported from the Office of Student Integrity and reflects recidivism rates. Based on these numbers, Armstrong believes students are given the message that the institution does not tolerate high risk behaviors (policy and enforcement) and seeks to help students make healthier choices (educational sanctions noted below). Armstrong will continue with efforts in this manner, seeking to further reduce recidivism.

Table F- Online Educational Modules, Under the Influence (UTI) and Marijuana 101 (Mar 101), Median Scores

<table>
<thead>
<tr>
<th>(Scores in %)</th>
<th>UTI Pre</th>
<th>UTI Post</th>
<th>Mar 101 Pre</th>
<th>Mar 101 Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UTI n = 16</td>
<td>60%</td>
<td>80%</td>
<td>50%</td>
<td>92%</td>
</tr>
<tr>
<td>Mar 101 n = 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CY 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UTI n = 30</td>
<td>60%</td>
<td>80%</td>
<td>54%</td>
<td>92%</td>
</tr>
<tr>
<td>Mar 101 n = 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


**Table F:** Under the Influence is an online alcohol intervention course used for on-campus violations which takes about 3 hours to complete and is designed to reduce negative consequences. Marijuana 101 is an online marijuana intervention course used for on-campus sanctions relating to marijuana or drug paraphernalia. The module takes about 4 hours to complete. Through the Student Integrity process, students were required to complete the appropriate module at a cost to the student of $35 payable directly to the company (3rd Millennium Classrooms). These educational modules are believed to have contributed to the low recidivism rate. The data demonstrate growth in knowledge for both online modules, but with Marijuana 101 the pre/post movement was more than twice that of Under the Influence. These programs were implemented as sanctions with the intention to educate students on the effects of their behavior and invoke change in future decision-making which does appear to be happening as evidenced by the low rate of recidivism. In August of 2016, Under the Influence was replaced with AlcoholEdu for Sanctions as it eliminates students’ cost for access. This module is a part of the AlcoholEdu platform which is also being used with prevention efforts thus providing an array of data. Marijuana 101 will continue to be used until a more cost-effective option for our students can be found.

**Table G-AlcoholEdu Use of Substance Data**

<table>
<thead>
<tr>
<th></th>
<th>AY 2015-2016</th>
<th>AY 2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binge drank in last 2 weeks</td>
<td>47.7%</td>
<td>29.2%</td>
</tr>
<tr>
<td>No drug use in last 2 weeks</td>
<td>74%</td>
<td>74%</td>
</tr>
<tr>
<td>Marijuana use in last 2 weeks</td>
<td>8.6% (92 students)</td>
<td>5.9% (67 students)</td>
</tr>
<tr>
<td>Controlled sub in last 2 weeks</td>
<td>0.74% (8 students)</td>
<td>0.44% (5 students)</td>
</tr>
<tr>
<td>Cocaine use in last 2 weeks</td>
<td>0.74% (6 students)</td>
<td>0.44% (5 students)</td>
</tr>
<tr>
<td>MDMA use in last 2 weeks</td>
<td>0.56% (6 students)</td>
<td>0.62% (7 students)</td>
</tr>
</tbody>
</table>

**Table G:** AlcoholEdu is an interactive online preventative program designed to reduce the negative consequences of alcohol use amongst students. Armstrong, along with all University System of Georgia institutions, has a contract to administer this and the Haven and Haven Plus modules to all new, incoming first year, transfer and graduate students. In AY 2015-2016, the module was administered to all students at Armstrong. In AY 2016-2017 it was only administered to new, incoming students (first year, transfer and graduate). Only those age 20 and younger completed the AlcoholEdu module. Table G reflects some key data related to alcohol and other drug use by a portion of Armstrong students. Such data as provided by the AlcoholEdu prevention program will assist Armstrong in developing a richer understanding of
student needs. So continuation of this program as well as collecting a broader scope of data, such as adding the CORE alcohol survey for example, can increase the value of the data.

Table H- AlcoholEdu Negative Consequences 2015 Data

<table>
<thead>
<tr>
<th></th>
<th>Never (1, 2)</th>
<th>Sometimes (3, 4, 5)</th>
<th>Always (6, 7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Got a hangover</td>
<td>76%</td>
<td>19.3%</td>
<td>5.4%</td>
</tr>
<tr>
<td>Forgot where you were or what you did</td>
<td>85.4%</td>
<td>11.8%</td>
<td>2.98%</td>
</tr>
<tr>
<td>Performed poorly on assignment or got behind in school work</td>
<td>93%</td>
<td>7%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Missed a class</td>
<td>95.5%</td>
<td>4.5%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Drove after drinking 4 or more drinks</td>
<td>95.5%</td>
<td>4.89%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Drove after drinking 5 or more drinks</td>
<td>96.5%</td>
<td>3.49%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Rode with a driver who had been drinking</td>
<td>90.9%</td>
<td>8.79%</td>
<td>0.49%</td>
</tr>
<tr>
<td>Got into trouble with authorities</td>
<td>95.99%</td>
<td>3.89%</td>
<td>0.49%</td>
</tr>
</tbody>
</table>

Table H: *The 2016-2017 AlcoholEdu Impact data is currently not available. The data presented in this table will help Armstrong create a social norms campaign for use with students and will also help to direct future programming efforts. For example, educational programs on health problems such as hangovers could be added to the programming efforts.

Tables I, J, K- National College Health Assessment (NCHA) II Data from Spring 2015 concerning alcohol, marijuana, and all other drugs

Table I-Alcohol

<table>
<thead>
<tr>
<th>Alcohol</th>
<th>Actual Use</th>
<th>Perceived Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>(% of responses)</td>
<td>Males</td>
<td>Female</td>
</tr>
<tr>
<td>Never used</td>
<td>20.4%</td>
<td>24.8%</td>
</tr>
<tr>
<td>Used, but not in last 30 days</td>
<td>22.4%</td>
<td>20.8%</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Used 1-9 days</td>
<td>40.8%</td>
<td>33.6%</td>
</tr>
<tr>
<td>Used 10-29 days</td>
<td>14.3%</td>
<td>20.1%</td>
</tr>
<tr>
<td>Used all 30 days</td>
<td>2.0%</td>
<td>0.7%</td>
</tr>
<tr>
<td>Any use within last 30 days</td>
<td>57.1%</td>
<td>54.4%</td>
</tr>
</tbody>
</table>

Table J-Marijuana

<table>
<thead>
<tr>
<th>Marijuana</th>
<th>Actual Use</th>
<th>Perceived Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Males</td>
<td>Female</td>
</tr>
<tr>
<td>Never used</td>
<td>71.4%</td>
<td>65.8%</td>
</tr>
<tr>
<td>Used, but not in last 30 days</td>
<td>26.5%</td>
<td>25.5%</td>
</tr>
<tr>
<td>Used 1-9 days</td>
<td>2.0%</td>
<td>4.7%</td>
</tr>
<tr>
<td>Used 10-29 days</td>
<td>0.0%</td>
<td>3.4%</td>
</tr>
<tr>
<td>Used all 30 days</td>
<td>0.0%</td>
<td>0.7%</td>
</tr>
<tr>
<td>Any use within last 30 days</td>
<td>2.0%</td>
<td>8.7%</td>
</tr>
</tbody>
</table>

Table K-All Other Drugs

<table>
<thead>
<tr>
<th>All other drugs combined</th>
<th>Actual Use</th>
<th>Perceived Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Males</td>
<td>Female</td>
</tr>
<tr>
<td>Never used</td>
<td>68.0%</td>
<td>75.2%</td>
</tr>
<tr>
<td>Used, but not in last 30 days</td>
<td>20.0%</td>
<td>16.8%</td>
</tr>
<tr>
<td>Used 1-9 days</td>
<td>6.0%</td>
<td>6.0%</td>
</tr>
<tr>
<td>Used 10-29 days</td>
<td>2.0%</td>
<td>1.3%</td>
</tr>
<tr>
<td>Used all 30 days</td>
<td>4.0%</td>
<td>0.7%</td>
</tr>
<tr>
<td>-----------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Any use within</td>
<td>12.0%</td>
<td>8.1%</td>
</tr>
<tr>
<td>last 30 days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tables I, J, K:** Data in these tables are taken from the American College Health Association (ACHA)-National College Health Assessment (NCHA) II. The survey is a nationally recognized research tool that provides current, relevant and precise data about students’ health habits, behaviors and perceptions. Armstrong, through an internal grant, funded the administering of the survey in spring 2015. There was a response rate of 9.1%, with 201 students responding. The data provided from the survey has established a baseline for understanding students’ use versus perception of use in the areas of alcohol, marijuana and all other drugs usage. It allows Armstrong to compare trends with regional and national data. Additionally, data will be used by the peer educators to implement a social norms program. Conducting another NCHA assessment would help to expand this baseline as well as provide a more representative picture of the student body if a larger response rate is received.

**Data Conclusion**

The data provided in this section provides some information about alcohol and drug issues that impact our community and will be used to help focus our prevention efforts. For example, data from Armstrong’s code of student integrity shows fewer alcohol incidents yet an increase in drug incidents during this reporting period. Additionally, the data has identified days of the week where students engage in high risk activity. This information will be used to direct program efforts specifically on marijuana use and weekend activities. In another example, data reflects students benefiting from educational sanctions especially in the area of marijuana which seems to support policy and enforcement changes made this report period, reinforcing continuing these efforts. However, the data is limited. Armstrong needs to continue collecting information from multiple levels: prevention programs like AlcoholEdu; intervention efforts and educational sanctions like those within the Student Integrity process and evaluating educational efforts from the many programs provided on campus. Gathering more data will allow for a richer understanding of the campus, help us to steward our resources wisely and allow us to support a healthy and safe learning environment.

**VII. Education and Intervention**

Armstrong State University provided a wide range of education and intervention programs to students, staff and faculty during the 2015-2016 review period. In fall 2016, Armstrong’s campus was closed collectively for 10 instructional days due to Hurricane Matthew and other severe weather patterns. As a result, many planned programs were cancelled. The information highlighted in this section focuses on provided activities.
The Military Resource Center (MRC) provides information about additional financial aid, housing, medical and behavioral health assistance, Veterans Affairs (VA) benefits and prior learning assessments. Military-affiliated students also have access to computers and a resource library and are able to participate in peer-to-peer, individual and group tutoring sessions. Military students and alumni conduct peer mentoring sessions and external organizations provide career exploration services. Also located in the MRC, the Student Veterans of America (SVA) office provides information on morale, recreation, fundraising and community service events.

Armstrong's Veterans Services office provides support from internal and external agencies to help veterans as they make their transition from military to university and civilian life. Students are able to receive VA claims assistance, financial advisement, individual and group peer-to-peer counseling, legal aid, chaplain services and referrals to local veterans’ service organizations. Resources available to students, faculty, & staff via website Military Outreach Resources.

In 2015-2016, the MRC provided Veterans on Campus, a peer program, to twenty-three student veterans working in the MRC. This online and interactive training simulation teaches student veterans and student leaders how to support fellow student veterans as they face challenges in transitioning to college life, including isolation, cultural disparities, academic difficulties, time management, substance abuse and mental-health issues such as traumatic brain injury, depression and post traumatic stress disorder.

In 2015-2016, the MRC provided Veterans on Campus for Faculty & Staff to seven faculty and staff members. This online, interactive training program helps faculty and staff learn about the needs and experiences of student veterans, including (1) the unique value they bring to campus, (2) obstacles they may face in their pursuit of a college degree, (3) effective techniques for managing classroom discussions around topics that may be sensitive to veterans and (4) best practices for connecting student veterans exhibiting signs of psychological distress with support.

In 2015-2016, the MRC provided the Green Zone Program to staff and faculty. This campus-wide initiative seeks to aid veterans in their transition from military to university and civilian life. The objective of the Green Zone Program is to increase the knowledge and skills of the faculty and staff, to identify and address the needs of military students and assist them in a successful transition. There are currently more than 100 Green Zone clearly marked locations recognized by military students as a “safe place.” These denote places for military students to talk to someone trained to provide a sympathetic ear and direct the student to resources on campus and in the community to support their needs.

Between 2015-2016 the University’s Military Education Coordinator received multiple
Department of Defense Center for Deployment Psychology & National Council Behavioral Health Certifications including:
- University Counseling Center Core Competency
- Meeting the Behavioral Health Needs of Returning Veterans
- Best Practices in Substance Use Treatment Engagement
- Post-Traumatic Stress Disorder
- Depression in Service members and Veterans
- Identification, Prevention, and Treatment of Suicidal Behavior for Service Members and Veterans
- Domestic and Intimate Partner Violence
- Working with the Homeless

Recreation and Wellness

Between 2015 and 2016, there have been a total of 46 wellness programs offered by the Recreation and Wellness Center. They are broken down as follows:

<table>
<thead>
<tr>
<th>Wellness Programs 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Programs</td>
</tr>
<tr>
<td>Spring</td>
<td>11</td>
</tr>
<tr>
<td>Fall</td>
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</tr>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Wellness Programs 2016</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>Programs</td>
</tr>
<tr>
<td>Spring</td>
<td>11</td>
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<tr>
<td>Fall</td>
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<td>Total</td>
<td>22</td>
</tr>
<tr>
<td>Grand Total</td>
<td>46</td>
</tr>
</tbody>
</table>

Included in the above program list is the Recreation and Wellness Department’s annual Health and Wellness Fair which had 55 vendors and 687 participants in fall 2015 and 50 vendors and 613 participants in the fall 2016. The fair welcomed many community partners and Armstrong departments to educate students, faculty and staff on healthy living, nutrition, substance abuse, financial wellness and many other areas. Some of the vendors included the Allied Learning
Center, offering a DUI school; Memorial Hospital, featuring Pulmonary Rehab information relating to smoking awareness; the National Mental Health Association, providing mental health information; and the Savannah Chapter of AA, offering information on alcoholism, treatment and recovery.

**Student Health Center**

The Student Health Center completes a screening for alcohol, drug, tobacco, and sexual history with each student seen by the Nurse Practitioner (NP). It is a required part of the documentation process in the Electronic Medical Records. The total number of patients seen in the office by the NP and in accordance with an MOU between Armstrong State University and Memorial Hospital has approximately 1860-1875 per year over the last few years. Education and intervention efforts are offered as indicated based on each screening.

**Housing and Residence Life**

Housing and Residence Life Resident Assistants (RAs) have collaborated with the University Police Department (UPD) in conducting campus safety rounds on a nightly bases with added support during weekends. The addition of UPD to these rounds has not only helped with consistent enforcement of policies but has also helped in developing relations between students and the UPD.

RAs are responsible for programming efforts towards alcohol and drug awareness and prevention. During this report period, 15 programs were provided during intentional time frames which are as follows (all program descriptions can be found in Appendix G):

Windward Commons (first year housing) Programming:
- 1st week of September-Red Zone period
- 2nd week of November
- 3rd week of February
- 2nd week of March

Apartments Programming:
- 1st week of September
- 1st week of November
- 4th week of February
- 1st week of April

For each program, RAs are requested to do surveys to assess three program specific outcomes and two program universal outcomes which are: 1) The program has provided information that will assist the participant in being a better student and 2) The program connected the student with beneficial campus or community resources on the topic.

RAs are responsible for alcohol and drug awareness and safety information being posted to bulletin boards. This information is posted once per semester, for fall in November and for spring in March.

**University Counseling Center**
The University Counseling Center (UCC) professional staff complete AOD assessments during each intake appointment and subsequent appointments as needed. Additionally, staff provide mandated assessment, education and referrals using BASICS (Brief Alcohol Screening and Intervention for College Students). BASICS is a brief motivational intervention for high-risk college students that uses alcohol screening and feedback to reduce problem drinking, excessive drinking and binge drinking by enhancing motivation to change, promoting healthier choices, reviewing myths and facts about alcohol and teaching coping skills to moderate drinking. Upon request, Counseling staff provide classroom presentations on general wellness including substance prevention information. During this report period, over 42 wellness presentations were provided.

Fall 2016, the UCC, in collaboration with the Office of Student Integrity, implemented a peer education program, Pirates Educating Pirates (PEP). The mission of PEP is to provide the student body with awareness of sexual misconduct and alcohol and other drug abuse through peer-to-peer education with personalized outreach initiatives, to form a safe place for students to educate and rely on one another for support relating to sexual misconduct and alcohol and other drug abuse. The recruitment of 8 peer educators was achieved in fall 2016, and programming is expected to occur in spring 2017. Job descriptions for the Graduate Assistant position and peer educator positions are found in Appendices H and I, respectively.

**Student Life**
The Office of Student Life (OSL) provides annual training as part of the Recognized Student Organization (RSO) renewal process. Each RSO is informed of the Code of Student Integrity and its application to members of student organizations. Fraternity and sorority members attend annual programing that addresses risk management issues including hosting events with alcohol, understanding Fraternal Information and Programming Group (FIPG) guidelines and the effects of alcohol consumption along with binge drinking.

The Office of Student Life coordinates student orientation. Bystander intervention training has been added to the Navigate orientation program. This training includes a 20-minute program presented by peers (Navigate Leaders) to all incoming first year students. Additionally, students receive information on the Code of Student Integrity. Students and families also have the option to attend a wellness presentation addressing healthy behaviors to be successful in college. Staff from Counseling and Recreation & Wellness offer the presentation and discuss helpful campus resources.

In fall 2016, the Office of Student Life initiated a Step UP! Bystander Intervention Prevention. OSL collaborated with faculty and staff who volunteered to serve as facilitators of the program. Three groups were targeted for participation in the program.

1. Student Athletes- The program was offered twice with one session for male athletes and
one session for female athletes. Each session was conducted by a peer facilitator with support from OSL and Counseling.

2. Resident Assistants and professional staff in Housing.

3. All first-year students were strongly urged to attend a session during Weekend of Welcome. There were over 370 participants.

Step UP! is a pro-social behavior and bystander intervention program that educates students to be proactive in helping others. The program seeks to achieve greater awareness with helping behaviors, to increase motivation to help, to develop the skills and confidence necessary when responding and ensuring safety and well-being of oneself and others.

First year students were given pre/post evaluations. Students’ responses indicate a greater motivation and/or confidence to intervene during a high risk situation (see slide #1) as a result of the program. Of the 226 completed post evaluations, approximately 71% selected I am likely to help “more than before the training.” The post evaluation did have an error in answer choices, “same as before the training” was repeated and a third response of “less than before the training” was left out.

![Slide #1](image)

**Athletics**

Armstrong Athletics works to follow the best practices set forth by NCAA through policy, education and programs.

The Department of Athletics provides programming to freshman and sophomores using myPlaybook (Appendix J). MyPlaybook is a collection of online lessons that uses evidence-
based strategies to promote the health and well-being of student-athletes. Specific strategies include social norms, behavioral expectancies and behavioral intentions as well as promotes bystander intervention, decision making skills, stress management, goal setting and harm prevention skills. MyPlaybook’s interactive programming includes:

1. Interactive web-based instructional design
2. Engaging content and immediate personalized feedback
3. User friendly administrative tools and technical assistance to facilitate quality program delivery
4. Integrated web-based data collection tools to assess program impact

In addition to using myPlaybook, each athletic team holds a yearly team meeting to review policies and any other changes that may have been made relating to prevention, education, the Code of Student Integrity and the Armstrong State University Drug Testing Policy and Procedures (Appendix C).

In August 2015, Athletics hosted speaker Janet Judge to provide training to all student athletes (150 total) with a presentation called Student-Athletes, Social-Media, Leadership & Branding. Judge provided an interactive presentation on topics such as social media, hazing, alcohol, leadership, brand and NCAA Eligibility.

Office of Multicultural Affairs (OMA)
OMA provides a range of educational activities for targeted student populations, highlighted below.

Men Of Vision and Excellence (MOVE) Empowerment is a multifaceted support program for African-American males entering Armstrong as first year, full-time, college freshman who are mentored by upperclassmen. Empowerment sessions focus on academic, co-curricular and social development. Campus and community partners are invited to present on various topics such as stress management, study skills and habits, career development, etc.

Hispanic Outreach & Leadership at Armstrong (HOLA) Lunch and Learns are student-focused Hispanic/Latino initiatives that provide student support services and cultural awareness programs which strengthen the collegiate experience of a diverse body of campus constituents and community partners. The lunch and learns focus on intentional service, leadership, ethical behavior and civic responsibility.

Student African-American Sisterhood (SAAS) General Body Meetings target African-American female students to create a space to be connected, prepared, skilled and successful in their academic and extracurricular endeavors at Armstrong. The Office of Multicultural Affairs’ facilitates, maintains and orchestrates programs and events for the Student African-American Sisterhood student participants in an effort to retain, progress and graduate more African-American women. Students engage with faculty, administrators and other students and
participate in a minimum of two Leadership Programs per month as programmed by the OMA. These activities include programs such as: Black Women’s Empowerment Day, SAAS National Conference, core Leadership meetings, mentor/mentee meetings and social outings and activities.

Summer Passport is an opportunity for students who are a part of our retention, progression and graduation programs to travel to various destinations, to remain on campus over the summer and be engaged. The Summer Passport, which is considered an academic enhancement activity, includes leadership development, community service projects, team building, social bonding, alternative breaks and student leadership conferences. These high impact practices and activities are crucial to improving retention and graduation rates for students. All activities have an academic focus and purpose. For example, the 2016 Summer Passport (East Coast Experience) provided students an opportunity to develop their leadership/networking skills, apply academics outside the classroom and form transformative relationships through travel. During this engagement activity, students met the staff of the Education Trust, which recently named Armstrong State University a Top 26 Performing School for graduating and retaining underrepresented students in the country. They also visited famous landmarks and museums in Washington D.C., Philadelphia, Pennsylvania and New York, New York. In addition, students were exposed to food, music, art and culture beyond their own to broaden their awareness and respect for differences, as well similarities, of other cultures. The experience wrapped up in Virginia Beach, Virginia, where the students bonded and conversed about their Summer Passport Experience.

VIII. Social Life

Armstrong State University provides alternative programs for student in an effort to create a healthy culture by promoting alternative activities to alcohol and other drug use. This section highlights those efforts for the 2015-2016 review period. The description of these programs are found in Appendix K.

Recreation and Wellness

Outdoor Adventure Programs

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<thead>
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<th>Programs</th>
<th>Participants</th>
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</tr>
<tr>
<td>Fall</td>
<td>3</td>
<td>59</td>
</tr>
</tbody>
</table>
Late Night and Weekend Programs
67 programs

2015 Programs
Spring 15
Fall 18

2016

Fall 17
Spring 17

Office of Multicultural Affairs (OMA)
OMA provides Alternative Spring Break opportunities for students to engage in safe, fun and
memorable activities. The Alternative Spring Break experiences included professional
development with major companies, bonding moments at theme parks and sporting events and
cultural experiences through food, art, music and tours.
In March 2015, students traveled to Orlando, Florida, with the Armstrong Men Of Vision and
Excellence (MOVE).
In March 2016, MOVE sponsored a trip to Orlando, Florida, and the Hispanic Outreach and
Leadership at Armstrong (HOLA) sponsored a trip to Atlanta, Georgia. Collectively, thirty
students attended the Alternative Spring Break trips.

Housing and Residence Life (HRL)
HRL offers students within the residence halls multiple opportunities to engage in late night and
weekend programs and activities that are alcohol and drug free. A list of the programs with
descriptions is found in Appendix L.

University Police Department (UPD) Programming
The UPD assistance includes providing police officers to share information with community
members on AOD issues as well as making impairment goggles available as an educational tool.

Office of Student Life (OSL)
OSL offers a variety of social programs and volunteer opportunities to the student body through
the Campus Union Board. A list of the programs and opportunities is found in Appendix M. The
programs promote a healthy environment for students and efforts are made to provide giveaways
(such as bottle openers and cozies) which do not endorse alcohol.

IX. Areas of Strength

Policy and enforcement
1. Alcohol and Drug Policy for Students (Code of Student Integrity): Through significant
revisions, the application and enforcement of the alcohol and drug policies as part of the
Code of Student Integrity are now more fair, equitable and consistent. Procedures for the creation and adjudication of these violations is more efficient and intentional. This policy is reviewed in the spring semester of each academic year for implementation the next academic year. For this reporting period, this policy has been reviewed and revised twice.

2. Low levels of recidivism for alcohol and drug charges: Data reflects students do not often have multiple policy violations. The data also reflects improvement through engagement with the provided educational modules. The University has integrated Maxient software into the Student Integrity process. The software may assist in further understanding the impact of sanctions and the Student Integrity process on students.

3. Students of Concern and Behavioral Assessment Teams: The University remains invested in connecting with students early to offer support and resources. The teams continually work to make improvements in collecting, receiving and responding to students of concern. Additionally, the teams are working to collect data which directs interventions and provides information on outcomes aligned with best practices.

4. UPD collaboration and enforcement: There is more collaboration between the UPD and HRL and OSL. Having these three areas work in collaboration provides for consistent enforcement of policy. As a second benefit, UPD is able to engage in more community efforts during HRL rounds. Creating an opportunity for officers and students to develop relationships benefits the community in preventing and reducing crime.

Programming

1. Housing and Residence Life, Office of Student Life, Recreation and Wellness and the Office of Multicultural Affairs all work to provide a range of social and educational programs to students. The rich variety in programming offers opportunity to establish a healthy culture at Armstrong as well as provides education and prevention activities.

2. Bystander intervention program: In 2015 the University offered a bystander intervention developed in-house by faculty. The program had been utilized for over five years. In 2016, Student Life partnered with Athletics and NCAA to transitioned to the StepUp! Bystander Intervention program. This program will continue to be utilized during Weekend of Welcome.

3. Peer Education Program: The Pirates Educating Pirates Peer Education Program was developed in summer of 2016 and implemented in fall 2016. The program is overseen by the Counseling Center and is advised by a Graduate Assistant who will continue to oversee the program through May 2018.

4. Military Outreach Services: The office provides support of veteran and military students through a variety of education, support and outreach programs aimed at the well-being of this population. The office has access to many community resources.

X. Recommendations for Initiatives in 2017 and 2018
In the spirit of the DFSCA, Armstrong State University recognizes the Biennial Review Report as a tool for improvement. As such, the following is a list of initiatives to pursue over the next reporting period.

1. Revise employee alcohol and other drug policy. The current policy is owned by the Director of Counseling Center under Student Affairs and should be moved to Human Resources. When reviewing this policy, consideration should be given to a campus-wide policy for use of alcohol on campus at approved events which is only part of the employee policy. Additionally, with the revision, opportunities to include Employee Assistance Program as a resource for faculty and staff should be explored.

2. Creation of a consistent culture through messaging from various departments on-campus, including Greek Life, Recognized Student Organizations, Student Affairs Programming, Academic Affairs Programming and Administration. Policy revision will assist in further shaping this culture. Using data collection to understand the demographics of the student body as well as current trends related to issues such as marijuana use and opioid addiction. The University should expand data collection tools beyond AlcoholEdu and student integrity data to include large scale surveys such as CORE or another NCHA-II survey.

3. Improve student notification and distribution of information. The Office of Student Integrity will improve student notification through an AOD specific policy notice. The intent will be to draw more attention to AOD policies including medical amnesty while informing students of health risks and treatment resources on and off campus. The UCC will create a link within the Counseling webpage as a resource for the community which can be incorporated in the notification.

4. The University will explore opportunities to build AOD education and prevention into the curriculum. Consideration should be given to inclusion with First Year Experience (FYE), the academic intervention class, the Move On When Ready (MOWR) dual enrollment program and class substitution options.

5. The Pirate Prevention Coalition, developed fall 2016, should be explore ways to further enhance its membership and participation. The Coalition should continue to create a clear organizational structure that is sustainable and promotes prevention planning with targeted outcomes.

6. All areas offering AOD programming will begin or continue to collect data that aids in understanding AOD issues, helps to develop and direct programming efforts and reflects effectiveness of efforts. The current tools used in gathering data are: AlcoholEdu, Haven, Clery, and Maxient. These will continue to be utilized and consideration be given to purchase and use the CORE Alcohol survey and/or National College Health Assessment II.

7. Increase the number of AOD prevention and education programs and conduct assessment of these programs. Particular attention will be given to adding programs at the Liberty Center campus and offering more education to students 21 and older including students in
the Finish Strong housing. This is on-campus housing community, including 48 beds across two housing areas, that allows students 21 years of age and older the ability to have alcohol within their residence. There are also opportunities to include social norming and programs with high risk groups such as first-year students during the Red Zone.

8. The Biennial Review Report should be incorporated into the co-chairs’ job responsibilities and a formal committee which includes appointees from Student Affairs, Academic Affairs and the student body should be named. Once these have been established, the committee should meet every semester to review progress and actively assess needs.
I, Dr. Linda Bleicken, President of Armstrong State University, have received and approved the Biennial Review report prepared by the Biennial Review Committee for the calendar years of 2015-2016 in compliance with the Drug-Free Schools and Communities Act.

Signed this_________ day of ___________ 2017.

________________________________________________________________________
XII. Appendix

Appendix A
1. Drug-Free Schools and Communities Act Armstrong State University Statement of Policy and Acknowledgement Form, 2012
2. Armstrong State University Drug and Alcohol Policy for Faculty and Staff, 2014

Appendix B
1. Armstrong Honor Code
2. Armstrong State University Code of Student Integrity 2015-2016
3. Armstrong State University Code of Student Integrity 2016-2017
4. Medical Amnesty Protocol

Appendix C
Armstrong State University Athletics Drug Testing Policy and Procedures

Appendix D
Armstrong State University 2016 Annual Security and Fire Safety Report

Appendix E
MOU between CEPTA and HOLA

Appendix F
1. CEPTA informational flyer March 28, 2015
2. CEPTA training flyer May 18, 2016
3. CEPTA workgroup flyer November 20, 2015

Appendix G
Housing and Residence Life Alcohol, Tobacco, Other Drug program descriptions

Appendix H
Graduate Assistant Job Description

Appendix I
Armstrong State University Peer Educator Job Description

Appendix J
My Playbook Administrator Guide 2016-2017

Appendix K
Recreation and Wellness Late Night Program Descriptions

Appendix L
Housing and Residence Life Late Night and Weekend Programs

Appendix M
Office of Student Life Events
To comply with the Federal Drug-Free Schools and Communities Act of 1989, Armstrong State University must regularly inform students, faculty and staff of the following information:

**DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

**ARMSTRONG STATE UNIVERSITY**

**STATEMENT OF POLICY**

(Updated July 2012)

**I. STANDARDS OF CONDUCT**

Armstrong State University prohibits the unlawful possession, manufacture, distribution, dispensing, and use of illicit drugs and alcohol on the institutional premises in accordance with the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226).

As a term and condition for employment at Armstrong State University as mandated by the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226), employees of Armstrong State University must:

* Abide by the terms and conditions of this policy statement.

* Notify the Office of Human Resources, Armstrong State University of any drug statute conviction for a violation occurring, no later than five calendar days after such conviction.

**II. APPLICABLE LEGAL SANCTIONS FOR UNLAWFUL USE OF ILLICIT DRUGS AND ALCOHOL**

**State of Georgia Sanctions for Drug and Alcohol Offenders:**

* The Georgia Penal code defines “CONTROLLED SUBSTANCES” in Drug schedules I-V, Official Code of Georgia Annotated (O.C.G.A.), sections 16-13-25 to 16-13-29, covering 14 pages of text, including a long list of chemical compounds, opiates, hallucinogens, derivatives, isomers, and other materials. The State board of Pharmacy may add new material to the list as required.
*An even broader category of dangerous drugs is defined in O.C.G.A. section 16-13-71, covering 41 pages of text describing hundreds of chemicals and other compounds. The Georgia General Assembly may add drugs to the list as required.

**Criminal Punishment:**

*"First Offender" – A person never before convicted of possession of a small amount of any controlled substance may at the discretion of the judge, be afforded the first offender treatment, resulting in no entry of a plea of guilty and no record of any conviction if the defendant successfully completes a court-monitored comprehensive rehabilitative program (O.C.G.A. 16-13-2(b)).

*Possession of one ounce or less of marijuana may result in imprisonment for 12 months and/or a fine not to exceed $1000, or "public works" not to exceed 12 months (O.C.G.A. 16-13-2(b)).

*Possession of more than one ounce of marijuana is a felony and is punishable by confinement of not less than one year nor more than 10 years (O.C.G.A. 16-13-30(j)(2)).

*Trafficking of cocaine, illegal drugs and/or marijuana is a felony. Depending on the amount, confinement ranges from 5 to 15 years with fines from $100,000 to $1,000,000.

*The penalties for violation of the “controlled substances” provision are numerous and vary depending on the drug schedule under which the substance is listed, whether the act charged includes trafficking, and how much of the substance is involved. Penalties range from 5 to 30 years and include life for a second conviction of transferring a narcotic (Schedule II).

*Possession on an alcoholic beverage by any person under age 21 may result in confinement, not to exceed 30 days, or a fine of not more than $300, or both.

*The following property is subject to seizure by the state under public condemnation action, if such property was used in a criminal violation:
  ~All contraband drugs.
  ~All products used in drug manufacture and possession.
  ~Any property used as a container for drugs.
Aircraft, vehicles, vessels, and other conveyances used or intended for use in the transportation or storage of illegal substances.

~Books, records, formulas, and other data.

~Cash, negotiable instruments, securities, or anything of value used in exchange for illegal purposes.

*Section 20-1-23 of The Drug-free Postsecondary Education Act of 1990 states that any student of a public educational institution who is convicted of a felony offense involving a controlled substance or a dangerous drug shall, of the date of conviction be suspended from the public educational institution in which they are enrolled. The student shall forfeit any right to any academic credit otherwise earned or earnable for such semester, and the educational institutional institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

**Federal Sanctions for Drug Offenders:**

*Title 21, United States Code, Sections 841-858 describes the acts, criminal penalties, and civil and criminal forfeiture provisions established by Congress covering 28 pages of text.

*Title 21, U.S.C. Section 812, contains five schedules of “controlled substances”. Schedule I describes certain opiates and other substances; Schedule II contains opium, cocaine, and other addictive substances; Schedule III lists amphetamine, phencyclidine (PCP) and other like matter; Schedule IV involves barbiturates; Schedule V concerns codeine and atropine sulfate, among other preparations. The Attorney General of the United States is authorized to add items to the several schedules.

**Criminal Punishment**

*The manufacture, or distribution of various controlled substances, depending upon their schedule sequence and the amount of substance involved, is punishable by confinement ranging from not less than 5 nor more than 40 years and fines from $200,000 to $10,000,000.

*The penalties for “simple possession” of illegal drugs is from not more than 1 to 20 years, depending upon the substance schedule, amount possessed, and the number of convictions (Title 21 Section 844).
*The distribution, manufacture, or possession with intent to distribute a controlled substance is punishable by twice the sanction provided in Section 841 (b) (not less than 10 nor more than 80 years, depending upon the schedule and amount), where such offense was performed on or within one thousand feet of a college or university. Section A denies certain “federal benefits” to drug traffickers and possessors, such as federal grants, contracts, loans, and professional licenses.

*Section 853 provides for forfeiture of possession and title to the federal government of any property used in drug offenses, including realty (land growing crops and timber) and any tangible and intangible property including, but not limited to: aircrafts, vessels, vehicles, as well as rights, privileges, interests, claims, and securities.

University System of Georgia and Armstrong State University
Sanctions

*Faculty, staff, and students are expected to adhere to the policies of the college and observe the basic standards of good conduct, meet acceptable performance standards, and observe all local, state, and federal laws relative to unlawful use of drugs and alcohol.

*Penalties for violations of these standards range from warnings and probation to expulsion, loss of academic credit, temporary or permanent suspension and withdrawal of organizational recognition, referral to the legal system for prosecution, demotion, and termination of employment. Conviction on a drug related offense could make students ineligible for state and federal loans, and financial aid.

*Detailed sanctions are defined in the Board of Regents Policy Manual, online in the Student Handbook in the Student Activities section, under “Alcohol Information and Policy”, Faculty Handbook, Employee Handbook, and online in both the Faculty and Employee Handbooks.

*Questions or concerns regarding this document should be referred to the Office of Human Resources located in Annex III.

III. HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL
Drug and alcohol abuse result in significant health problems for those who use them. Drug and alcohol use in the workplace contributes not only to lost productivity, but also causes tremendous costs to absenteeism, accidents, healthcare, loss of trained personnel, and employee treatment programs. Drug and alcohol abuse cause physical and emotional dependence where users may develop a craving for a particular substance. Thus, their bodies may respond to the presence of such substances in ways that lead to increased drug and alcohol use.

Many drugs, such as opiates, alcohol and a number of prescription drugs can create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences physiological trauma known as withdrawal.

Physiological dependence can occur with any drug and occurs when taking drugs becomes the center of the user’s life. Drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, perception and mood regulation. They distort experiences and cause loss of self-control that can lead users to harm others as well as themselves.

Physiological damage due to drug use varies depending on the drug and length of use. Death through overdose is always a possibility with any depressant or stimulant drug.

IV. DRUG AND ALCOHOL COUNSELING, TREATMENT OR REHABILITATION PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES

Armstrong’s University Counseling Center offers free, on campus, substance abuse counseling and referral services. They also coordinate prevention efforts, AOD education, and classroom presentations on alcohol and drug abuse and dependence issues.

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*Employees with substance abuse problems are encouraged to seek professional assistance within the parameters of the institution’s personnel policies and procedures. Below is a guide of local treatment and referral resources.

## Drug/Alcohol Treatment and Support Centers

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<tr>
<td>University Counseling Center</td>
<td>(912) 344-2529</td>
<td><a href="http://www.armstrong.edu/departments/counseling_center_welcome">www.armstrong.edu/departments/counseling_center_welcome</a></td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>(912) 356-3688</td>
<td><a href="http://www.savannahaa.com">www.savannahaa.com</a></td>
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<td>Assisted Recovery Centers of Georgia</td>
<td>1(888) 570-6391</td>
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</tr>
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<td>Georgia Therapy Associates of Georgia</td>
<td>(912) 965-0999</td>
<td><a href="http://www.georgiatherapyassociatesinc.com">www.georgiatherapyassociatesinc.com</a></td>
</tr>
<tr>
<td>Narconon</td>
<td>1(877) 947-5900</td>
<td><a href="http://www.narconon.org">www.narconon.org</a></td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>(912) 233-4357</td>
<td><a href="http://www.na.org">www.na.org</a></td>
</tr>
<tr>
<td>Recovery Place of Savannah</td>
<td>(912) 355-1440</td>
<td><a href="http://www.recoveryplace.org">www.recoveryplace.org</a></td>
</tr>
<tr>
<td>Recovery in Progress</td>
<td>(912) 764-9654</td>
<td><a href="http://www.sobrietyhouse.com">www.sobrietyhouse.com</a></td>
</tr>
<tr>
<td></td>
<td>1(866) 618-8833</td>
<td></td>
</tr>
<tr>
<td>Ridgeview Institute (Atlanta)</td>
<td>(770) 434-4567</td>
<td><a href="http://www.ridgeviewinstitute.com">www.ridgeviewinstitute.com</a></td>
</tr>
<tr>
<td></td>
<td>1 (800)329-9775</td>
<td></td>
</tr>
<tr>
<td>RP Community Service</td>
<td>(912) 355-5938</td>
<td></td>
</tr>
<tr>
<td>Willingway Hospital</td>
<td>1(800) 242-9455</td>
<td><a href="http://www.willingway.com">www.willingway.com</a></td>
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</table>
ARMSTRONG STATE UNIVERSITY

Drug & Alcohol Policy Acknowledgment Form

This page is the receipt of acknowledgment that you have read and understood the Drug & Alcohol Policy on the Online Orientation.

I acknowledge the receipt of the Drug & Alcohol Policy.

________________________________________
Employee Name

________________________________________
Employee Signature

________________________________________
Department

________________________________________
Name of Supervisor

________________________________________
Date
ARMS TRONG S TATE U N I V E R S I T Y

Drug and Alcohol Policy

Functional Area:  Student Affairs

Applies To:  All Faculty and Staff


Number:  N/A

Date Issued: September 2014

Page(s): 5

Responsible Person

Director of University Counseling Center – Student Affairs

Purpose / Rationale

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Armstrong has had in place since fall quarter 1990 a formal policy for the faculty, staff, and students detailing standards of conduct and applicable sanctions related to the unlawful possession, use, or distribution of illicit drugs and/or alcohol by employees and students. In accordance with federal legislation, the university hereby notifies the faculty and staff that the unlawful possession, manufacture, distribution, dispensation and use of drugs and/or alcohol is prohibited and will not be tolerated on the campus of Armstrong. Members of the faculty and staff who unlawfully possess, use, or distribute drugs and/or alcohol on university premises or at any university-sponsored activity will be subject to strong disciplinary action consistent with local, state, and federal law up to and including expulsion and referral to prosecution. The institution may also impose other sanctions on students consistent with appropriate regulations as dictated in The Policy Manual of the Board of Regents and other related policies and procedures. For complete information and sanctions, please refer to the entire policy.

Definitions

N/A

Policy

I. STANDARDS OF CONDUCT

Armstrong State University prohibits the unlawful possession, manufacture, distribution, dispensing, and use of illicit drugs and alcohol on the institutional premises in accordance with the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226).
As a term and condition for employment at Armstrong State University as mandated by the Drug Free Communities and Schools Act Amendments of 1989 (Public Law 101-226), employees of Armstrong State University must:

*Abide by the terms and conditions of this policy statement.
*Notify the Office of Human Resources, Armstrong State University of any drug statute conviction for a violation occurring, no later than five calendar days after such conviction.

II. APPLICABLE LEGAL SANCTIONS FOR UNLAWFUL USE OF ILLICIT DRUGS AND ALCOHOL

State of Georgia Sanctions for Drug and Alcohol Offenders:
*The Georgia Penal code defines “CONTROLLED SUBSTANCES” in Drug schedules I-V, Official Code of Georgia Annotated (O.C.G.A.), sections 16-13-25 to 16-13-29, covering 14 pages of text, including a long list of chemical compounds, opiates, hallucinogens, derivatives, isomers, and other materials. The State board of Pharmacy may add new material to the list as required.

*An even broader category of dangerous drugs is defined in O.C.G.A. section 16-13-71, covering 41 pages of text describing hundreds of chemicals and other compounds. The Georgia General Assembly may add drugs to the list as required.

Criminal Punishment:
*"First Offender” – A person never before convicted of possession of a small amount of any controlled substance may at the discretion of the judge, be afforded the first offender treatment, resulting in no entry of a plea of guilty and no record of any conviction if the defendant successfully completes a court-monitored comprehensive rehabilitative program (O.C.G.A. 16-13-2(b)).

*Possession of one ounce or less of marijuana may result in imprisonment for 12 months and/or a fine not to exceed $1000, or “public works” not to exceed 12 months (O.C.G.A. 16-13-2(b)).

*Possession of more than one ounce of marijuana is a felony and is punishable by confinement of not less than one year nor more than 10 years (O.C.G.A. 16-13-30(j)(2)).

*Trafficking of cocaine, illegal drugs and/or marijuana is a felony. Depending on the amount, confinement ranges form 5 to 15 years with fines from $100,000 to $1,000,000.

*The penalties for violation of the “controlled substances” provision are numerous and vary depending on the drug schedule under which the substance is listed, whether the act charged includes trafficking, and how much of the substance is involved. Penalties range from 5 to 30 years and include life for a second conviction of transferring a narcotic (Schedule II).

*Possession on an alcoholic beverage by any person under age 21 may result in confinement, not to exceed 30 days, or a fine of not more than $300, or both.
*The following property is subject to seizure by the state under public condemnation action, if such property was used in a criminal violation:
~All contraband drugs.
~All products used in drug manufacture and possession.
~Any property used as a container for drugs.
~Aircraft, vehicles, vessels, and other conveyances used or intended for use in the transportation or storage of illegal substances.
~Books, records, formulas, and other data.
~Cash, negotiable instruments, securities, or anything of value used in exchange for illegal purposes.

* Section 20-1-23 of The Drug-free Postsecondary Education Act of 1990 states that any student of a public educational institution who is convicted of a felony offense involving a controlled substance or a dangerous drug shall of the date of conviction be suspended from the public educational institution in which they are enrolled. The student shall forfeit any right to any academic credit otherwise earned or earnable for such semester, and the educational institutional institution shall subsequently revoke any such academic credit which is granted prior to the completion of administrative actions necessary to implement such suspension.

**Federal Sanctions for Drug Offenders:**
*Title 21, United States Code, Sections 841-858 describes the acts, criminal penalties, and civil and criminal forfeiture provisions established by Congress covering 28 pages of text.*

*Title 21, U.S.C. Section 812, contains five schedules of “controlled substances”. Schedule I describes certain opiates and other substances; Schedule II contains opium, cocaine, and other addictive substances; Schedule III lists amphetamine, phencyclidine (PCP) and other like matter; Schedule IV involves barbiturates; Schedule V concerns codeine and atropine sulfate, among other preparations. The Attorney General of the United States is authorized to add items to the several schedules.

**Criminal Punishment**
*The manufacture, or distribution of various controlled substances, depending upon their schedule sequence and the amount of substance involved, is punishable by confinement ranging from not less than 5 nor more than 40 years and fines from $200,000 to $10,000,000.*

*The penalties for “simple possession” of illegal drugs is from not more than 1 to 20 years, depending upon the substance schedule, amount possessed, and the number of convictions (Title 21 Section 844).

*The distribution, manufacture, or possession with intent to distribute a controlled substance is punishable by twice the sanction provided in Section 841 (b) (not less than 10 nor more than 80 years, depending upon the schedule and amount), where such offense was performed on or within one thousand feet of a college or university. Section A denies certain “federal benefits” to drug traffickers and possessors, such as federal grants, contracts, loans, and professional licenses.*

*Section 853 provides for forfeiture of possession and title to the federal government of any property used in drug offenses, including realty (land growing crops and timber) and any tangible and intangible property including, but not limited to: aircrafts, vessels, vehicles, as well as rights, privileges, interests, claims, and securities.*
University System of Georgia and Armstrong State University Sanctions

*Faculty, staff, and students are expected to adhere to the policies of the college and observe the basic standards of good conduct, meet acceptable performance standards, and observe all local, state, and federal laws relative to unlawful use of drugs and alcohol.

*Penalties for violations of these standards range from warnings and probation to expulsion, loss of academic credit, temporary or permanent suspension and withdrawal of organizational recognition, referral to the legal system for prosecution, demotion, and termination of employment. Conviction on a drug related offense could make students ineligible for state and federal loans, and financial aid.

*Detailed sanctions are defined in the Board of Regents Policy Manual, online in the Student Handbook in the Student Activities section, under “Alcohol Information and Policy”, Faculty Handbook, Employee Handbook, and online in both the Faculty and Employee Handbooks.

*Questions or concerns regarding this document should be referred to the Office of Human Resources located in the Annex III building.

III. HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL

*Drug and alcohol abuse result in significant health problems for those who use them. Drug and alcohol use in the workplace contributes not only to lost productivity, but also causes tremendous costs to absenteeism, accidents, healthcare, loss of trained personnel, and employee treatment programs. Drug and alcohol abuse cause physical and emotional dependence where users may develop a craving for a particular substance. Thus, their bodies may respond to the presence of such substances in ways that lead to increased drug and alcohol use.

*Many drugs, such as opiates, alcohol and a number of prescription drugs can create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences physiological trauma known as withdrawal.

*Physiological dependence can occur with any drug and occurs when taking drugs becomes the center of the user’s life. Drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, perception and mood regulation. They distort experiences and cause loss of self-control that can lead users to harm others as well as themselves.

*Physiological damage due to drug use varies depending on the drug and length of use. Death through overdose is always a possibility with any depressant or stimulant drug.

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<td>Narconon</td>
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<td>Recovery Place Community Service</td>
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<td>Ridgeview Institute (Atlanta)</td>
<td>(770)434-4567</td>
<td><a href="http://www.ridgeviewinstitute.com">www.ridgeviewinstitute.com</a></td>
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<td>Ridgeview Hospital (Statesboro)</td>
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**Related Procedures**

N/A
Honor Code

Preamble

Armstrong State University exists to provide an environment in which intellectual achievement, scholarship and character development can flourish. The Armstrong community (students, faculty, administration and staff) willingly shares the responsibility for sustaining a creative and productive atmosphere through adherence to the highest standards of personal and professional conduct. All who are privileged to be a part of Armstrong campus life must remain cognizant that they are representatives of Armstrong State University, whether they are on campus or elsewhere, and are therefore expected to avoid behavior which brings discredit or dishonor upon themselves or the university as an institution. Recognizing that trust is the cornerstone of all human relations, students will work to build and sustain the trust of their peers, the faculty and the administration by obeying both the letter and the spirit of the Honor Code and Code of Conduct.

Student Responsibilities

At each registration, students must agree to abide by the rules of the Honor Code and the Code of Conduct. The Honor Code and Code of Conduct shall be printed in the Armstrong Catalog, in the Students Illustrated and on the university website. It will be the responsibility of the Student Court or its designated representative to conduct an orientation program at the beginning of each semester for all new students to explain the Codes and allow discussion of the requirements for each Code. Any student desiring assistance with any matter related to these Codes is invited to seek assistance in the Division of Student Affairs.

Students are expected to:

1. Exercise honesty in all matters, both academic and personal in nature.
2. Be fair and courteous with others, treat them fairly and with respect, showing sensitivity to cultural, ethnic, and religious diversity and personal dignity.
3. Accept personal responsibility for appropriate behavior as defined by the Codes.
4. Know the offenses under each Code and the penalties for violating them.
5. Understand that they are responsible for knowing and following any additional written or verbal requirements given by the professor which relate to honor or conduct and which are inherent to the classroom or university functions.
6. Know what plagiarism is, as defined under the Honor Code; recognize that it undermines individual and academic integrity and ensure that it is avoided in both spirit and deed.
7. Understand that the Codes apply at all university activities whether on the main campus or at other locations.
8. Remember that they are representatives of Armstrong State University and that they must always conduct themselves in a manner which brings credit upon themselves and the university.

I. General Policies
II. Honor Offenses
III. Reporting Procedures for Honor Offenses
IV. Adjudication Procedures for Honor Offenses
V. Conduct Offenses
VI. Reporting Procedure for Conduct Offenses
VII. Adjudication Procedures for Conduct Offenses
VIII. Student Conduct Committee and Student Court
IX. Appeals Procedures
X. Supervision of the Student Court
XI. Revision of the Codes
Faculty Commitments

In accordance with the University Mission Statement, the faculty is responsible for providing an atmosphere that fosters excellence in learning and student achievement. Faculty responsibilities to the university are detailed in the Armstrong Faculty Handbook in Article VII of the Regulations.

Other relevant provisions of the Faculty Handbook are as follows:

1. The primary responsibility of a faculty member is the advancement of knowledge through teaching and scholarship. The faculty member is therefore committed to the development and improvement of scholarly competence both in self and in students. (Regulations, Art. III: Principles of Conduct; Sect. A, Para 1.)

2. As a teacher, the faculty member encourages the free pursuit of learning in each student. The teacher exemplifies to students the highest standards of scholarship and integrity and encourages student adherence to such standards. Recognizing the individual worth of each student, the teacher respects the confidential nature of the student-teacher relationship and makes every effort to ensure that any evaluation reflects the true merit of the student. Although the teacher may have subsidiary interests, these interests should never hamper or compromise his or her responsibility to students. (Regulations, Art. III: Principles of Conduct; Sect. A, Para 2.)

3. Academic dishonesty of any kind (giving or receiving unauthorized help on any assignment, test, or paper) is considered a violation of the Honor Code. At the beginning of each term it shall be the responsibility of each teacher to make clear what shall be considered unauthorized help in each course. (Regulations, Art. VI: Faculty-Student Relations; Sect. A.) Additionally, the faculty is committed to:
   a. Reinforcing a sense of honesty and integrity in students, setting an example by treating all students with fairness and courtesy, and respecting diversity in all its forms.
   b. Providing clear instructions in written format (e.g., in the syllabus) for each course as to what constitutes violations of the Codes. Additional or supplemental verbal instructions that clarify assignments may be provided at the prerogative of the professor.
   c. Designing examination and assignments that fairly and reasonably measure the students' level of knowledge; and using examinations/assessments as teaching tools as well as evaluation mechanisms.
   d. Using examination formats that provide clear instructions and supervision as appropriate for examinations and assessments.
   e. Communicating to all students they are expected to know, understand, and adhere to the Honor Code and Code of Conduct.

I. GENERAL POLICIES

A. The university is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically-sensitive and responsible persons. It seeks to achieve these goals through sound educational programs and policies governing student conduct that encourage independence and maturity.

B. The university may apply sanctions or take other appropriate action when student conduct interferes with the university's (a) primary responsibility of ensuring the opportunity for attainment of educational objectives; or (b) subsidiary responsibility of protecting property, keeping records, providing services and sponsoring non-classroom activities such as lectures, concerts, athletic events and social functions.

C. Student representatives shall have an opportunity to participate in the formation and evaluation of all policies, rules, and sanctions pertaining to student conduct.

D. Honor offenses discussed in this Code are not considered to be all inclusive; each Department or College may also promulgate course or discipline-specific Honor Code violations supplementing the University Armstrong. Such offenses shall be adjudicated according to the University Code.

E. These rules and procedures apply to all students enrolled in Armstrong courses, regardless of the location or training site where the course or learning experience is conducted.

F. Some departments may have additional rules or standards beyond this Code that apply to all students within the department. It is each student's responsibility to learn and abide by their respective Department's separate Code, in addition to the Armstrong Code.

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II. HONOR OFFENSES

A. Honor offenses may be of two kinds: (a) general violations and (b) specific course or discipline-related problems as identified by individual instructors. General violations fall under four categories: Plagiarism, Cheating, Fabrication, and Facilitating Academic Dishonesty.

B. Plagiarism is the intentional offering of the words, ideas, or computer data programs and/or graphics of others for one's own in any academic exercise. Examples of plagiarism include (but are not limited to):

1. The offering of another’s work, whether verbatim or paraphrased, as original material in an academic paper;
2. The offering of another’s original ideas or concepts as one's own, in an academic paper or assessed exercise;
3. The inclusion of another's material in one's own work without appropriate or accurate citation or credit.

C. Cheating is (a) the intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise; and/or (b) intentional actions taken to gain unfair or undue advantage over others. Examples of cheating include (but are not limited to):

1. Receiving or providing unauthorized assistance on any work required to be submitted for any course.
2. Using unauthorized materials or assistance during an examination, including looking at another's paper.
3. Alteration or insertion of any academic grade or evaluation so as to obtain unearned academic credit.
4. Taking, or attempting to take, an examination for another student. This act constitutes a violation for both the student enrolled in the course and for the proxy or substitute.
5. Tampering with another student's work or impairing the professor's ability to assess the academic performance of another student.
6. Using false excuses to obtain extensions of time or other considerations which would or may yield an unfair advantage over other students.
7. Impeding the ability of students to have fair access to materials assigned or suggested by the professor (e.g., removal or destruction of library or other source materials).

D. Fabrication is the intentional and unauthorized falsification or invention of information or citation in an academic exercise. Examples of fabrication include (but are not limited to):

1. The offering of contrived or fraudulently-created information as the result of systematic research that was never conducted.
2. The deliberate alteration of legitimate research data to obtain a desired result.
3. The alteration or distortion of laboratory experiments to reach a desired result.
4. The deliberate distortion of another’s work or results in order to rebut or undermine the original author's work or concept.

E. Facilitating Academic Dishonesty is the intentional help, or attempt to help, another student to violate any provision of this Code. Examples of facilitating academic dishonesty include (but are not limited to):

1. Instigating, encouraging, or abetting plagiarism, cheating, or fabrication in others.
2. Giving perjured testimony before the Student Court.
3. Intimidating or attempting to intimidate witnesses appearing before the Student Court.
4. Failing to report a suspected violation of the Honor Court.
5. Deliberately misleading or deceiving university administrators conducting an investigation of a violation.

III. REPORTING PROCEDURES FOR HONOR OFFENSES

Academic dishonesty is contrary to the purposes of the university, unfair to other students, and demeaning to those who engage in it. It will not be tolerated at Armstrong State University. A suspected honor violation may be reported in one of two ways:
A. Self-reporting. Students who have committed an honor violation should report themselves to a university official in the Division of Student Affairs or to a faculty member.

B. Reporting by others

1. Anyone (faculty member or student) who is aware of an honor violation may tell persons believed to have committed the offense to report themselves to a university official in the Division of Student Affairs or to a faculty member no later than the end of the next class day. After this period, the person who is aware of the violation must inform either a university official in the Division of Student Affairs or a faculty member.

2. Anyone (faculty member or student) who is aware of an honor violation may report the offense directly to a university official in the Division of Student Affairs without informing the accused.

3. When the Division of Student Affairs receives a report of a possible honor offense in some manner other than in person (e.g., in writing or voice mail), the Division of Student Affairs shall expeditiously advise the person reporting the alleged violation that the Division of Student Affairs has received the report.

4. Anyone wishing to report a suspected violation may come to the Division of Student Affairs or to the Office of the Vice President for Academic Affairs for assistance.

IV. ADJUDICATION PROCEDURES FOR HONOR OFFENSES

If the severity of the offense, in the studied opinion of the faculty member, is of a magnitude to warrant suspension or expulsion from the university, formal adjudication procedures involving a hearing before the Student Court are required. Lesser offenses may be handled through an informal process in which the faculty member and the student jointly agree to resolve the issue. Student grades for an individual assignment and/or for the overall course will be held in abeyance until any appeals are concluded and the final decision on the case is rendered by the appropriate university official. Where sufficient evidence exists that a violation of a municipal, state, or federal law has occurred, the Vice President for Student Affairs shall refer the case and transmit the evidence to the appropriate law enforcement agency. The student may also be charged with the violation of the Code of Conduct if the interest of the university has been compromised by a student’s conduct.

A. Informal adjudication procedures.

1. When a student becomes aware of another student’s possible academic misconduct and chooses to report it to the professor, or when the professor suspects academic misconduct, the professor should inform the student(s) involved and undertake an investigation of the matter. If the professor is then convinced that a minor violation did occur, the professor and the accused have the option of attempting to resolve the issue informally and in a non-adversarial manner. If both agree, the following procedures may be utilized.

a. The offense must not rise to the level of a major violation in which expulsion or suspension is a potential penalty.

b. The faculty member will provide the student with written notice of a scheduled meeting at least three calendar days (excluding weekends) prior to the meeting. The purpose of the meeting will be to review and discuss the charges before a final decision is reached.

c. A neutral observer may be present at the request of the faculty member to facilitate the process so that relevant information from each party may be heard and evaluated.

d. Documentary evidence and written statements may be relied upon by the faculty member, as long as the student is allowed to respond to them at the meeting. Students may also be allowed to bring relevant witnesses.

e. If the accused admits to the violation, the professor and the student may then resolve the problem in a manner acceptable to both. If the accused denies the violation, or does not accept the sanction(s) determined by the professor, then the case must be referred to the Division of Student Affairs within 24 hours.

f. Should the faculty member conclude that there was no violation of the Honor Code, the case is closed.

g. Upon conclusion of the process, the faculty member and student must both
sign and date the appropriate university form, detailing the specific offense(s) and the penalty assessed. Each party will retain a copy and the original shall be deposited with the Vice President for Student Affairs to assure that repeat offenders are penalized accordingly.

h. The student and the professor shall both be permitted a grace period of 72 hours in which to consider the process and penalty. Within that period, either may revoke the decision to accept the informal process and/or the penalty.

i. Should either party exercise the right of revocation, the case will then automatically be transferred to the Vice President for Student Affairs for formal proceedings.

j. If the alleged violation occurs during final examinations, a grade of Incomplete shall be issued until the matter is resolved.

3. It is strongly recommended that the faculty member advise and consult with the department head (or college dean, if appropriate) throughout the process.

B. Formal adjudication procedures for honor offenses.

1. If the accused opts for a hearing before the Student Court, or if the involved faculty member deems that the alleged offense is of sufficient severity to merit a major sanction, the following procedures pertain:

a. The Vice President for Student Affairs shall conduct an investigation into the alleged offense solely to determine whether there exists a sufficiency of cause or evidence to merit a continuation of the proceedings. In this investigative stage, the Vice President for Student Affairs shall follow the standing policies established within the Division of Student Affairs for this purpose.

b. If the Vice President for Student Affairs determines that the evidence available is insufficient or likely to be insufficient to enable the Student Court to reach a reasonable conclusion as to guilt or innocence, the Vice President for Student Affairs may, in accordance with established policies, recommend against further proceedings.

c. The above notwithstanding, the faculty member in whose class the alleged offense occurred shall have the right to have the case referred to the Student Court regardless of the investigatory conclusions of the Vice President for Student Affairs.

d. If the alleged violation occurs during final examinations, a grade of Incomplete shall be issued until the matter is resolved.

2. If the investigation by the Vice President for Student Affairs determines there is sufficient cause or evidence to enable the Student Court to reach a reasonable conclusion as to the guilt or innocence of the accused, the case shall be forwarded to the Student Court.

a. The accused will be notified in writing by the Student Court, or its designated representative, of the nature and details of the alleged offense, along with the names of accusers and principal witnesses to be brought against them. This notification shall occur no fewer than five calendar days prior to the date of the Student Court hearing.

b. The Court shall be convened by its presiding officer to consider the evidence of the violation as soon as possible.

c. A written copy of the Court’s decision shall be given to the student concerned and to the Vice President for Academic Affairs as a recommendation for administrative action.

d. The Court shall recommend any authorized sanction or combination of sanctions that it deems to be warranted by the circumstances of the case.

C. Procedural Rights of Students Before the Student Court

1. Any student whose case is referred to the Student Court shall be notified in writing by the Vice President for Student Affairs at least five calendar class days before the hearing and shall be apprised in the notice of the charges, along with the names of the accusers and the principal witnesses.

2. The accused has the right to choose an advisor. This advisor will not participate directly in the proceedings, except to advise the client. It is customary, but not required, that the advisor will be drawn from the university community.

3. The accused and the person bringing the charges shall be afforded an opportunity to present witnesses and documentary or other evidence. The accused and any individual bringing the charges shall have the right to examine all witnesses and may, where the witnesses cannot appear because of illness or other cause
acceptable to the Court, present the sworn statement of the witnesses. The Court shall not be bound by formal rules governing the presentation of evidence, and it may consider any evidence presented which is of probative value in the case.

4. The accused may not be made to bear witness against him or herself. The Court may not take the refusal of the accused to testify as evidence of guilt, but this proviso does not give the accused immunity from a hearing or from recommendations reached in a hearing simply because the accused does not testify.

5. The accused shall have access to a tape of the hearing, upon request of the student.

6. The substantive facts of a case may be reopened for consideration by the Student Court upon initiation of the accused. The accused shall not be put in double jeopardy.

7. All witnesses will be sequestered from the hearing room during the course of a hearing.

8. Witnesses may not discuss a pending case.

9. The Student Court, may at its discretion, exclude members of the media from proceedings occurring in the academic arena, as permitted by the laws of the State of Georgia.

D. Major Sanctions.

1. Expulsion: The permanent severance of the student's relationship with the university.

2. Suspension: The temporary abrogation of a student's relationship with the university.

3. Major sanctions ordinarily shall be imposed only upon the recommendation of the Student Court. In extraordinary circumstances, where gross violations of conduct rules disrupt the proper functioning of the university, students may be summarily suspended by the Vice President for Student Affairs, or the President of the University.

E. Minor Sanctions

1. Restrictions: exclusion from such specified student privileges as may be consistent with the offense committed.

2. Written reprimand: a written statement of disapproval to the student which will be retained in the student's file as long as he remains at Armstrong State University.

3. Disciplinary Probation: Notice to the student that any further violation may result in suspension or expulsion. Disciplinary probation may include restrictions, reprimands, or other appropriate sanctions.

4. Assignment of a grade of "0" for either the course assignment at issue or for the overall course grade (i.e., complete loss of credit for the course).

V. CONDUCT OFFENSES

A. Personal misconduct which includes, but is not limited to, the following:

1. Disorderly or obscene conduct or breach of the peace on university property or at any functions sponsored or supervised by the university or any recognized university organization.

2. Physically assaulting, or threatening physical assault against, any member of the faculty, administration, staff, or student body, or any visitor to the campus.

3. Sexual assault (i.e., intentionally making physical contact with the intimate parts of the body of another for sexual gratification without the consent of that person). See Sexual Misconduct Policy.

4. Sexual harassment (i.e., unwelcome sexual advances or conduct, creation of a hostile environment, or the demand for sexual favors in return for some benefit). See Sexual Misconduct Policy.

5. Any disruption of a positive learning environment in the classroom or actions which impede the ability of other students in the classroom to learn or the ability of the professor to teach (e.g., blatantly inappropriate personal behavior, cellular phones, pagers).

6. Personal conduct on university property, or at functions sponsored or supervised by the university or any recognized university organization, which materially interferes with the normal operation of the university or the requirements of appropriate discipline.

7. Any act of intimidation or harassment, physical force or violence, or threat of physical force or violence that is directed against any person or group of persons including, but not limited to, acts motivated by ethnicity, race, national origin, religion, gender,
sexual orientation, disability or political beliefs.

8. Theft or abuse of computer facilities or computer time, including but not limited to:
   a. unauthorized entry into, or manipulation or transfer of, a file;
   b. unauthorized use of another individual's identification or password;
   c. use of computing facilities to interfere with the work of another student, faculty member or university official;
   d. use of computing facilities to interfere with a university computing system.

9. No student shall use the university computing facilities to violate federal, state or local laws or university policy. For purposes of this provision, "Computing facilities" includes computers and data and/or voice communications networks.

10. Interfering with, giving false name to, or failing to cooperate with, any properly-identified university employees while these persons are in the performance of their duties.

11. Lewd, indecent, obscene conduct or expression.

12. Conduct that is a crime under the criminal laws of Georgia, or of the United States, which takes place on university property or at a university activity.

13. Entering, or attempting to enter, any event which is sponsored or supervised by the university or any recognized university organization, whether on- or off-campus, without credentials for admission (e.g., ticket, identification card, invitation, etc.) or other reasonable criteria established for attendance. At these university functions, a student must present proper credentials to properly-identified university faculty or staff upon request.

14. The malicious or unauthorized intentional damage or destruction of property belonging to a member of the university community, or to a visitor of the campus.

B. Campus Disruption

Students and faculty have the right to a campus atmosphere which is free of violence, disruption, or distraction. The instigation or incitement of, or the participation in, any act which endangers, disrupts, or otherwise disturbs the rights of students or faculty, is a violation of the Code of Conduct.

1. No student shall assemble on campus for the purpose of creating a riot, destruction, or disorderly diversion which interferes with the normal operation of the university. This shall not be construed so as to deny any student the right of peaceful, non-disruptive assembly.

2. No student or group of students shall obstruct the free movement of other persons about the campus or interfere with the normal operation of the university, including teaching, research, administration, disciplinary procedures, or other university activities.

3. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited. (Use of sound amplification equipment must have prior approval by the Division of Student Affairs.)

C. Miscellaneous Violations of the Code of Conduct: The following rules and regulations are intended to provide a safe, secure, and productive environment for the enjoyment and appreciation of the university community.

1. Falsification of Records
   a. No student shall alter, falsify, counterfeit, forge, or cause to be altered, falsified, counterfeited, or forged any records, forms or documents used by the university.
   b. Violation of contractual agreements between a student and the university including, but not limited to, written financial aid agreements, will be subject to discipline under this Code.

2. Explosives
   a. No student shall possess, furnish, sell, or use explosives of any kind on university property or at functions sponsored by the university or any recognized university organization.
   b. No student shall make, or cause another individual to make, false bomb threats.

3. Fire Safety
   a. No student shall tamper with fire safety equipment.
   b. The unauthorized possession, sale, furnishing, or use of an incendiary device is prohibited.
   c. No student shall set, or cause to be set, any unauthorized fire in or on university property.
   d. No student shall make, or cause to be made, a false fire alarm.
e. The possession or use of fireworks on university property or at events sponsored by the university or any recognized university organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect of combustion, explosion, or detonation.

4. Weapons
Students are prohibited from possession of firearms on university property or at events sponsored or supervised by the university or any recognized university organization. The possession or use of any other offensive weapon is prohibited.
(Exceptions may be made for official use authorized by the university or as authorized by special procedures approved by the Criminal Justice Training Center for its students who are sworn peace officers.)

5. Hazing
All rites and ceremonies of induction, initiation, continued membership, or orientation into university life or into the life of any university group which tend to promote or inflict physical or mental suffering, or include the destruction of public or private property, are prohibited.

6. Joint Responsibility for Infractions
Students who knowingly act in concert to violate university regulations have individual and joint responsibility for such violations.

7. Student Identification Cards:
   a. Lending, selling, or otherwise transferring a student identification card is prohibited.
   b. The use of a student identification card by anyone other than its original holder is prohibited.

8. Theft
No student shall take, attempt to take, or keep in his possession items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.

9. Drugs
The possession or use (without valid medical or dental prescription), manufacture, furnishing, or sale of substances controlled by Federal or Georgia law is prohibited.

10. Alcohol
Neither alcoholic beverages nor their consumption are permitted in any university facilities, buildings, or property, except as provided for in the standing university policy on alcohol. This exemption notwithstanding, under no circumstances is anyone under the age of 21 permitted to consume alcoholic beverages in any university facilities, buildings, or properties.

11. Gambling
The playing of cards or any other game of chance or skill for money or other items of value is prohibited.

12. Tobacco
Use of all tobacco products is prohibited in all university buildings.

13. Unauthorized Entry or Use of University Facilities
   a. No student shall make unauthorized entry into any university building, office or other facilities, nor shall any person remain without authorization in any building after normal closing hours.
   b. No student shall make unauthorized use of any university facility.

D. Repeated violations of published rules or regulations of the university, which cumulatively indicate an unwillingness or inability to conform to the Code of Conduct, will result in sanctions of escalating severity.

E. Violation of Outside Law: Violation of local, state or federal law, on or off the campus, constitutes a violation of the Code of Conduct and may result in administrative university sanctions, in addition to those of the appropriate law enforcement department.

F. Additional Violations: Under this Code of Conduct, sanctions may be imposed for the violation of any university rule subsequently promulgated by the university.

G. Group Offenses:
   1. Offenses by recognized groups fall under the jurisdiction of the Student Activities Committee and shall be referred to that committee for action.
   2. Actions of individual members of a group which constitute a conduct offense shall be
VI. REPORTING PROCEDURES FOR CONDUCT OFFENSES
It is imperative that all conduct violations be adjudicated promptly and fairly. Therefore, all conduct violations will be immediately reported to a university official in the Division of Student Affairs by any person who has knowledge of the commission of any such violation.

VII. ADJUDICATION PROCEDURES/CONDUCT OFFENSES
Where sufficient evidence exists that a violation of a municipal, state, or federal law may have occurred, the Vice President for Student Affairs or his or her designee shall refer the case and transmit the evidence to the appropriate law enforcement agency. The student may also be charged with violation of the Code of Conduct if the interest of the university has been abused by a student's conduct.

A. Formal adjudication procedures for conduct offenses. (NB: there are no informal adjudication procedures for conduct offenses; all such violations must utilize the following steps.)

1. The Assistant Dean of Student Integrity shall ensure that the best interests of any accused student are served, regardless of whether disciplinary action is taken, by making sure that the student is advised of his or her rights pursuant to this Article.

2. Where the evidence establishes that a conduct offense may have occurred, the Assistant Dean of Student Integrity or his or her designee shall advise the accused of the charges being considered. The student then has the right to have the offense handled administratively by the Assistant Dean of Student Integrity or other hearing officer designated by the university or to have the case referred to the Student Court.
   a. If the student prefers that the case not be referred to the Student Court, the student shall be required to sign a document waiving the right to such a hearing.
   b. The case will then be adjudicated by a university hearing officer.

3. If the student chooses a hearing before the Student Court, the accused will be notified in writing by the Student Court, or its designated representative, of the nature and details of the alleged offense, along with the names of accusers and principal witnesses to be brought against him/her. This notification shall occur no fewer than five calendar days prior to the date of the hearing.

4. If the student chooses to have the case heard by the Student Court, the Court shall be convened by its presiding officer to consider the evidence of the violation as soon as possible after the violation is reported, but no sooner than five calendar class days after notification of the accused.

5. A written copy of the Court's decision shall be given to the student concerned and to the Associate Vice President for Student Affairs or designee as a recommendation for administrative action.

6. The Court shall recommend any authorized sanction or combination of sanctions that it deems to be warranted by the circumstances of the case.

7. If a student accused of an infraction refuses to cooperate with the Assistant Dean of Student Integrity or his or her designee or the student refuses to attend the hearing, a hearing may be held in absentia and, if the student is found in violation, sanctions may be imposed as a result of a hearing in absentia.

B. Procedural Rights of Students Accused of a Conduct Violation

1. Any student whose case is referred to the Student Court shall be notified in writing by the Office of Student Integrity at least three class days before the hearing and shall be apprised in the notice of the charges along with the names of the accusers and the principal witnesses.

2. The accused has the right to choose an advisor. This advisor will not participate directly in the proceedings, except to advise the accused. It is customary, but not required, that the advisor will be drawn from the university community.

3. The accused and the person bringing the charges shall be afforded an opportunity to present witnesses and documentary or other evidence. The accused and any
individual bringing the charges shall have the right to cross-examine all witnesses and may, where the witnesses cannot appear because of illness or other cause acceptable to the Court, present the sworn statement of the witnesses. The Court shall not be bound by formal rules governing the presentation of evidence, and it may consider any evidence presented which is of probative value in the case.  

4. The accused may not be made to bear witness against him or herself. The Court may not take the refusal of the accused to testify as evidence of guilt, but this proviso does not give the accused immunity from a hearing or from recommendations reached in a hearing simply because the accused does not testify.  

5. The accused shall have access to a recording of the hearing, upon request of the student.  

6. The substantive facts of a case may be reopened for consideration by the Student Court upon initiation of the accused.  

7. Witnesses will be sequestered from the hearing room during the course of a hearing.  

8. Witnesses may not discuss a pending case.  

9. By prior agreement, the accused will be allowed such observers of the hearing as may be commensurate with the space available. Otherwise, to protect the privacy rights of the accused, hearings will be closed, except that the university may also have observers in addition to the advisors to the Student Court.  

C. Procedural Rights of Students Filing Complaints of Sexual Harassment or Violence  

Offenses For conduct offenses involving sexual harassment or sexual violence, the student filing the complaint has the following rights:  

1. The right to present his or her case. This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes as the accused student.  

2. The right to be notified of the time frame within which: (a) the Office of Student Integrity will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file an appeal, if applicable.  

3. The right for the complaint to be decided using a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred).  

4. The right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings, in cases involving sexual harassment or sexual violence, students filig the complaint:  

   a. Must receive information about the sanction imposed if the student is found responsible when the sanction directly relates to the harassed student. This includes no contact orders, transfers to other classes or removal or move in the residence hall.  

   b. Cannot be required to abide by a non-disclosure agreement, in writing or otherwise.  

D. Major Sanctions  

1. Expulsion: The permanent severance of the student’s relationship with the university.  

2. Suspension: The temporary abrogation of a student’s relationship with the university.  

3. Major sanctions ordinarily shall be imposed only upon the recommendation of the Student Court. In extraordinary circumstances, where gross violations of conduct rules disrupt the proper functioning of the university, students may be summarily suspended pending adjudication by the Associate Vice President for Student Affairs, the Vice President of Student Affairs, or the President of the University.  

E. Minor Sanctions  

1. Restrictions: exclusion from such specified student privileges as may be consistent with the offense committed.  

2. Written reprimand: a written statement of disapproval to the student which will be retained in the student’s file as long as he remains at Armstrong Atlantic State University.  

3. Restitution: Reimbursement for damage to or misappropriation of property. This may be in the form of appropriate service or other compensations and may be imposed in addition to other sanctions.  

4. Disciplinary Probation: Notice to the student that any further violation may result in suspension or expulsion. Disciplinary probation may include one or more of the following: restrictions, reprimand, and/or restitution.
VIII. THE STUDENT CONDUCT COMMITTEE, THE STUDENT COURT AND ADVISORS TO THE STUDENT COURT

A. Student Conduct Committee:
1. The Student Conduct Committee shall be responsible to the faculty for recommending policies relating to the Academic Honor Code and the Code of Conduct, for formulating or approving rules, enforcement procedures, and sanctions within the framework of existing policies, and for recommending changes in the administration of any aspects of the Honor Code and the Student Code of Conduct. The Conduct Committee will also interview and select members for the Student Court.
2. The Committee shall consist of five faculty members, the Vice President for Student Affairs and four students. The four students will be the president and vice president of the Student Court, the President of the Student Government Association, and one student-at-large. The faculty members will be appointed by the faculty in accordance with the faculty statutes.
3. The Vice President for Student Affairs shall assist the Conduct Committee in the development of policy and in the discharge of its responsibilities. He shall coordinate the activities of all officials, committees, student groups, and tribunals for student conduct.
4. All regulations or rules relating to student conduct that are proposed by any university official, committee or student group, and for which sanctions may be imposed in the name of the university, must be submitted to the Committee for consideration and review prior to submission to the faculty and the student body. The Committee shall have ten days in which to review the same.

B. Student Court:
1. The Student Court will elect a president, vice president, and a secretary from its membership. The president will preside at all meetings. The vice president will assume the duties of the president if the president is absent. A quorum of the court shall consist of seven members. A two-thirds majority secret ballot vote is required to reach a finding of guilty. Sanctions and other issues may be decided by simple majority vote.
2. Student Court members shall examine their consciences carefully to determine whether they can, in good conscience, serve on a panel hearing a particular case. In the event that there is any doubt whatsoever, such members shall excuse themselves from duty on the panel in question.

C. Advisors to the Court:
1. An advisor and an associate advisor to the Student Court shall be appointed by the President of the University.
2. Ordinarily the advisor will serve in that office for one year only and usually will be succeeded in the position by the associate advisor. Therefore, after the initial appointments, the associate advisor will be appointed each year. The succession of an associate to the advisor position should occur on the last day of Spring Semester. If, for any reason, the advisor is unable to complete his/her term, the associate advisor shall succeed to the office of advisor and another associate advisor shall be appointed by the above procedures. If neither advisor is on campus, a temporary advisor will be appointed.
3. It shall be the duty of the advisor to consult with the Court and to offer advice to the president and the members of the Court on substantive and procedural questions. The advisor, or the associate advisor in the event the advisor is unable to attend, shall be present at all meetings and hearings of the Court. The advisor may not vote or participate directly in the conduct of hearings before the Court, except through the
chair or acting chair of the Court. The advisor should be governed at all times by the principle that a hearing before the Student Court is primarily the responsibility of the students.

IX. APPEALS PROCEDURES

A student found in violation shall have five business days from the receipt of notice of the final administrative action by the Office of Student Integrity to appeal to the Associate Vice President for Student Affairs, provided that the basis for the appeal is limited to material procedural irregularities or flaws. The final level of appeal at the institution shall be to the Vice President of Student Affairs. An appeal shall be limited to a review of the record of the initial hearing, supporting documents, and the student's written appeal. The student must explicitly state why he or she believes an appeal is warranted. Appeals will only be considered for one or more of the following reasons:

A. To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures;
B. To determine whether the sanctions or supplementary requirements imposed were appropriate for the violation for which the student was found responsible;
C. To determine whether new information, not available to the student at the time of the hearing, is relevant to the final decision.

Students filing complaints of sexual offenses such as harassment or violence also have the right to appeal on the same grounds as the accused student; therefore, the same appeals procedures apply.

X. SUPERVISION OF THE STUDENT COURT

A. As an institutional means of responding to reported infractions of the Honor Code and the Code of Conduct, the Student Court is ultimately responsible to the President of the University.
B. The Vice President for Student Affairs and the advisors will, in accordance with Article V, Section B.5 of the Statutes in the University Faculty Handbook, provide general supervision of the Student Court and will provide other guidance or services as directed by the President of the University.
C. Taped records of all testimony, and exhibits of evidence which by their nature may reasonably be maintained, shall be held in the Division of Student Affairs.

XI. REVISION OF THE CODES

A. Revision or amendment of misconduct offenses by the Student Court Committee will require confirmation by majority vote of those faculty and student members voting and will require that two-thirds of the Committee be present.
B. All amendments establishing additional rules of conduct and/or imposing sanctions shall be placed in writing and issued at least once in an official publication. The university's failure to comply with these requirements shall be a complete defense to any charge of violation of a rule of which the student has no actual knowledge. A student's failure to familiarize himself with these additional rules shall be posted on the bulletin board in the Memorial College Center for a period of ten days before the effective date thereof.

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# Armstrong State University

## Code of Student Integrity

### 2015 – 2016

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Chapter 1      Preamble

A. Armstrong State University exists to provide an environment in which intellectual achievement, scholarship, and character development can flourish. The Armstrong community (Students, faculty, and staff) willingly shares the responsibility for sustaining a creative and productive atmosphere through adherence to the highest standards of personal and professional conduct. All who are privileged to be a part of Armstrong campus life must remain aware they are representatives of Armstrong State University, whether they are on campus or elsewhere, and are therefore expected to avoid behavior which brings discredit or dishonor upon themselves or the University as an institution. Recognizing trust is the cornerstone of all human relations, Students will work to build and sustain the trust of their peers, the faculty, and staff by following both the letter and the spirit of the Code of Student Integrity.

B. The University is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through sound educational programs and policies governing Student conduct that encourage independence and maturity.

C. Student Integrity Proceedings are not a court of law, and therefore do not follow prescribed legal or evidentiary standards. Student Integrity Proceedings are also completely separate from any criminal proceeding and one will have no bearing on the other. Should a Student have a pending legal case, the University will move forward with Student Integrity Proceedings.

D. The University may apply sanctions or take other appropriate action when the conduct of a Student interferes with the University's (a) responsibility of ensuring the opportunity for attainment of educational objectives; or (b) responsibility of protecting property, keeping records, providing services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

E. Representatives from the Student Government Association will have an opportunity to provide input in the formation and evaluation of all policies, rules, and sanctions pertaining to Student Integrity.

F. Academic Integrity violations discussed in this Code are not considered to be all inclusive. Each Department or College may also promulgate course or discipline-specific ethics or professional standards that are consistent with the provisions of this Code.

G. The Office of Student Integrity utilizes Armstrong State University email as its primary means of communication with Students. It is necessary for Students to check their University email daily and to promptly respond to any requests from the Office of Student Integrity or their designee.
As a student of Armstrong State University, I pledge: to display the highest level of integrity, both inside and outside the classroom; to hold myself and my peers accountable to the standards of academic and personal conduct set forth by the University; and to value and respect each member of Armstrong’s diverse community.
Chapter 3  Definition of Terms

When used in this Code, the following terms have these definitions:

A. **Accused Student** means a Student who has allegedly violated a provision of this Code.

B. **Administrative Resolution** occurs when a Student is charged with a violation of this Code and the case is resolved by a Hearing Officer.

C. **Assistant Dean of Student Integrity** means the professional staff member at Armstrong State University whose primary responsibility is to administer the Student Integrity system and process.

D. **Capacity** means the ability to make rational, reasonable, conscious decisions. Capacity is a requirement of consent.

E. **Code** means the Code of Student Integrity.

F. **Coercion** means unreasonably pressuring another person to engage in sexual activity. Coercing someone into engaging in sexual activity is a violation of this Code in the same way as physically forcing someone into engaging in sexual activity.

G. **Complainant** means a Student, faculty, or staff member who has filed a report of Sexual Misconduct, Relationship Violence, or Stalking.

H. **Consent** means clear, knowing, voluntary permission given by word or demonstrated action to engage in sexual activity.
   1. **Active Consent**
      a. Consent must be actively given. There is no implied consent at Armstrong State University.
      b. Silence or lack of resistance does not imply Consent.
      c. A previous or current relationship or previous participation in sexual activity does not imply current Consent.
      d. Consent to one form of sexual activity does not imply Consent to any other sexual activity.
   2. **Role of Alcohol and Drugs**
      a. Consumption of alcohol or drugs (including prescription drugs) may impact a person’s Capacity to give Consent.
      b. Consumption of alcohol or drugs does not relieve a person of the responsibility to obtain active and ongoing Consent.
   3. **Factors Impacting Consent**
      a. According to Georgia law, persons under the age of 16 are unable to give Consent.
      b. A person cannot give Consent if he or she has a physical or intellectual disability that inhibits his or her Capacity to Consent.
      c. A person who is asleep, unconscious, or otherwise incapacitated cannot give Consent.

I. **Day** means any day, except Saturday and Sunday, when classes are in session.
J. **Formal Resolution** occurs when a Student is charged with a violation of this Code and the case is resolved by the Student Integrity Board or Sexual Misconduct Board.

K. **Hearing Officer** means a University official who has the authority to resolve alleged violations of this Code and assign sanctions.

L. **Informal Resolution** occurs when a Student is accused for an alleged violation(s) of this Code by his or her faculty member, accepts responsibility for the violation(s), waives the right to a Student Integrity Board hearing and to an appeal, and agrees to sanctions presented by the faculty member.

M. **Office of Student Integrity** means the Assistant Dean of Student Integrity and others who work within the office.

N. **Sexual Misconduct** is a broad term including, but not limited to, committing Sexual Assault, Sexual Contact without Consent, Sexual Exhibitionism, Sexual Exploitation, or Sexual Harassment. These definitions, as well as Consent, are defined in Chapter 8. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or on-going sexual relationship. Sexual Misconduct can be committed by person(s) of any gender, and it can occur between people of the same or different genders.

O. **Sexual Misconduct Board** means a board comprised of Armstrong faculty or staff members who have been specially trained to resolve Sexual Misconduct cases.

P. **Student** means an individual who has accepted admission to the University and maintains a continuing relationship with the University by being enrolled in classes or being eligible to enroll in classes.

Q. **Student Group or Group** means any number of persons who associate with each other for a common purpose but have not completed the requirements for being a recognized student organization.

R. **Student Integrity Board or Board** means the board or hearing panel comprised of Students who address whether a Student, Student Organization, or Student Group violated the Code of Student Integrity (except alleged Sexual Misconduct violations).

S. **Student Integrity Proceedings** means the procedures and protocols established for the University to address alleged violations of this Code.

T. **Student Organization or Organization** means any number of persons who have completed the requirements for being a recognized student organization.

U. **University** means Armstrong or Armstrong State University.

V. **University Event** means any event (on-campus or off-campus) sponsored or facilitated by the University, a Student Group, or a Student Organization.
Chapter 4  Jurisdiction, Standard of Proof, and Due Process

A. Jurisdiction
   1. Any individual defined as a Student under this Code falls under the jurisdiction of this Code. For incidents that happen on-campus or online, normal Student Integrity Proceedings will occur. For incidents occurring off-campus, the Vice President of Student Affairs or designee will determine if the interests of the University are affected and thus the incident falls under the scope of this Code. A Student may not withdraw from the University in order to avoid Student Integrity Proceedings.

B. Standard of Proof
   1. Standard of Proof means the standard by which it is determined whether or not a violation of this Code has occurred. For the purposes of Student Integrity Proceedings, the Standard of Proof required is a preponderance of evidence (the evidence demonstrates it is more likely than not that a violation has occurred).

C. Due Process
   1. Any Student, Student Group, or Student Organization charged with a violation of this Code is entitled to a hearing by Administrative Resolution, Student Integrity Board, or Sexual Misconduct Board, except where the case has been resolved through an Informal Resolution.
   2. Any Student, Student Group, or Student Organization will be notified at least five (5) Days in advance of their scheduled Administrative Resolution, Student Integrity Board hearing, or Sexual Misconduct Board hearing. The Student, Student Group, or Student Organization has the right to waive this five (5) Day notice if they so choose.
Chapter 5  Student Rights and Responsibilities

The Code of Student Integrity is printed in the Armstrong State University Catalog and posted on the University website. It is the Student’s responsibility to review the Code of Student Integrity each semester. The version of the Code of Student Integrity found online HERE should be considered the most up-to-date and accurate version. Any Student desiring assistance with any matter related to this Code or any other policy should contact the Office of Student Integrity at student.integrity@armstrong.edu or 912.344.3300.

A. Student Rights. Any Student, Student Group, or Student Organization accused of a violation of this Code will have the following rights:
   1. Right to an impartial and fair hearing.
   2. Right to not give testimony against oneself.
   3. Right to review any and all information pertaining to the alleged Code violations.
   4. Right to present relevant information pertinent to the case.
   5. In a Formal Resolution, the right to choose and be accompanied by an advisor. This advisor may not participate directly in the proceedings, except to advise the Accused Student. At no point may the advisor address the Board directly. If the advisor is deemed to be disruptive by either the chair of the Board or the advisor to the Board, he or she will be removed from the hearing.
   6. In a Formal Resolution, the right to question, through the chair of the Board, any individual providing information to the Board.
   7. In a Formal Resolution, the right to have access to the audio recording of the hearing after the hearing has concluded.

B. Students Responsibilities. Students are expected to:
   1. Exercise integrity in all matters, both academic and behavioral in nature.
   2. Be fair and courteous with others, treat them fairly and with respect, showing sensitivity to cultural, ethnic, and religious diversity and personal dignity.
   3. Accept personal responsibility for appropriate behavior as defined by the Code.
   4. Know the violations under this Code and potential sanctions for violating them.
   5. Understand they are responsible for knowing and following any additional written or verbal requirements given by their faculty member, which relate to academic or behavioral integrity and which are inherent to the classroom or University functions.
   6. Remember they are representatives of Armstrong State University and they must always conduct themselves in a manner that brings credit upon themselves and the University.
Chapter 6  Academic Integrity – Prohibited Conduct and Procedures

A. Academic Integrity Prohibited Conduct. All prohibited conduct listed in this Code applies to Students, Student Groups, and Student Organizations.

1. Plagiarism is the offering of the words, ideas, or computer data programs and/or graphics of others for one's own in any academic exercise. Examples of plagiarism include (but are not limited to):
   a. The offering of another's work, whether verbatim or paraphrased, as original material in an academic paper.
   b. The offering of another's original ideas or concepts as one's own, in an academic paper or assessed exercise.
   c. The inclusion of another's material in one's own work without appropriate or accurate citation or credit.
   d. The inclusion of one's own previous work without appropriate or accurate citation or credit, or without prior approval from the professor (self-plagiarism).

2. Cheating is (a) the use or attempted use of unauthorized materials, information, or study aids in any academic exercise; and/or (b) actions taken to gain unfair or undue advantage over others. Examples of cheating include (but are not limited to):
   a. Receiving or providing unauthorized assistance on any work required to be submitted for any course (including using online services or social media to write papers)
   b. Using unauthorized materials or assistance during an examination, including looking at another's examination.
   c. Alteration or insertion of any academic grade or evaluation so as to obtain unearned academic credit.
   d. Taking, or attempting to take, an examination for another Student. This act constitutes a violation for both the Student enrolled in the course and for the proxy or substitute.
   e. Tampering with another Student's work or impairing the professor’s ability to assess the academic performance of another Student.
   f. Using false excuses to obtain extensions of time or other considerations which would or may yield an unfair advantage over other Students.
   g. Impeding the ability of Students to have fair access to materials assigned or suggested by the professor (e.g., removal or destruction of library or other source materials).

3. Fabrication is the unauthorized falsification or invention of information or citation in any academic exercise. Examples of fabrication include (but are not limited to):
   a. The offering of contrived or fraudulently-created information as the result of systematic research that was never conducted.
   b. The deliberate alteration of legitimate research data to obtain a desired result.
   c. The alteration or distortion of laboratory experiments to reach a desired result.
   d. The deliberate distortion of another's work or results in order to rebut or undermine the original author's work or concept.
4. **Facilitating Academic Dishonesty** is to help or attempt to help another Student to violate any provision of this Code. Examples of facilitating academic dishonesty include (but are not limited to):
   a. Instigating, encouraging, or abetting plagiarism, cheating, or fabrication in others.
   b. Giving perjured testimony before the Student Integrity Board.
   c. Failing to report a known violation to the Office of Student Integrity.

5. **Coursework Copyright Infringement** is the sharing of course content (presentations, tests, study guides, lectures or other materials) to a public forum such as a website without the instructor’s prior consent. It is also the recording of class lectures and presentations without the instructor’s prior consent (this does not include accommodations approved by Disability Services).

**B. Academic Integrity Procedures**

1. **Reporting**: A suspected academic integrity violation may be reported in one of two ways:
   a. Self-reporting
      i. Students who have committed academic integrity violations should report themselves to the Office of Student Integrity or to their faculty member.
   b. Reporting by others
      i. Any Armstrong State University community member who is aware of an academic integrity violation should report the offense directly to the Office of Student Integrity.

Anyone wishing to report a suspected violation should contact the Office of Student Integrity at student.integrity@armstrong.edu or 912.344.3300.

2. **Information Gathering**: When a faculty member suspects an academic integrity violation has occurred, he or she will collect and review any relevant information pertaining to the allegation. When there is an allegation of an academic integrity violation, a grade of Incomplete will be given for the assignment and/or overall course until the case is resolved.

3. **Adjudication**: An alleged academic integrity violation may be resolved in one of two ways: an Informal Resolution with the faculty member of the class where the alleged violation occurred or a Formal Resolution through the Student Integrity Board. Students are only eligible for an Informal Resolution if they have no prior academic integrity cases where they were found responsible. If the severity of the offense is of a magnitude to warrant more than a failing grade for the class, a Formal Resolution must occur. If the Accused Student is currently on conduct probation or deferred suspension with the University, a Formal Resolution must occur. The Student may also be charged with violations of Chapter 7 of this Code if the interest of the University has been compromised by a Student's conduct.
   a. **Informal Resolution**
      i. A Student is eligible for an Informal Resolution only if they have no previous findings of responsible for the violations listed in Chapter 6-A above. Any Student with prior findings of responsible for academic integrity violations or that is currently on conduct probation or deferred suspension must be referred to the Office of Student Integrity for adjudication.
      ii. In an Informal Resolution, both the faculty member and the Accused Student must agree to both the findings and the sanctions of the Informal
Resolution. The Accused Student has five (5) Days to decide whether or not to accept the Informal Resolution. The Accused Student is encouraged to contact the Office of Student Integrity to discuss his or her options.

iii. The faculty member will provide the Accused Student with written notice of a scheduled meeting at least five (5) Days prior to the meeting. The purpose of the meeting will be to review and discuss the charges before a final decision is reached.

iv. A third party observer may be present at the request of the faculty member or Student.

v. Documentary evidence and written statements may be relied upon by the faculty member, as long as the Accused Student is allowed to respond to them at the meeting. Accused Students may also be allowed to bring relevant witnesses.

vi. If the Accused Student accepts responsibility for the violation, the faculty member and Student may then resolve the problem in a manner acceptable to both. If the Accused Student denies the violation, or does not accept the sanction(s) determined by the faculty member, the case must then be referred to the Office of Student Integrity within a reasonable amount of time.

vii. Should the faculty member conclude there was no violation of the Code of Student Integrity, the case is closed. The faculty member will send all relevant documentation to the Office of Student Integrity.

viii. Upon conclusion of the process, the faculty member and Student must both sign and date the Informal Resolution form, detailing the specific offense(s) and the sanction(s) assigned. Each party will retain a copy and the original, along with all relevant documentation, will be submitted to the Office of Student Integrity and will become part of the Student’s permanent file. The Student will receive a letter from the Office of Student Integrity, outlining the agreed upon outcome of the case.

ix. By accepting the Informal Resolution, the Student waives his or her right to an appeal.

b. **Formal Resolution**

   i. In a Formal Resolution, the Student appears before the Student Integrity Board for adjudication of his or her case.

   ii. The Student will be notified in writing of the date, time, and location of the hearing. This notice will also include a statement of the alleged behavior, any alleged violations of the Code of Student Integrity, and the Student Integrity Board members who will adjudicate the case. The Student will then have three (3) Days from the delivery of this notice to challenge any individual scheduled to be a part of the Board hearing the case. The composition of the Board may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Assistant Dean of Student Integrity who will render a decision.

   iii. During the Student Integrity Board hearing, the reporting faculty member will have the opportunity to be present to answer any questions the Board may have, as well as any questions the Student may have. The faculty member will also have the opportunity to question the Student. All
questions from the faculty member and Accused Student must be directed through the chair of the Board.

iv. The Student Integrity Board will recommend findings and any authorized sanction or combination of sanctions it deems to be warranted by the circumstances of the case. Prior conduct history will not be considered until the sanctioning phase of the hearing.

v. A written copy of the Student Integrity Board’s recommendations will be submitted to the Associate Provost as a recommendation for administrative action. The Associate Provost will review the hearing and all its associated materials and will either affirm the recommended findings and sanctions or reduce the recommended sanctions. The Associate Provost will submit a final written decision to the Student, faculty member, and Office of Student Integrity.

vi. If the Accused Student refuses to cooperate with the Office of Student Integrity or the Student fails to attend the hearing, the hearing will be held in his or her absence. If the Student is found in violation, sanctions will be recommended.
Chapter 7 Behavioral Integrity – Prohibited Conduct and Procedures

A. Behavioral Integrity Prohibited Conduct. All prohibited conduct listed in this Code applies to Students, Student Groups, and Student Organizations. In a Student Group or Student Organization case, Students may be individually charged as well. The following types of conduct are prohibited:

1. Drugs
   a. The possession or use (without valid medical or dental prescription), of substances controlled by Federal or Georgia law, and synthetic marijuana.
   b. Sale, manufacture, delivery, or taking delivery of substances controlled by Federal or Georgia law, and synthetic marijuana.
   c. Operating a motor vehicle while under the influence or while impaired by the consumption of substances controlled by Federal or Georgia law, and synthetic marijuana.
   d. The possession or use of drug paraphernalia including hookahs, bongs, pipes, scales, rolling papers, and other devices used for drug activity.

2. Alcohol
   a. Use, consumption, or possession of alcoholic beverages by anyone under the age of 21.
   b. Use, consumption, or possession of alcoholic beverages by anyone 21 or over in prohibited areas of campus.
   c. Furnishing, selling, distributing, or otherwise facilitating consumption of alcohol by those under the age of 21.
   d. Operating a motor vehicle while under the influence of alcohol or while impaired by the consumption of alcohol.
   e. Possession of alcohol containers in prohibited areas of campus.
   f. Possession, use, or participation in common source containers (kegs, pony kegs, beer bongs, etc) and drinking games (regardless of age).

3. Sexual Misconduct (Defined in Chapter 8)
   a. Sexual Assault
   b. Sexual Contact without Consent
   c. Sexual Exploitation
   d. Sexual Exhibitionism
   e. Sexual Harassment

4. Stalking. Engaging in a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. This includes, but is not limited to, in person and electronic Stalking.

5. Relationship Violence encompasses domestic and dating violence, and specifically violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. Factors used to determine existence of such a relationship include length of the relationship, type of relationship and frequency of interaction.
between the persons involved in the relationship. Violence committed by a current or former spouse of the Complainant, by a person whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse, or by a person similarly situated to a spouse is also included in this violation.

6. **Intimidation, Bullying, or Harassment.** Any act of intimidation, bullying, or harassment directed against any person or group of persons including, but not limited to, acts motivated by ethnicity, race, national origin, religion, gender (perceived or actual), gender identity, sexual orientation, disability, or political beliefs.

7. **Physical Assault** of another individual (including fighting) or the threat of physical assault.

8. **Failure to Comply.** Interfering with, giving false name to, or failing to cooperate with any properly-identified University employee while these persons are in the performance of their duties. This includes University Police and Housing & Residence Life staff.

9. **Hazing** means any activity, intentional or unintentional, by a Student, Student Group, or Student Organization, related to membership in a Student Group or Organization, that endangers the mental, physical, or emotional health of a person, regardless of whether such person has consented to participation in the activity. Any actions that demean, disgrace, or embarrass a person may also be considered Hazing. Hazing can occur either on or off campus. While Hazing is typically associated with membership selection and initiation into a group or organization, it is possible for Hazing to occur before, during, after or separate from membership selection and initiation, and regardless of status or position in the Student Group or Student Organization.

10. **Disorderly Conduct** is a breach of the peace on University property or at a University Event.
   a. This is conduct such as fighting, threatening behavior, public disturbance, or drunk and disorderly conduct.
   b. Conduct in the classroom such as loud, aggressive, or combative behavior that disrupts or interferes with the normal functions of a class, including but not limited to failure to conform to the instructor’s announced expectations for the classroom. Disruptive behavior also includes use of cell phones or other electronic devices for voice or text communication in class, unless permitted by the instructor.

11. **Interference with Normal University Operations.**
   a. Personal conduct on University property or at a University Event, which materially interferes with the normal operation of the University.
   b. Assembling on campus for the purpose of creating a riot, destruction, or disorderly diversion which interferes with the normal operation of the University. This is not to deny any Student the right of peaceful, non-disruptive assembly or expression.
   c. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited. Use of sound amplification equipment must have prior approval by the Division of Student Affairs.
12. **Interference with Student Integrity Proceedings**
   a. Intimidating or attempting to intimidate Student Integrity Board members, Sexual Misconduct Board members, or witnesses appearing before the Student Integrity Board or Sexual Misconduct Board.
   b. Deliberately misleading or deceiving University administrators conducting an investigation of a violation.
   c. Providing misleading or deceiving information in a Student Integrity Proceeding.

13. **Trespassing**
   a. Entering, or attempting to enter, any University Event without credentials for admission (e.g., ticket, identification card, invitation, etc.) or other reasonable criteria established for attendance.
   b. Making unauthorized entry into any University building, office or other facilities, or remaining without authorization in any building after normal closing hours.
   c. Making unauthorized use of any University facility.

14. **Destruction of Property.** The malicious or unauthorized intentional damage or destruction of property belonging to a member of the University community, to the University itself, or to a visitor of the campus.

15. **Fire Safety**
   a. Tampering with, molesting, or destroying fire safety equipment, including, but not limited to, smoke detectors, fire sprinklers, fire extinguishers, fire hydrants, and fire hoses.
   b. Possession, sale, furnishing, or use of an incendiary device.
   c. Setting, or causing to be set, any unauthorized fire in or on University property.
   d. Making, or causing to be made, a false fire alarm.
   e. Failing to evacuate a building when the fire alarm is activated.

16. **Explosives**
   a. Possessing, furnishing, selling, or use of explosives of any kind on University property or at any University Event.
   b. Making, or causing another individual to make, false bomb threats.
   c. Possession or use of fireworks on University property or at any University Event. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect of combustion, explosion, or detonation.

17. **Weapons.** Possession of firearms or other weapons on University property or at any University Event, except where allowed by law. This includes, but is not limited to, possession or use of any illegal knives, swords, tasers, dangerous chemicals, or air guns. In unclear cases of definition, the context in which a particular object was used will determine whether it is a weapon.

18. **Theft and Possession of Stolen Property**
   Taking, attempting to take, or keeping in a Student’s possession, items belonging to the University, Student, faculty, staff, Student Groups, or Student Organizations or visitors to the campus without proper authorization.
19. **Falsification of Records.** Altering, falsifying, counterfeiting, forging, or causing to be altered, falsified, counterfeited, or forged any records, forms or documents used by or submitted to the University.

20. **Misuse of Identification Cards**
   a. Lending, selling, or otherwise transferring an identification card.
   b. Use of an identification card by anyone other than its original holder.

21. **Gambling.** Playing of cards or any other game of chance or skill for money or other items of value.

22. **Tobacco.** Use of any tobacco product on campus, including, but not limited to, smokeless tobacco, cigarettes, cigars, and electronic cigarettes. See *Tobacco-Free Campus Policy*.

23. **Computer Use.** Theft or abuse of computer facilities including, but not limited to:
   a. Unauthorized entry into, manipulation of, or transfer of a file.
   b. Unauthorized use of another individual's identification or password.
   c. Use of computing facilities that interfere with the work of another Student, faculty member, or University official.
   d. Use of computing facilities that interfere with a University computing system.
   e. Use of the University computing facilities to violate federal, state or local laws or University policy. For purposes of this provision, "Computing facilities" includes computers and data and/or voice communications networks.

24. **Joint Responsibility for Infractions**

   Students who knowingly act in concert to violate University regulations have individual and joint responsibility for such violations.

25. **Violation of Local Ordinance or State/Federal Law.** Conduct that is a violation of local ordinance, state law, or federal law.

26. **Other Published Policies.** Under this Code, sanctions may be imposed for the violation of any published University rule or policy, including but not limited to:
   a. *Resident Student Handbook*
   b. *Tobacco-Free Campus Policy*
   c. *Parking Regulations*
   d. *Intramural Sports Handbook*
   e. *Responsible Access Use of Information Technology Resources and Services*

B. **Behavioral Integrity Procedures**

   1. **Reporting.** All suspected violations should be immediately reported to the Office of Student Integrity by any person who has knowledge of the commission of any such violation. Any member of the Armstrong State University community may submit a report.
2. **Adjudication.** Where the information establishes a Code violation may have occurred, the Assistant Dean of Student Integrity or designee will advise the Accused Student of the alleged violations, as well as the different case resolution options available to the Student. Those options are listed below. Resolution options for Sexual Misconduct, Relationship Violence, and Stalking violations are discussed in Chapter 8.

   a. **Administrative Resolution**
      
      i. In an Administrative Resolution, the Accused Student will meet with the Office of Student Integrity or designee to resolve his or her case.
      
      ii. The Office of Student Integrity or designee will contact the Accused Student at his or her Armstrong State University email address to notify him or her of the alleged violations and to request they schedule a meeting.
      
      iii. The Student will have the opportunity to review any and all information pertaining to the alleged violation(s).
      
      iv. The Assistant Dean of Student Integrity or designee will find the Student responsible or not responsible for the alleged violation(s). The Student will be notified of the outcome of the Administrative Resolution meeting no later than five (5) Days after the meeting occurred. The Student retains his or her appeal rights as stated in Chapter 11 of this Code.
      
      v. If the Student fails to attend the Administrative Resolution, the meeting will be held in his or her absence. If the Student is found in violation, sanctions will be assigned.

   b. **Formal Resolution**
      
      i. In a Formal Resolution, the Accused Student appears before the Student Integrity Board for adjudication of his or her case.
      
      ii. The Accused Student will be notified in writing of the date, time, and location of the hearing. This notice will also include a statement of the alleged behavior, any alleged violations of the Code of Student Integrity, and the names of Student Integrity Board members who will adjudicate the case. The Accused Student will then have three (3) Days from the delivery of this notice to challenge any Board member scheduled to be part of the Board hearing the case. The composition of the Board may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Assistant Dean of Student Integrity who will render a decision.
      
      iii. During the Student Integrity Board hearing, the reporting party will have the opportunity to be present to answer any questions the Board may have, as well as any questions the Accused Student may have. The reporting party will also have the opportunity to question the Accused Student. All questions from the reporting party and Accused Student must be directed through the chair of the Board.
      
      iv. The Student Integrity Board will recommend findings and any authorized sanction or combination of sanctions it deems to be warranted by the circumstances of the case. Prior conduct history will not be considered until the sanctioning phase of the hearing.
      
      v. A written copy of the Student Integrity Board’s decision will be submitted to the Dean of Students or designee as a recommendation for administrative action. The Associate Vice President for Student Affairs or
designee will review the hearing and all its associated materials and will either affirm the recommended findings and sanctions or reduce the recommended sanctions. The Associate Vice President for Student Affairs or designee will submit a final written decision to the Student and Office of Student Integrity. The Student retains his or her appeal rights as stated in Chapter 11 of this Code.

vi. If a Student accused of a violation refuses to cooperate with the Office of Student Integrity or the Student fails to attend the hearing, the hearing will be held in his or her absence. If the Student is found in violation, sanctions will be recommended.

3. **Interim Suspension**
   a. When the University determines the continued presence of an Accused Student on the University campus or in Housing & Residence Life poses a substantial threat to others, or to the stability and continuance of normal University functions, the Vice President for Student Affairs or designee may suspend the Accused Student for an interim period, pending the outcome of Student Integrity Proceedings.
   b. At the discretion of the Vice President of Student Affairs or designee, an Accused Student who persists in disrupting a particular class in violation of this Code after a warning by the instructor may be suspended from that class only, for an interim period pending the outcome of Student Integrity Proceedings.
   c. At the discretion of the Vice President of Student Affairs or designee, an Accused Student who persists in disrupting the community in which he or she lives may be suspended from living on campus and Housing & Residence Life property for an interim period pending the outcome of Student Integrity Proceedings.
   d. An interim suspension becomes effective immediately without prior notice. The Vice President for Student Affairs or designee may terminate the interim suspension at any time, including prior to the outcome of Student Integrity Proceedings. An Accused Student suspended on an interim basis will be given an opportunity to appear before the Assistant Dean of Student Integrity or designee within five (5) Days from the effective date of the interim suspension to discuss the incident and provide relevant information.
Chapter 8 Sexual Misconduct – Prohibited Conduct and Procedures

Members of the Armstrong State University community, guests, and visitors have the right to be free from sexual violence and discrimination. All members of the Armstrong community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This chapter of the Code of Student Integrity has been developed to reaffirm this expectation and to provide recourse for those individuals whose rights have been violated.

This chapter has two purposes. It serves as: 1) a preventive guide for Students on Armstrong’s expectations for sexual communication and interactions, responsibility, and respect; and 2) a measure to determine, after-the-fact, if behaviors have trespassed on community values. Armstrong maintains a policy of zero tolerance for Sexual Misconduct, meaning Armstrong will address all unwelcome conduct of a sexual nature, regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Resolution is intended to bring an end to harassing or discriminatory conduct, prevent its recurrence, and remedy the effects on the victim and the community.

Armstrong State University encourages the reporting of all sexual misconduct to the Title IX Coordinator, Associate Director of Athletics, Assistant Dean of Student Integrity, or other University official. Sexual Misconduct is a serious offense, and such violations are subject to any combination of conduct sanctions as described in this Code, up to and including suspension or expulsion. Suspension, if given, may be based on satisfying conditions rather than solely on a period of time. Sexual Misconduct covers a range of behaviors as defined below, and therefore a range of sanctions from warning to expulsion may be applied, depending on the nature of the misconduct.

A. Sexual Misconduct Violations
   1. Sexual Assault
   2. Sexual Contact without Consent
   3. Sexual Exhibitionism
   4. Sexual Exploitation
   5. Sexual Harassment

B. Sexual Misconduct Definitions
   1. Consent means clear, knowing, voluntary permission given by word or demonstrated action to engage in sexual activity.
      a. Active Consent
         i. Consent must be actively given. There is no implied consent at Armstrong State University.
         ii. Silence or lack of resistance does not imply Consent.
         iii. A previous or current relationship or previous participation in sexual activity does not imply current Consent.
         iv. Consent to one form of sexual activity does not imply Consent to any other sexual activity.
      b. Role of Alcohol and Drugs
         i. Consumption of alcohol or drugs (including prescription drugs) may impact a person’s Capacity to give Consent.
         ii. Consumption of alcohol or drugs does not relieve a person of the responsibility to obtain active and ongoing Consent.
c. Factors Impacting Consent
   i. According to Georgia law, persons under the age of 16 are unable to give Consent.
   ii. A person cannot give Consent if he or she has a physical or intellectual disability that inhibits his or her Capacity to Consent.
   iii. A person who is asleep, unconscious, or otherwise incapacitated cannot give Consent.

2. Sexual Assault (or attempts to commit the same) means oral sex or any sexual intercourse/penetration (anal, oral or vaginal), however slight, with any object, by a person upon another person, without consent and/or by physical force.

3. Sexual Contact without Consent (or attempts to commit the same) means any intentional touching of a person’s intimate parts (including genitalia, groin, breast, mouth, buttocks, or clothing covering any of those areas), however slight, with any object, by a person upon another person, without consent and/or by physical force. This also includes causing a person to touch his or her own or another person’s intimate parts.

4. Sexual Exhibitionism means engaging in a sexual activity or exposing one’s intimate parts (including genitalia, groin, female breast (other than when breastfeeding a child) or buttocks) in the presence of others without their Consent.

5. Sexual Exploitation means taking nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:
   a. Non-consensual masturbation.
   b. Non-consensual photography, video, or audio recording of sexual activity.
   c. Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one’s consensual sexual activity.
   d. Engaging in voyeurism (Peeping Tommery).
   e. Prostituting another Student.
   f. Knowingly transmitting a sexually transmitted disease/infection (including HIV) to another Student.

6. Sexual Harassment means unwelcome conduct of a sexual nature. Armstrong State University will promptly and effectively remedy all instances of reported Sexual Harassment by providing resources to the Complainant and addressing the effects on the Complainant and the community. To warrant the imposition of disciplinary measures on an Accused Student, Sexual Harassment must meet the definition of hostile environment, quid pro quo, or retaliation as defined below:
   a. Hostile Environment includes situations where harassment is sufficiently severe, pervasive or persistent, and/or offensive if it unreasonably interferes with, limits or denies the ability to participate in or benefit from Armstrong State University’s educational or employment programs or activities. The determination of whether an environment is Hostile is based on the circumstances. These circumstances could include, but are not limited to:
      i. The frequency of the speech or conduct.
      ii. The nature and severity of the speech or conduct.
iii. Whether the conduct was physically threatening.
iv. Whether the speech or conduct was humiliating.
v. The effect of the speech or conduct on the alleged victim’s mental and/or emotional state.
vi. Whether the speech or conduct was directed at more than one person.
vii. Whether the speech or conduct arose in the context of other discriminatory conduct.
viii. Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance.
ix. Whether a statement is a mere utterance of an epithet, which engenders offense in an employee or a Student or offends by mere discourtesy or rudeness.

b. **Quid Pro Quo** Sexual Harassment exists when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in (or is threatened to result in) educational or employment action. Quid pro quo harassment may also exist when a threat of adverse action or a promise of a benefit is explicitly conditioned on submission to, or rejection of, such requests.

c. **Retaliation** exists when an individual harasses, intimidates or takes other adverse action(s) against a person because of the person’s actual, perceived, or potential participation in an investigation of discrimination or sexual misconduct, or his or her support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or his or her property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. The University will impose sanctions on any Student found to be engaging in retaliation.

C. **Reporting.** Armstrong officials, depending on their roles at Armstrong, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, Students should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. Complainants are not required to report acts of Sexual Misconduct, Relationship Violence, or Stalking to law enforcement or campus officials. If a Complainant does want to report an incident, there are two reporting options at Armstrong:

1. **Confidential Reporting.** To keep details of an incident confidential, Students may speak with on-campus counselors, campus health service providers, off-campus rape crisis resources, and/or clergy/chaplains. Campus counselors are available to assist free of charge. Counselors may be seen on an emergency basis during normal business hours at the University Counseling Center, located in the 7000 building in Compass Point or at 912.344.2529. Confidential reports will not result in Student Integrity Proceedings. Faculty and staff members (other than those listed above) are not considered confidential resources.

2. **Formal Reporting.** Students are encouraged to speak to the Title IX Coordinator, Assistant Dean of Student Integrity, or the Associate Athletic Director to make formal reports of incidents of Sexual Misconduct. Students have the right, and can expect, to have incidents
of Sexual Misconduct taken seriously by Armstrong State University when formally reported, and to have those incidents investigated and properly addressed through Student Integrity Proceedings. Information will be shared only as necessary with investigators, witnesses, and the Accused Student. Formal reporting options are:

a. Deidra Dennie, Title IX Coordinator
   i. Victor Hall 245, 912.344.2669, deidra.dennie@armstrong.edu

b. Andrew J. Dies, Assistant Dean of Student Integrity
   i. Student Union D206, 912.344.3300, andrew.dies@armstrong.edu

c. Jennifer Rushton, Associate Athletic Director
   i. Sports Center 219, 912.344.3368, jennifer.rushton@armstrong.edu

D. Sexual Misconduct Procedures. These procedures may be utilized when an Accused Student has been charged with violating provisions of this chapter as well as Relationship Violence or Stalking.

1. Interim Measures
   a. Armstrong may take measures to protect the Complainant from retaliation. Such measures include interim suspension of the Accused Student; if the Student lives on-campus, a room change for the Accused Student and/or Complainant; a change of class section; a change in work environment; or a No Contact Order.

2. Overall Process
   a. The process from when a report is received until the case is adjudicated before the Sexual Misconduct board will typically take no more than 60 calendar days. The University will communicate in writing to both the Complainant and the Accused Student to keep both parties aware of the progression of the case.
   b. All staff involved in this process have received specialized training in the area of Sexual Misconduct.
   c. Student Integrity Proceedings itself will be prompt, fair, and impartial.

3. Investigation Process
   a. A trained investigator will conduct a thorough investigation of all complaints of Sexual Misconduct.
   b. The Complainant, the Accused Student, and any relevant witnesses may be interviewed as part of the investigation process.
   c. A comprehensive investigative report will be drafted and become part of the information presented to the Sexual Misconduct Board.

4. Case Resolution. All alleged violations of Sexual Misconduct will be adjudicated by the Sexual Misconduct Board. The Standard of Proof utilized in Sexual Misconduct Hearings is a preponderance of evidence.
   a. The Accused Student and the Complainant will be notified in writing of the date, time, and location of the hearing. This notice will also include a statement of the alleged behavior, any alleged violations of the Code of Student Integrity, and the names of Sexual Misconduct Board members who will adjudicate the case. The Accused Student or Complainant will then have three (3) Days from the delivery of this notice to challenge any individual scheduled to be a part of the Sexual
Misconduct Board hearing the case. The composition of the Board may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Assistant Dean of Student Integrity who will render a decision.

b. During the Sexual Misconduct Board hearing, the Accused Student and the Complainant will have the opportunity to be present to answer any questions the Sexual Misconduct Board may have. The Complainant will have the opportunity to question the Accused Student and the Accused Student will have the opportunity to question the Complainant. All questions from the Complainant and Accused Student must be directed through the chair of the Sexual Misconduct Board. Prior conduct history of the Complainant or prior sexual history of the Accused Student or the Complainant will not be allowed.

c. The Sexual Misconduct Board will recommend findings and any authorized sanction or combination of sanctions it deems to be warranted by the circumstances of the case. Prior conduct history will not be considered until the sanctioning phase of the hearing.

d. A written copy of the Sexual Misconduct Board's recommendation will be submitted to the Dean of Students or designee as a recommendation for administrative action. The Dean of Students or designee will review the hearing and all its associated materials and will either affirm the recommended findings and sanctions or reduce the recommended sanctions. The Dean of Students or designee will submit a final written decision to the Accused Student, the Complainant, and the Office of Student Integrity. The Accused Student and the Complainant will be notified concurrently of the decision, as well as if an appeal has been made, and when the determination is final.

5. If an Accused Student refuses to cooperate with the Office of Student Integrity or the Accused Student fails to attend the hearing, the hearing will be held in his or her absence. If the Accused Student is found in violation, sanctions will be recommended.

6. **Appeals**
   
a. Both the Complainant and the Accused Student have appeal rights for Sexual Misconduct cases. See Chapter 11 for more information on appeals.
Chapter 9  Student Integrity Board

A. Student Integrity Board
   1. The Student Integrity Board will be composed of Students selected by the Office of Student Integrity. Students not in good standing with the University may not serve. Appointments will be made as needed to keep the Student Integrity Board staffed to do business in a prompt manner. These appointments may constitute permanent or temporary replacements, as the Office of Student Integrity deems necessary.

   2. The Student Integrity Board will elect a president and vice president from its membership. The president will preside at all meetings. The vice president will assume the duties of the president if the president is absent. There must be five (5) Board members present to hear a case. In cases involving accused graduate Students, an effort will be made to have at least half of the Board be comprised of graduate Students. A majority vote is required to reach a finding of responsible. Sanctions and other issues may be decided by simple majority vote.

   3. If a Student Integrity Board member has a conflict of interest or personal knowledge of the case or the Accused Student, the Board member will recuse himself or herself from the hearing.

B. Advisors to the Board
   1. The Assistant Dean of Student Integrity or designee will serve as advisor to the Student Integrity Board.

   2. It is the duty of the advisor to consult with the Board and to offer advice to the president and the members of the Board on substantive and procedural questions. The advisor or his or her designee will be present at all meetings and hearings of the Board.
Chapter 10   Sanctions

This list of sanctions is not all inclusive and other sanctions may be assigned to Students, Student Groups, or Student Organizations. Students who fail to complete their sanctions by their determined deadline will receive a hold on their Student account. Student Groups or Student Organizations that fail to complete their sanctions by their determined deadline may have additional sanctions assigned. The University is not responsible for any financial loss incurred by the Student, Student Group, or Student Organization for any sanction.

A. Individual Sanctions

1. **Written Warning**: Formal notice from the Office of Student Integrity indicating further violations may result in more severe sanctions.

2. **Restrictions**: Exclusion from such specified Student privileges as may be consistent with the violation committed.

3. **Reduction of a Grade**: For either the course assignment at issue or for the overall course grade (i.e., complete loss of credit for the course).

4. **Parental/Guardian Notification**: The University may notify parents/guardians of Students under the age of 21 found responsible for drug or alcohol violations. Exceptions may be made for Students who are financially independent from their parents.

5. **Restitution**: Reimbursement for damage to or misappropriation of property. This may be in the form of appropriate service or other compensations and may be imposed in addition to other sanctions.

6. **Conduct Probation**: The Student is not in good conduct standing with the University for a definite or indefinite period of time. Further violations of this Code could result in removal from housing, suspension, or expulsion from the University.

7. **Housing Removal**: Removal and trespass from Housing & Residence Life for a definite period of time. Removal from Housing due to conduct sanctions may result in loss of any room or board paid for that semester.

8. **Permanent Housing Removal**: Removal and trespass from Housing & Residence Life for an indefinite period of time. Removal from Housing due to Student Integrity sanctions may result in loss of any room or board paid for that semester.

9. **Deferred Suspension**: Notice to the Student that any further violations will result in suspension or expulsion from the University.

10. **Suspension**: The temporary separation of a Student's relationship with the University. Students who are suspended are banned from campus and all University Events. Conditions for readmission may be specified. Upon completion of the term of suspension, Students must meet with the Office of Student Integrity prior to enrolling for classes.

11. **Expulsion**: The permanent separation of the Student's relationship with the University.
12. **Other Sanctions:** May include research papers, letters of apology, educational presentations, reflective essays, interviewing members of campus, or other assignments deemed appropriate.

B. **Group or Organization Sanctions.** When a Student Organization is charged with a violation, the advisor(s), any applicable regional, national, international offices, and the Office of Student Life will be notified. The official outcome will become part of the Organization’s file in the Office of Student Life.

1. **Written Warning:** Formal notice from the Office of Student Integrity indicating further violations may result in more severe sanctions.

2. **Registration Probation:** A status in which a Student Organization is considered to not be in good Integrity standing with the University. The Organization may seek and add members and host activities unless otherwise specified. Further violations may result in Registration Suspension or Revocation.

3. **Registration Suspension:** A status in which the University recognition of a Student Organization is removed for a definite period of time. During a period of Registration Suspension, the Student Organization may continue to occupy or hold property, but may not seek or add members, hold or sponsor events, or sponsor or attend any events that are social in nature.

4. **Registration Revocation:** A status in which the University recognition of a Student Organization is permanently revoked. The Student Organization may no longer function or have a presence on University property or at University sponsored activities.

5. **Other Student Group or Student Organization Sanctions:** Restriction/exclusion from activities, restitution, or suspension of recruitment or intake processes.
Chapter 11  Appeals

A. Academic Integrity Violations
   1. A Student may appeal to the Provost or designee, provided the basis for the appeal is limited to the criteria listed below. Students who have accepted an Informal Resolution are not eligible for an appeal.

   2. A Student found responsible for violating this Code will have five (5) Days from the delivery of the official outcome letter to appeal. The appeal packet will be limited to a review of the record of the Student Integrity Board, supporting documents, and the Student’s written appeal. The Student must explicitly state why he or she believes an appeal is warranted. Appeals will only be considered for the following reasons:
      a. To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures.
      b. To determine whether the sanctions or supplementary requirements imposed were appropriate for the violation for which the Student was found responsible.
      c. To determine whether new information, not available to the Student at the time of the hearing, is relevant to the final decision.

   3. Any Student wishing to appeal should submit his or her appeal in writing to the Assistant Dean of Student Integrity. The Assistant Dean of Student Integrity will compile all pertinent information and deliver the appeal packet to the Provost. The Provost may affirm the findings and sanctions, reduce the sanctions, or remand the case back for a re-hearing. The Provost will make a decision in a reasonable period of time.

   4. The decision of the Provost is the final institutional action. There is no further right of appeal.

B. Behavioral Integrity Violations
   1. A Student may appeal to the Vice President for Student Affairs or designee, provided the basis for the appeal is limited to the criteria listed below.

   2. A Student found responsible for violating this Code will have five (5) Days from the delivery of the official outcome letter to appeal. The appeal packet will be limited to a review of the record of the Administrative Resolution or Student Integrity Board, supporting documents, and the Student’s written appeal. The Student must explicitly state why he or she believes an appeal is warranted. Appeals will only be considered for the following reasons:
      a. To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures.
      b. To determine whether the sanctions or supplementary requirements imposed were appropriate for the violation for which the Student was found responsible.
      c. To determine whether new information, not available to the Student at the time of the hearing, is relevant to the final decision.

   3. Any Student wishing to appeal should submit their appeal in writing to the Assistant Dean of Student Integrity. The Assistant Dean of Student Integrity will compile all pertinent information and deliver the appeal packet to the Vice President for Student Affairs. The Vice President for Student Affairs may affirm the findings and sanctions, reduce the
sanctions, or remand the case back for a re-hearing. The Vice President for Student Affairs will make a decision in a reasonable period of time.

4. The decision of the Vice President for Student Affairs is the final institutional action. There is no further right of appeal.

C. Sexual Misconduct, Relationship Violence, and Stalking Violations

1. An Accused Student or Complainant may appeal to the Vice President for Student Affairs or designee, provided the basis for the appeal is limited to the criteria listed below.

2. A Student found responsible for violating this Code will have five (5) Days from the delivery of the official outcome letter to appeal. The appeal packet will be limited to a review of the record of the Sexual Misconduct Board, supporting documents, and the Student’s written appeal. The Student must explicitly state why he or she believes an appeal is warranted. Appeals will only be considered for the following reasons:
   a. To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures.
   b. To determine whether the sanctions or supplementary requirements imposed were appropriate for the violation for which the Student was found responsible.
   c. To determine whether new information, not available to the Student at the time of the hearing, is relevant to the final decision.

3. The Complainant in a Sexual Misconduct case also maintains an appeal right. The Complainant will have five (5) Days from the delivery of the official outcome letter to appeal. The appeal packet will be limited to a review of the record of the Sexual Misconduct Board, supporting documents, and the Complainant’s written appeal. The Complainant must explicitly state why he or she believes an appeal is warranted. Appeals will only be considered for the following reasons:
   a. To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures.
   b. To determine whether the sanctions or supplementary requirements imposed were appropriate for the violation for which the Student was found responsible.
   c. To determine whether new information, not available to the Complainant at the time of the hearing, is relevant to the final decision.

4. The Student found responsible or Complainant wishing to appeal should submit his or her appeal in writing to the Assistant Dean of Student Integrity. The Assistant Dean of Student Integrity will compile all pertinent information and deliver the appeal packet to the Vice President for Student Affairs. The Vice President for Student Affairs may affirm the findings and sanctions, reduce the sanctions, or remand the case back for a re-hearing. The Vice President for Student Affairs will make a decision in a reasonable period of time. Both the Complainant and the Accused Student will receive notice of the appeal and the outcome of the appeal.

5. The decision of the Vice President for Student Affairs is the final institutional action. There is no further right of appeal.
Chapter 12  Revisions of this Code

Reviews of the Code will occur annually. The review and revision of this Code will be overseen by the Office of Student Integrity, in consultation with the Provost, the Vice President of Student Affairs, and University Counsel. The Office of Student Integrity will work closely with appropriate constituents across campus to ensure necessary revisions are made in a timely manner. Representatives from the Student Government Association and Student Conduct Committee will have the opportunity to provide input.

The most recent edition of the Code of Student Integrity may be found on the Office of Student Integrity website. Armstrong State University reserves the right to revise or correct the Code as needed. Students will be notified via University email when changes to the Code have been made.
Chapter 1  Preamble
Chapter 2  Armstrong State University Pirate Creed
Chapter 3  Definition of Terms
Chapter 4  Jurisdiction, Standard of Proof, Due Process, and Role of Advisors to Students
Chapter 5  Student Rights and Responsibilities and Challenge for Bias
Chapter 6  Academic Integrity – Prohibited Conduct and Procedures
Chapter 7  Behavioral Integrity – Prohibited Conduct and Procedures
Chapter 8  Sexual Misconduct – Prohibited Conduct and Procedures
Chapter 9  Student Integrity Board
Chapter 10  Sanctions
Chapter 11  Appeals
Chapter 12  Revisions of the Code
Chapter 1  Preamble

A. Armstrong State University exists to provide an environment in which intellectual achievement, scholarship, and character development can flourish. The Armstrong community (Students, faculty, and staff) willingly shares the responsibility for sustaining a creative and productive atmosphere through adherence to the highest standards of personal and professional conduct. All who are privileged to be a part of Armstrong campus life must remain aware they are representatives of Armstrong State University, whether they are on campus or elsewhere, and are therefore expected to avoid behavior which brings discredit or dishonor upon themselves or the University as an institution. Recognizing trust is the cornerstone of all human relations, Students will work to build and sustain the trust of their peers, the faculty, and staff by following both the letter and the spirit of the Code of Student Integrity.

B. The University is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through sound educational programs and policies governing Student conduct that encourage independence and maturity.

C. Student Integrity Proceedings are not a court of law, and therefore do not follow prescribed legal or evidentiary standards. Student Integrity Proceedings are also completely separate from any criminal proceeding and one will have no bearing on the other. Should a Student have a pending legal case, the University will move forward with Student Integrity Proceedings.

D. The University may apply sanctions or take other appropriate action when the conduct of a Student interferes with the University's (a) responsibility of ensuring the opportunity for attainment of educational objectives; or (b) responsibility of protecting property, keeping records, providing services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

E. Representatives from the Student Government Association will have an opportunity to provide input in the formation and evaluation of all policies, rules, and sanctions pertaining to Student Integrity.

F. Academic Integrity violations discussed in this Code are not considered to be all inclusive. Each Department or College may also promulgate course or discipline-specific ethics or professional standards that are consistent with the provisions of this Code.

G. The Office of Student Integrity utilizes Armstrong State University email as its primary means of communication with Students. It is necessary for Students to check their University email daily and to promptly respond to any requests from the Office of Student Integrity or designee.
Chapter 2  Armstrong State University Pirate Creed

As a student of Armstrong State University, I pledge: to display the highest level of integrity, both inside and outside the classroom; to hold myself and my peers accountable to the standards of academic and personal conduct set forth by the University; and to value and respect each member of Armstrong’s diverse community.
Chapter 3 Definition of Terms

When used in this Code, the following terms have these definitions:

A. **Accused Student** means a Student who has allegedly violated a provision of this Code.

B. **Assistant Dean of Students - Student Integrity** means the professional staff member at Armstrong State University whose primary responsibility is to administer the Student Integrity system and process.

C. **Code** means the Code of Student Integrity.

D. **Complainant** is an individual lodging a complaint. The Complainant may not always be the alleged victim.

E. **Day** means any day, except Saturday and Sunday, when the University is open.

F. **Formal Resolution** occurs when a Student is charged with a violation of this Code and the case is resolved by the Student Integrity Board.

G. **Hearing Officer** means a University official who has the authority to resolve cases of alleged violations of this Code and assign sanctions.

H. **Informal Resolution** occurs when a Student is charged with a violation of this Code and the case is resolved by a Hearing Officer.

I. **Major Violation** is a violation of this Code that, based on the violation and the Accused Student’s Student Integrity Record, is likely to result in one of the following sanctions: deferred suspension, suspension, or expulsion.

J. **Minor Violation** is a violation of this Code that, based on the violation and the Accused Student’s Student Integrity Record, is not likely to result in one of the following sanctions: deferred suspension, suspension, or expulsion.

K. **Possession** or **possessing** means knowingly or intentionally physically holding or controlling an item, or owning or controlling a room, vehicle, or other area where the item is present and where the person owning or controlling the room, vehicle, or other area knew or should have known the item was present.

L. **Office of Student Integrity** means the Assistant Dean of Students - Student Integrity and others who work within the office.

M. **Student** means an individual who has accepted admission to the University and maintains a continuing relationship with the University by being enrolled in classes or being eligible to enroll in classes.

N. **Student Integrity Record** means the history of responsible findings a Student has with the Office of Student Integrity. This includes Academic Integrity, Behavioral Integrity, and Sexual Misconduct.
Cases.

O. **Student Group or Group** means any number of persons who associate with each other for a common purpose but have not completed the requirements for being a recognized Student Organization.

P. **Student Integrity Board or Board** means the board or hearing panel comprised of Students who address whether a Student, Student Organization, or Student Group has violated the Code of Student Integrity (except alleged Sexual Misconduct violations).

Q. **Student Integrity Proceedings** means the procedures and protocols established for the University to address alleged violations of this Code.

R. **Student Organization or Organization** means any number of persons who have completed the requirements for being a recognized Student Organization.

S. **University** means Armstrong or Armstrong State University.

T. **University Event** means any event (on-campus or off-campus) sponsored or facilitated by the University, a Student Group, or a Student Organization.
Chapter 4  
Jurisdiction, Standard of Proof, Due Process, and Role of Advisors to Students

A. Jurisdiction
   1. Any individual defined as a Student under this Code falls under the jurisdiction of this Code. For incidents that happen on campus or online, standard Student Integrity Proceedings will occur. For incidents occurring off campus, the Vice President of Student Affairs or designee will determine if the interests of the University are affected and thus the incident falls under the scope of this Code. An Accused Student may not withdraw from a class where an Academic Integrity violation has been alleged or from the University in order to avoid Student Integrity Proceedings.

B. Standard of Proof
   1. Standard of Proof means the standard by which it is determined whether or not a violation of this Code has occurred. For the purposes of Student Integrity Proceedings, the Standard of Proof required is a preponderance of evidence (the evidence demonstrates it is more likely than not that a violation has occurred).
   2. Any decision to suspend or expel a student must be supported by substantial evidence at the hearing.

C. Due Process
   1. Any Accused Student, Student Group, or Student Organization charged with a violation of this Code is entitled to a hearing by Informal Resolution or Student Integrity Board.
   2. Any Accused Student, Student Group, or Student Organization will be notified at least five (5) Days in advance of their scheduled Informal or Formal Resolution. The Student, Student Group, or Student Organization has the right to waive this five (5) Day notice if they so choose.

D. Role of Advisors to Students
   1. The Accused Student and Complainant (where applicable), as parties to Student Integrity Proceedings, shall have the right to use advisors (including attorneys) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. Any advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her Student is present. The advisor may advise his or her Student in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly. Armstrong will not prohibit family members of a party from attending if the party requests such attendance, but may limit each participant to two family members.
Chapter 5  Student Rights and Responsibilities and Challenge for Bias

The Code of Student Integrity is included in the Armstrong State University Catalog and posted on the University website. It is the Student’s responsibility to review the Code of Student Integrity each semester. The version of the Code of Student Integrity found online [HERE](#) should be considered the most up-to-date and accurate version. Any Student desiring assistance with any matter related to this Code or any other policy should contact the Office of Student Integrity at [student.integrity@armstrong.edu](mailto:student.integrity@armstrong.edu) or 912.344.3300.

A. **Student Rights.** Any Student, Student Group, or Student Organization accused of a violation of this Code will have the following rights:
   1. Right to an impartial and fair hearing.
   2. Right to not give testimony against oneself.
   3. Right to review any and all information pertaining to the alleged Code violations.
   4. Right to present relevant information pertinent to the case.
   5. In an Informal or Formal Resolution, the right to question in writing and through the chair of the Board or Hearing Officer, any individual providing information to the Board or Hearing Officer.
   6. In a Formal Resolution, the right to have access to the audio recording of the hearing after the hearing has concluded.

B. **Student Responsibilities.** Students are expected to:
   1. Exercise integrity in all matters, both academic and behavioral in nature.
   2. Be fair and courteous with others, treat them fairly and with respect, showing sensitivity to cultural, ethnic, and religious diversity and personal dignity.
   3. Accept personal responsibility for appropriate behavior as defined by the Code.
   4. Know the violations under this Code and potential sanctions for violating them.
   5. Understand they are responsible for knowing and following any additional written or verbal requirements given by faculty members which relate to academic or behavioral integrity and which are inherent to the classroom or University functions.
   6. Remember they are representatives of Armstrong State University and they must always conduct themselves in a manner that brings credit upon themselves and the University.

C. **Recusal or Challenge for Bias**
   1. Any party may challenge the participation of any Armstrong official, employee, or student panel member in the process on the grounds of personal bias by submitting a written statement to the Office of Student Integrity or designee setting the basis for the challenge. The individual receiving the challenge may not be the same individual who is responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The individual receiving the challenge will determine whether to sustain or deny the challenge, and if sustained, the replacement be appointed.
A. Academic Integrity Prohibited Conduct. All prohibited conduct listed in this Code applies to Students, Student Groups, and Student Organizations.

1. Plagiarism is the offering of the words, ideas, computer data programs, or graphics of others as one's own in any academic exercise. Examples of plagiarism include (but are not limited to):
   a. The offering of another's work, whether verbatim or paraphrased, as original material in an academic paper.
   b. The offering of another's original ideas or concepts as one's own, in an academic paper or assessed exercise.
   c. The inclusion of another's material in one's own work without appropriate or accurate citation or credit.
   d. The inclusion of one's own previous work without appropriate or accurate citation or credit, or without prior approval from the faculty member (self-plagiarism).

2. Cheating is (a) the use or attempted use of unauthorized materials, information, or study aids in any academic exercise; or (b) actions taken to gain unfair or undue advantage over others. Examples of cheating include but are not limited to:
   a. Receiving or providing unauthorized assistance on any work required to be submitted for any course (including using online services or social media to write papers).
   b. Using unauthorized materials or assistance during an examination, including looking at another's examination.
   c. Alteration or insertion of any academic grade or evaluation so as to obtain unearned academic credit.
   d. Taking, or attempting to take, an examination for another Student. This act constitutes a violation for both the Student enrolled in the course and for the proxy or substitute.
   e. Tampering with another Student's work or impairing the faculty member's ability to assess the academic performance of another Student.
   f. Using false excuses to obtain extensions of time or other considerations which would or may yield an unfair advantage over other Students.
   g. Impeding the ability of Students to have fair access to materials assigned or suggested by the faculty member (e.g., removal or destruction of library or other source materials).

3. Fabrication is the unauthorized falsification or invention of information or citation in any academic exercise. Examples of fabrication include but are not limited to:
   a. The offering of contrived or fraudulently created information as the result of systematic research that was never conducted.
   b. The deliberate alteration of legitimate research data to obtain a desired result.
   c. The alteration or distortion of laboratory experiments to reach a desired result.
   d. The deliberate distortion of another's work or results in order to rebut or undermine the original author's work or concept.
4. **Facilitating Academic Dishonesty** is to help or attempt to help another Student to violate any provision of this Code. Examples of facilitating academic dishonesty include but are not limited to:
   a. Instigating, encouraging, or abetting plagiarism, cheating, or fabrication in others.
   b. Giving perjured testimony before the Student Integrity Board.
   c. Failing to report a known violation to the Office of Student Integrity.

5. **Coursework Copyright Infringement** is the sharing of course content (e.g. presentations, tests, study guides, lectures or other materials) to a public forum such as a website without the faculty member’s prior consent. It is also the recording of class lectures and presentations without the faculty member’s prior consent (this does not include accommodations approved by Disability Services).

B. **Academic Integrity Procedures**

1. **Report Procedures:** Reports should be submitted to the Office of Student Integrity or the faculty member of the class where the alleged violation occurred. Reports will be reviewed to determine if the alleged behavior is in violation of this Code.
   a. Reports
      i. A suspected Academic Integrity violation may be reported in one of two ways.
         a. Self-reporting. Students who have committed Academic Integrity violations should report themselves to the Office of Student Integrity or to their faculty member.
         b. Reporting by others. Any Armstrong State University community member who is aware of an Academic Integrity violation should report the offense directly to the Office of Student Integrity.
      ii. This report should include:
          a. The type of alleged misconduct.
          b. Name of the Accused Student.
          c. Date, time, and place of misconduct.
          d. Name and contact information for any witnesses.
          e. Any evidence available.
          f. Whether or not a criminal complaint was filed (if applicable).
   b. Confidentiality
      i. Where a Complainant requests that his or her identity be withheld or the allegation(s) not be investigated, the Office of Student Integrity will inform the requesting party that Armstrong generally cannot guarantee confidentiality. The Office of Student Integrity will consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution. Honoring the request may limit Armstrong’s ability to respond fully to the incident and may limit Armstrong’s ability to discipline the respondent.
   c. Retaliation
      i. Anyone who, in good faith, reports what she or he believes to be student misconduct, who participates or cooperates in, or who is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise
being associated with an investigation should immediately contact the Office of Student Integrity. Any person found to have engaged in retaliation in violation of the Code of Student Integrity shall be subject to disciplinary action, pursuant to Armstrong’s policy.

d. False Complaints

i. Individuals who intentionally give false statements to an Armstrong official, or who submit false complaints or accusations, including during a hearing, shall be subject to disciplinary action pursuant to Armstrong’s policy.

Anyone wishing to report a suspected violation should contact the Office of Student Integrity at student.integrity@armstrong.edu or 912.344.3300.

2. Information Gathering: When a faculty member suspects an Academic Integrity violation has occurred, he or she will collect and review any relevant information pertaining to the allegation. When there is an allegation of an Academic Integrity violation, a grade of Incomplete will be given for the assignment and/or overall course until the case is resolved.

3. Adjudication: An alleged Academic Integrity violation may be resolved in one of two ways: (a) Informal Resolution with the faculty member of the class where the alleged violation occurred or (b) Formal Resolution through the Student Integrity Board. Students are only eligible for an Informal Resolution if they have no prior Academic Integrity cases where they were found responsible. If the severity of the offense is of a magnitude to warrant more than a failing grade for the class, a Formal Resolution must occur. If the Accused Student is currently on conduct probation or deferred suspension with the University, a Formal Resolution must occur. The Accused Student may also be charged with violations of Chapter 7 of this Code if the interest of the University has been compromised by a Student’s conduct.

a. Informal Resolution

i. An Academic Integrity Informal Resolution is between the accusing faculty member and the Accused Student.

ii. An Accused Student is eligible for an Informal Resolution only if he or she has no previous findings of responsibility for the violations listed in this chapter. Any Accused Student with prior findings of responsibility for Academic Integrity violations or who is currently on conduct probation or deferred suspension must be referred to the Office of Student Integrity for adjudication.

iii. In an Informal Resolution, both the faculty member and the Accused Student must agree to both the findings and the sanctions of the Informal Resolution. The Accused Student has five (5) Days to decide whether or not to accept the Informal Resolution. The Accused Student is encouraged to contact the Office of Student Integrity to discuss his or her options.

iv. The faculty member will provide the Accused Student with written notice of a scheduled meeting at least five (5) Days prior to the meeting. The purpose of the meeting will be to review and discuss the charges before a final decision is reached.

v. A third party observer may be present at the request of the faculty member or Accused Student.
vi. Documentary evidence and written statements may be relied upon by the faculty member, as long as the Accused Student is allowed to respond to them at the meeting. Accused Students may also be allowed to bring relevant witnesses.

vii. If the Accused Student accepts responsibility for the violation, the faculty member and Accused Student may then resolve the problem in a manner acceptable to both. If the Accused Student denies the violation, or does not accept the sanction(s) determined by the faculty member, the case must then be referred to the Office of Student Integrity within a reasonable amount of time.

viii. Should the faculty member conclude there was no violation of the Code of Student Integrity, the case will be closed. The faculty member will send all relevant documentation to the Office of Student Integrity.

ix. Upon conclusion of the process, the faculty member and Accused Student must both sign and date the Informal Resolution form, detailing the specific offense(s) and the sanction(s) assigned. Each party will retain a copy. The original form, along with all relevant documentation, will be submitted to the Office of Student Integrity and will become part of the Accused Student’s permanent file. The Accused Student will receive a letter from the Office of Student Integrity, outlining the agreed upon outcome of the case.

x. By accepting the Informal Resolution, the Accused Student waives his or her right to an appeal.

b. Minor Violation Formal Resolution

i. In a Minor Violation Formal Resolution, the Accused Student appears before the Student Integrity Board for adjudication of his or her case.

ii. The Accused Student will be notified in writing of the date, time, and location of the hearing. This notice will also include a statement of the alleged behavior, any alleged violations of the Code of Student Integrity, and the names of the Student Integrity Board members who will adjudicate the case. The Accused Student will then have three (3) Days from the delivery of this notice to challenge any individual scheduled to be a part of the Board hearing the case. The composition of the Board may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Office of Student Integrity or designee who will render a decision.

iii. During the Student Integrity Board hearing, the Complainant will have the opportunity to be present to answer any questions the Board may have, as well as any questions the Accused Student may have. The Complainant will also have the opportunity to question the Accused Student. All questions from the Complainant and Accused Student must be directed in writing to the chair of the Board. As per Chapter 5, the Accused Student is entitled to an Advisor who may advise him or her and assist in drafting questions. The Board will ask the questions as written and will limit questions only if they are unrelated to determining veracity of the charge leveled against the Accused Student. The reason for any question not asked will be read into the record.
iv. The Assistant Dean of Students - Student Integrity reserves the right to allow a party to testify in a separate room or from a remote location. If this occurs, the Assistant Dean of Students - Student Integrity will ensure proper sequestration in a manner that ensures testimony has not been tainted and the sequestration will not disadvantage any party.

v. The Student Integrity Board will recommend findings and any authorized sanction or combination of sanctions it deems to be warranted by the circumstances of the case. Prior conduct history will not be considered until the sanctioning phase of the hearing.

vi. A written copy of the Student Integrity Board's recommendations will be submitted to the Associate Provost as a recommendation for administrative action. The Associate Provost will review the hearing and all associated materials and will either affirm the recommended findings and sanctions or reduce the recommended sanctions. The Associate Provost will submit a final written decision to the Accused Student, faculty member, and the Office of Student Integrity.

vii. If the Accused Student refuses to cooperate with the Office of Student Integrity or fails to attend the hearing, the hearing will be held in his or her absence. If the Accused Student is found in violation, sanctions will be recommended.

c. Major Violation Formal Resolution

i. In a Major Violation Formal Resolution, the Accused Student appears before the Student Integrity Board for adjudication of his or her case.

ii. Upon receipt of the written notice, the Accused Student will have three (3) Days from the delivery of this notice to respond. In this response, the Accused Student will have the right to admit or deny the allegations, to set forth a defense with facts, witnesses, and documents (written or electronic) to support that defense, and to challenge any individual scheduled to be a part of the Board hearing the case. The composition of the Board may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Office of Student Integrity or designee who will render a decision. A non-response from the Accused Student will be considered a general denial of the allegations and no challenge of the individuals assigned to the Board.

iii. During the Student Integrity Board hearing, the Complainant will have the opportunity to be present to answer any questions the Board may have, as well as any questions the Accused Student may have. The Complainant will also have the opportunity to question the Accused Student. All questions from the Complainant and Accused Student must be directed in writing to the chair of the Board. As per Chapter 4, the Accused Student is entitled to an Advisor who may advise him or her and assist in drafting questions. The Board will ask the questions as written and will limit questions only if they are unrelated to determining veracity of the charge leveled against the Accused Student. The reason for any question not asked will be read into the record.
iv. The Assistant Dean of Students - Student Integrity reserves the right to allow a party to testify in a separate room or from a remote location. If this occurs, the Assistant Dean of Students - Student Integrity will ensure proper sequestration in a manner that ensures testimony has not been tainted and the sequestration will not disadvantage any party.

v. The Student Integrity Board will recommend findings and any authorized sanction or combination of sanctions it deems to be warranted by the circumstances of the case. Prior conduct history will not be considered until the sanctioning phase of the hearing.

vi. A written copy of the Student Integrity Board's recommendations will be submitted to the Associate Provost as a recommendation for administrative action. The Associate Provost will review the hearing and all associated materials and will either affirm the recommended findings and sanctions or reduce the recommended sanctions. The Associate Provost will submit a final written decision to the Accused Student, faculty member, and the Office of Student Integrity.

vii. If the Accused Student refuses to cooperate with the Office of Student Integrity or fails to attend the hearing, the hearing will be held in his or her absence. If the Accused Student is found in violation, sanctions will be recommended.
Chapter 7  Behavioral Integrity – Prohibited Conduct and Procedures

A. Behavioral Integrity Prohibited Conduct. All prohibited conduct listed in this Code applies to Students, Student Groups, and Student Organizations. In a Student Group or Student Organization case, Students may be individually charged as well. The following types of conduct are prohibited:

1. Drugs
   a. The possession or use (without valid medical or dental prescription) of substances controlled by Federal law, Georgia law, or synthetic marijuana.
   b. Sale, manufacture, delivery, or taking delivery of substances controlled by Federal law, Georgia law, or synthetic marijuana.
   c. Operating a motor vehicle while under the influence or while impaired by the consumption of substances controlled by Federal law, Georgia law, or synthetic marijuana.
   d. The possession or use of drug paraphernalia including hookahs, bongs, pipes, scales, rolling papers, or other devices used for drug activity.

2. Alcohol
   a. Use, consumption, or possession of alcoholic beverages by anyone under the age of 21.
   b. Use, consumption, or possession of alcoholic beverages in prohibited areas of campus.
   c. Furnishing, selling, distributing, or otherwise facilitating consumption of alcohol by those under the age of 21.
   d. Operating a motor vehicle while under the influence of alcohol or while impaired by the consumption of alcohol.
   e. Possession of alcohol containers in prohibited areas of campus.
   f. Possession or use of common source containers (e.g. kegs, pony kegs, beer bongs) or participation in drinking games, regardless of age.

3. Sexual Misconduct (Defined in Chapter 8)
   a. Sexual Assault
   b. Sexual Contact without Consent
   c. Sexual Exploitation
   d. Sexual Harassment
   e. Dating Violence
   f. Domestic Violence
   g. Stalking

4. Intimidation, Bullying, or Harassment. Any act of intimidation, bullying, or harassment directed against any person or group of persons including, but not limited to, acts motivated by ethnicity, race, national origin, religion, gender (perceived or actual), gender identity, sexual orientation, disability, or political beliefs.

5. Physical Assault of another individual (including fighting) or the threat of physical assault.
6. **Failure to Comply.** Interfering with, giving false name to, or failing to cooperate with any properly-identified University employee (e.g. University Police or Housing & Residence Life) while these persons are in the performance of their duties.

7. **Hazing** means any activity, intentional or unintentional, by a Student, Student Group, or Student Organization, related to membership in a Student Group or Organization, that endangers the mental, physical, or emotional health of a person, regardless of whether such person has consented to participation in the activity. Any actions that demean, disgrace, or embarrass a person may also be considered Hazing. Hazing can occur either on or off campus. While Hazing is typically associated with membership selection and initiation into a group or organization, it is possible for Hazing to occur before, during, after or separate from membership selection and initiation, and regardless of status or position in the Student Group or Student Organization.

8. **Disorderly Conduct** is a breach of the peace on University property or at a University Event. Disorderly conduct includes:
   a. Conduct such as fighting, threatening behavior, public disturbance, or drunk and disorderly conduct.
   b. Conduct in the classroom such as loud, aggressive, or combative behavior that disrupts or interferes with the normal functions of a class, including but not limited to failure to conform to the faculty member’s announced expectations for the classroom. Disruptive behavior also includes use of cell phones or other electronic devices for voice or text communication in class, unless permitted by the faculty member.

9. **Interference with Normal University Operations.**
   a. Personal conduct on University property or at a University Event, which materially interferes with the normal operation of the University.
   b. Assembling on campus for the purpose of creating a riot, destruction, or disorderly diversion which interferes with the normal operation of the University. This is not to deny any Student the right of peaceful, non-disruptive assembly or expression.
   c. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited. Use of sound amplification equipment must have prior approval by the Division of Student Affairs.

10. **Interference with Student Integrity Proceedings**
    a. Intimidating or attempting to intimidate Student Integrity Board members, Sexual Misconduct Board members, or witnesses appearing before the Student Integrity Board or Sexual Misconduct Board.
    b. Deliberately misleading or deceiving University administrators conducting an investigation of a violation.
    c. Providing misleading or deceiving information in a Student Integrity Proceeding.
11. **Trespassing**
   a. Entering, or attempting to enter, any University Event without credentials for admission (e.g. ticket, identification card, invitation) or other reasonable criteria established for attendance.
   b. Making unauthorized entry into any University building, office or other facilities, or remaining without authorization in any building after normal closing hours.
   c. Making unauthorized use of any University facility.

12. **Destruction of Property.** The malicious or unauthorized intentional damage or destruction of property belonging to a member of the University community, to the University itself, or to a visitor of the campus.

13. **Fire Safety**
   a. Tampering with, molesting, or destroying fire safety equipment, including, but not limited to, smoke detectors, fire sprinklers, fire extinguishers, fire hydrants, and fire hoses.
   b. Possession, sale, furnishing, or use of an incendiary device.
   c. Setting, or causing to be set, any unauthorized fire in or on University property.
   d. Making, or causing to be made, a false fire alarm.
   e. Failing to evacuate a building when the fire alarm is activated.

14. **Explosives**
   a. Possessing, furnishing, selling, or use of explosives of any kind on University property or at any University Event.
   b. Making, or causing another individual to make, false bomb threats.
   c. Possession or use of fireworks on University property or at any University Event. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect of combustion, explosion, or detonation.

15. **Weapons.** Possessing firearms or other weapons on University property or at any University Event, except where allowed by law. This includes, but is not limited to, possession or use of any illegal knives, swords, dangerous chemicals, or air guns. In unclear cases of definition, the context in which a particular object was used will determine whether it is a weapon.

16. **Theft and Possession of Stolen Property**
    Taking, attempting to take, or keeping in a Student’s possession, items belonging to the University, Student, faculty, staff, Student Groups, or Student Organizations or visitors to the campus without proper authorization.

17. **Falsification of Records.** Altering, falsifying, counterfeiting, forging, or causing to be altered, falsified, counterfeited, or forged any records, forms or documents used by or submitted to the University.

18. **Misuse of Identification Cards**
   a. Lending, selling, or otherwise transferring an identification card.
   b. Use of an identification card by anyone other than its original holder.
19. **Gambling.** Playing of cards or any other game of chance or skill for money or other items of value.

20. **Tobacco.** Use of any tobacco product on campus, including, but not limited to, smokeless tobacco, cigarettes, cigars, and electronic cigarettes.

21. **Computer Use.** Theft or abuse of computer facilities including, but not limited to:
   a. Unauthorized entry into, manipulation of, or transfer of a file.
   b. Unauthorized use of another individual's identification or password.
   c. Use of computing facilities that interfere with the work of another Student, faculty member, or University official.
   d. Use of computing facilities that interfere with a University computing system.
   e. Use of the University computing facilities to violate federal, state or local laws or University policy. For purposes of this provision, "Computing facilities" includes computers and data and/or voice communications networks.

22. **Joint Responsibility for Infractions.** Students who knowingly act in concert to violate University regulations have individual and joint responsibility for such violations.

23. **Furnishing False Information.** Furnishing false information to the University.

24. **Violation of Local Ordinance or State/Federal Law.** Conduct that is a violation of local ordinance, state law, or federal law.

25. **Other Published Policies.** Under this Code, sanctions may be imposed for the violation of any published University rule or policy, including but not limited to:
   a. [Housing and Residence Life Community Living Guide](#)
   b. [Tobacco-Free Campus Policy](#)
   c. [Parking Regulations](#)
   d. [Intramural Sports Handbook](#)
   e. [Responsible Access Use of Information Technology Resources and Services](#)
B. Behavioral Integrity Procedures

1. Reporting. All suspected violations should be immediately reported to the Office of Student Integrity by any person who has knowledge of the commission of any such violation. Any member of the Armstrong State University community may submit a report. Reports are reviewed to determine if the alleged behavior is in violation of this Code.

   a. A report of an alleged violation of the Behavioral Integrity policy should include:
      i. The type of alleged misconduct.
      ii. Name of the Accused Student.
      iii. Date, time, and place of misconduct.
      iv. Name and contact information for any witnesses.
      v. Any evidence available.
      vi. Whether or not a criminal complaint was filed (if applicable).

   b. Confidentiality
      i. Where a Complainant requests that his or her identity be withheld or the allegation(s) not be investigated, the Office of Student Integrity will inform the requesting party that Armstrong generally cannot guarantee confidentiality. The Office of Student Integrity will consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution. Honoring the request may limit Armstrong’s ability to respond fully to the incident and may limit Armstrong’s ability to discipline the respondent.

   c. Retaliation
      i. Anyone who, in good faith, reports what she or he believes to be student misconduct, who participates or cooperates in, or who is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Office of Student Integrity. Any person found to have engaged in retaliation in violation of the Code of Student Integrity shall be subject to disciplinary action, pursuant to Armstrong’s policy.

   d. False Complaints
      i. Individuals who intentionally give false statements to an Armstrong official, or who submit false complaints or accusations, including during a hearing, shall be subject to disciplinary action pursuant to Armstrong’s policy.

   e. Amnesty
      i. Individuals are encouraged to come forward and to report violations of policy, notwithstanding their choice to consume alcohol or to use drugs. Information reported in good faith by an individual during an investigation concerning use of drugs or alcohol will not be used against that individual in disciplinary proceedings and will not be voluntarily reported to law enforcement. However, individuals may be provided with resources on drug and alcohol counseling or education.
2. **Minor Violations**
   
a. **Notice and Investigation**
   
i. The Office of Student Integrity or designee will contact the Accused Student at his or her Armstrong State University email address to notify him or her of:
   
   a. The alleged violations.
   
   b. Preliminary charges.
   
   c. Possible sanctions.
   
   d. Available support services.
   
   e. Any investigator who may be involved.
   
   f. The opportunity schedule a preliminary meeting.
   
   ii. The Accused Student will have three (3) Days from delivery of this notice to challenge the assignment of the Hearing Officer assigned to the case. The assignment of the Hearing Officer may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Office of Student Integrity who will render a decision. In the event the Hearing Officer is the Assistant Dean of Students - Student Integrity, the challenge should be submitted in writing to the Dean of Students. A non-response from the Accused Student will be considered a general denial of the allegations and no challenge of the Hearing Officer assigned to the Board.
   
   iii. Based on this response, the Hearing Officer will interview the Accused Student and any incident witnesses, collect and review documents or other physical or electronic information, and perform other steps as appropriate. The Hearing Officer should retain written notes or obtain written or recorded statements from each interview. The Hearing Officer should also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
   
b. **Adjudication**
   
i. **Minor Violation Informal Resolution**
   
   a. In a Minor Violation Informal Resolution, the Accused Student will meet with the Office of Student Integrity or designee to resolve his or her case.
   
   b. The Accused Student will have the opportunity to review any and all information pertaining to the alleged violation(s).
   
   c. The Hearing Officer will find the Accused Student responsible or not responsible for the alleged violation(s). The Accused Student will be notified of the outcome of the Administrative Resolution meeting no later than five (5) Days after the meeting occurred. The Accused Student retains his or her appeal rights as stated in Chapter 11 of this Code.
   
   d. If the Accused Student fails to attend the Administrative Resolution, the meeting will be held in his or her absence. If the Accused Student is found in violation, sanctions will be assigned.
ii. **Minor Violation Formal Resolution**

a. In a Minor Violation Formal Resolution, the Accused Student appears before the Student Integrity Board for adjudication of his or her case.

b. The Accused Student will be notified in writing of the date, time, and location of the hearing. This notice will also include a statement of the alleged behavior, any alleged violations of the Code of Student Integrity, and the names of Student Integrity Board members who will adjudicate the case. The Accused Student will then have three (3) Days from the delivery of this notice to challenge any Board member scheduled to be part of the Board hearing the case. The composition of the Board may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Office of Student Integrity who will render a decision.

c. During the Student Integrity Board hearing, the Complainant will have the opportunity to be present to answer any questions the Board may have, as well as any questions the Accused Student may have. The Complainant will also have the opportunity to question the Accused Student. All questions from the Complainant and Accused Student must be directed in writing to the chair of the Board. As per Chapter 4, the Accused Student is entitled to an Advisor who may advise him or her and assist in drafting questions. The Board will ask the questions as written and will limit questions only if they are unrelated to determining veracity of the charge leveled against the Accused Student. The reason for any question not asked will be read into the record.

d. The Assistant Dean of Students - Student Integrity reserves the right to allow a party to testify in a separate room or from a remote location. If this occurs, the Assistant Dean of Students - Student Integrity will ensure proper sequestration in a manner that ensures testimony has not been tainted and the sequestration will not disadvantage any party.

e. The Student Integrity Board will recommend findings and any authorized sanction or combination of sanctions it deems to be warranted by the circumstances of the case. Prior conduct history will not be considered until the sanctioning phase of the hearing.

f. A written copy of the Student Integrity Board's decision will be submitted to the Dean of Students or designee as a recommendation for administrative action. The Dean of Students or designee will review the hearing and all associated materials and will either affirm the recommended findings and sanctions or reduce the recommended sanctions. The Dean of Students or designee will submit a final written decision to the Accused Student and Office of Student Integrity. The Accused Student retains his or her appeal rights as stated in Chapter 11 of this Code.
g. If an Accused Student refuses to cooperate with the Office of Student Integrity or fails to attend the hearing, the hearing will be held in his or her absence. If the Accused Student is found in violation, sanctions will be recommended.

3. Major Violations
   a. Notice and Investigation
      i. The Office of Student Integrity or designee will contact the Accused Student at his or her Armstrong State University email address to notify him or her of:
         a. The alleged violations.
         b. Preliminary charges.
         c. Possible sanctions.
         d. Available support services.
         e. Any investigator who may be involved.
         f. The opportunity schedule a preliminary meeting.
      ii. Upon receipt of the written notice, the Accused Student will have three (3) Days from the delivery of this notice to respond. In this response, the Accused Student will have the right to admit or deny the allegations, to set forth a defense with facts, witnesses, and documents (written or electronic) to support that defense, and to challenge the assignment of the Hearing Officer assigned to the case. The assignment of the Hearing Officer may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Office of Student Integrity who will render a decision. In the event the Hearing Officer is the Assistant Dean of Students - Student Integrity, the challenge should be submitted in writing to the Dean of Students. A non-response from the Accused Student will be considered a general denial of the allegations and no challenge of the Hearing Officer.
      iii. Based on this response, the Hearing Officer will interview the Accused Student and any incident witnesses, collect and review documents or other physical or electronic information, and perform other steps as appropriate. The Hearing Officer will retain written notes and/or obtain written or recorded statements from each interview. The Hearing Officer will also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
      iv. The Hearing Officer will summarize all information obtained as part of the investigation process in a preliminary investigative report. This preliminary investigative report will indicate resulting charges (or no charges), facts and evidence in support of those charges, witness statements, and possible sanctions. The report will be submitted to the Accused Student in hardcopy in a meeting with the Hearing Officer.
      v. The Accused Student will have the opportunity to respond in writing within three (3) Days to this investigative report. This response should indicate the Accused Student’s plea to all preliminary charges and, where applicable, his or her defense and facts, witnesses, and documents (written
or electronic) to support that defense. A non-response from the Accused Student will be considered a denial of the charge(s).

vi. The Hearing Officer may conduct further investigation determined necessary and warranted by the Accused Student’s response to the investigative report.

vii. The final investigative report will be provided to the Student Integrity Board and to the Accused Student if the case is resolved formally.

b. **Major Violation Informal Resolution**
   i. In a Major Violation Informal Resolution, the Accused Student will meet with a Hearing Officer to resolve his or her case.
   
i. The Accused Student will have the opportunity to respond in writing and to review all case materials as stated above.
   
iii. The Hearing Officer will find the Accused Student responsible or not responsible for the alleged violation(s). The Accused Student will be notified of the outcome of the Administrative Resolution meeting no later than five (5) Days after the meeting occurred. The Accused Student retains his or her appeal rights as stated in Chapter 11 of this Code.
   
iv. If the Accused Student fails to attend the Major Violation Informal Resolution, the case will be referred to the Student Integrity Board for adjudication.

   
   
   
   
   c. **Major Violation Formal Resolution**
      i. In a Major Violation Formal Resolution, the Accused Student appears before the Student Integrity Board for adjudication of his or her case.
      
ii. The Accused Student will be notified in writing at least five (5) Days in advance of the date, time, and location of the hearing. This notice will also include:
         a. A statement of the alleged behavior.
         b. Formal charges.
         c. Potential sanctions.
         d. Available support services.
         e. The names of the Student Integrity Board members who will adjudicate the case.
      
iii. Upon receipt of the written notice, the Accused Student will have three (3) Days from the delivery of this notice to respond. In this response, the Accused Student will have the right to admit or deny the allegations, to set forth a defense with facts, witnesses, and documents (written or electronic) to support that defense, and to challenge any individual scheduled to be a part of the Board hearing the case. The composition of the Board may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Office of Student Integrity who will render a decision. A non-response from the Accused Student will be considered a general denial of the allegations and no challenge of the individuals assigned to the Board. The Accused Student may also elect to waive their right to respond in writing and review the case material and to proceed directly to a Student Integrity Board hearing.
iv. During the Student Integrity Board hearing, the Complainant will have the opportunity to be present to answer any questions the Board may have, as well as any questions the Accused Student may have. The Complainant will also have the opportunity to question the Accused Student. All questions from the Complainant and Accused Student must be submitted in writing to the chair of the Student Integrity Board. As per Chapter 4, the Accused Student is entitled to an Advisor who may advise him or her and assist in drafting questions. The Board will ask the questions as written and will limit questions only if they are unrelated to determining veracity of the charge leveled against the Accused Student. The reason for any question not asked will be read into the record.

v. The Assistant Dean of Students - Student Integrity reserves the right to allow a party to testify in a separate room or from a remote location. If this occurs, the Assistant Dean of Students - Student Integrity will ensure proper sequestration in a manner that ensures testimony has not been tainted and the sequestration will not disadvantage any party.

vi. The Student Integrity Board will recommend findings and any authorized sanction or combination of sanctions it deems to be warranted by the circumstances of the case. Prior conduct history will not be considered until the sanctioning phase of the hearing.

vii. A written copy of the Student Integrity Board's decision will be submitted to the Dean of Students or designee as a recommendation for administrative action. The Dean of Students or designee will review the hearing and all its associated materials and will either affirm the recommended findings and sanctions or reduce the recommended sanctions. The Dean of Students or designee will submit a final written decision to the Accused Student and Office of Student Integrity. This written decision will include the findings and sanctions of the case (if any), the rationale for the decision, and the appeal procedure. The Accused Student retains his or her appeal rights as stated in Chapter 11 of this Code.

viii. If an Accused Student refuses to cooperate with the Office of Student Integrity or fails to attend the hearing, the hearing will be held in his or her absence.

4. Interim Suspension
   a. When the University determines the continued presence of an Accused Student on the University campus or in Housing & Residence Life poses a substantial threat to others, or to the stability and continuance of normal University functions, the Vice President for Student Affairs or designee may suspend the Accused Student for an interim period, pending the outcome of Student Integrity Proceedings. Before this Interim Suspension is issued, the Accused Student will be offered an opportunity to meet with the Vice President of Student Affairs or designee to be heard on whether or not his or her presence poses a threat.
   b. At the discretion of the Vice President of Student Affairs or designee, an Accused Student who persists in disrupting a particular class in violation of this Code after a warning by the faculty member may be suspended from that class only, for an interim period pending the outcome of Student Integrity Proceedings.
c. At the discretion of the Vice President of Student Affairs or designee, an Accused Student who persists in disrupting the community in which he or she lives may be suspended from living on campus and Housing & Residence Life property for an interim period pending the outcome of Student Integrity Proceedings.

d. If an Interim Suspension from the University, from a class, or from Housing & Residence Life is issued, it is effective immediately. The Vice President for Student Affairs or designee may terminate the interim suspension at any time, including prior to the outcome of Student Integrity Proceedings.
Chapter 8   Sexual Misconduct – Prohibited Conduct and Procedures

See Board of Regents Policy 4.1.7

Reports of violations of this chapter should be directed to the Title IX Coordinator or Office of Student Integrity. More information on reporting can be found here. Information on resources can be found here.
A. **Student Integrity Board**
   1. The Student Integrity Board will be composed of Students selected by the Office of Student Integrity. Students not in good standing with the University may not serve. Appointments to the Board will be made as needed to keep the Student Integrity Board staffed to adjudicate cases in a prompt manner. These appointments may constitute permanent or temporary replacements, as the Office of Student Integrity deems necessary.

   2. There must be five (5) Board members present to hear a case. In cases involving graduate level Accused Students, an effort will be made to have at least three of the Board be graduate Students. A majority vote is required findings and sanctions.

   3. If a Student Integrity Board member has a conflict of interest or personal knowledge of the case or the Accused Student, the Board member must recuse himself or herself from the hearing.

B. **Advisors to the Board**
   1. The Assistant Dean of Students - Student Integrity or designee will serve as advisor to the Student Integrity Board.

   2. It is the duty of the advisor to consult with the Board and to offer advice to members of the Board on substantive and procedural questions. The advisor or his or her designee will be present at all meetings and hearings of the Board.

C. **Training**
   1. The Student Integrity Board will receive annual training on this Code and the involved procedures. This training will be conducted by a designee from the Office of Student Integrity.
Chapter 10  Sanctions

The following list of sanctions is not all inclusive and other sanctions may be assigned to Students, Student Groups, or Student Organizations. Any Student who fails to complete his or her sanctions by the determined deadlines will receive a hold on his or her Student account. Any Student Group or Student Organization that fails to complete any sanction by the determined deadline may have additional sanctions assigned. The University is not responsible for any financial loss incurred by any Student, Student Group, or Student Organization for any sanction.

The Hearing Officer, Student Integrity Board, or Sexual Misconduct Board will consider the following when determining sanctions: frequency, severity, or nature of the offense; the Accused Student’s Student Integrity Record; the Accused Student’s willingness to accept responsibility; previous institutional response to similar conduct; and the institution’s interest. A decision to suspend or expel must be supported by substantial evidence.

A. Individual Sanctions

1. Written Warning: Formal notice from the Office of Student Integrity indicating further violations may result in more severe sanctions.

2. Restrictions: Exclusion from such specified Student privileges as may be consistent with the violation committed.

3. Reduction of a Grade: Reduction of a grade for either the course assignment at issue or for the overall course grade (i.e., complete loss of credit for the course).

4. Parental/Guardian Notification: The University may notify parents/guardians of Students under the age of 21 found responsible for drug or alcohol violations. Exceptions may be made for Students who are financially independent from their parents.

5. Restitution: Reimbursement for damage to or misappropriation of property. This may be in the form of appropriate service or other compensation and may be imposed in addition to other sanctions.

6. Conduct Probation: The Student is not in good conduct standing with the University for a definite or indefinite period of time. Further violations of this Code could result in removal from housing, suspension, or expulsion from the University.

7. Housing Removal: Removal and ban from Housing & Residence Life for a definite period of time. Removal from Housing due to conduct sanctions may result in loss of any room or board paid for that semester.

8. Permanent Housing Removal: Removal and ban from Housing & Residence Life for an indefinite period of time. Removal from Housing due to Student Integrity sanctions may result in loss of any room or board paid for that semester.

9. Deferred Suspension: Notice to the Student that any further violations will result in suspension or expulsion from the University.
10. **Suspension**: The temporary separation of a Student's relationship with the University. Students who are suspended are banned from campus and all University Events. Conditions for readmission may be specified. The Student is also added to the University System of Georgia's Student Disciplinary Actions Reporting System. Upon completion of the term of suspension, Students must re-apply to the University and meet with the Office of Student Integrity prior to enrolling for classes.

11. **Expulsion**: The permanent separation of the Student's relationship with the University. Students who are expelled are banned from campus and all University Events. The Student is also added to the University System of Georgia’s Student Disciplinary Actions Reporting System.

12. **Other Sanctions**: Other sanctions may include research papers, letters of apology, educational presentations, reflective essays, interviewing members of campus, or other assignments deemed appropriate.

B. **Group or Organization Sanctions**. When a Student Organization is charged with a violation, the advisor(s), any applicable regional, national, international offices, and the Office of Student Life will be notified. The official outcome will become part of the Organization’s file in the Office of Student Life.

   1. **Written Warning**: Formal notice from the Office of Student Integrity indicating further violations may result in more severe sanctions.

   2. **Registration Probation**: A status in which a Student Organization is not considered to be in good Integrity standing with the University. The Organization may seek and add members and host activities unless otherwise specified. Further violations may result in Registration Suspension or Revocation.

   3. **Registration Suspension**: A status in which the University recognition of a Student Organization is removed for a definite period of time. During a period of Registration Suspension, the Student Organization may continue to occupy or hold property, but may not seek or add members, hold or sponsor events, or sponsor or attend any events that are social in nature.

   4. **Registration Revocation**: A status in which the University recognition of a Student Organization is permanently revoked. The Student Organization may no longer function or have a presence on University property or at University sponsored activities.

   5. **Other Student Group or Student Organization Sanctions**: Restriction/exclusion from activities, restitution, or suspension of recruitment or intake processes.
Chapter 11  Appeals

A. Academic Integrity Violations

1. A Student may appeal to the Provost or designee, provided the basis for the appeal is limited to the criteria listed below. Students who have accepted an Informal Resolution are not eligible for an appeal.

2. A Student found responsible for violating this Code will have five (5) Days from the delivery of the official outcome letter to appeal. The appeal packet will be limited to a review of the record of the Student Integrity Board, supporting documents, and the Student’s written appeal. The Student must explicitly state why he or she believes an appeal is warranted. Appeals will only be considered for the following reasons:
   a. To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures, including whether any hearing questions were improperly excluded or whether the decision was biased in nature.
   b. To determine whether the finding of the case was consistent with the weight of the information.
   c. To determine whether new information, not available to the Student at the time of the hearing, is relevant to or sufficient to alter the final decision.

3. Any Student wishing to appeal should submit his or her appeal in writing to the Office of Student Integrity. The Office of Student Integrity will compile all pertinent information and deliver the appeal packet to the Provost. The Provost may:
   a. Affirm the findings and sanctions.
   b. Affirm the finding but issue a new sanction of lesser severity.
   c. Remand the case back to the decision-maker to correct a procedural or factual defect.
   d. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The Provost will make a decision in a reasonable period of time. For cases including Deferred Suspension, Suspension, or Expulsion, the decision may be appealed to the President as outlined below. For cases not including Deferred Suspension, Suspension, or Expulsion, the decision of the Provost is the final institutional action. There is no further right of institutional appeal.

4. When eligible, the decision of the Provost or designee may be appealed in writing within five (5) Days to the President, based solely on Chapter 11, Section A-2. The appeal must be submitted to the Office of Student Integrity. The Office of Student Integrity will compile all pertinent information and deliver the appeal packet to the President. The President may:
   a. Affirm the findings and sanctions.
   b. Affirm the finding but issue a new sanction of lesser severity.
   c. Remand the case back to the decision-maker to correct a procedural or factual defect.
   d. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.
The President will make a decision in a reasonable period of time. Should the Accused Student wish to appeal the President’s decision, he or she may appeal to the University System of Georgia Board of Regents in accordance with Board of Regents Policy 8.6.

B. Behavioral Integrity Violations

1. A Student may appeal to the Vice President for Student Affairs or designee, provided the basis for the appeal is limited to the criteria listed below.

2. A Student found responsible for violating this Code will have five (5) Days from the delivery of the official outcome letter to appeal. The appeal packet will be limited to a review of the record of the Administrative Resolution or Student Integrity Board, supporting documents, and the Student’s written appeal. The Student must explicitly state why he or she believes an appeal is warranted. Appeals will only be considered for the following reasons:
   a. To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures, including whether any hearing questions were improperly excluded or whether the decision was biased in nature.
   b. To determine whether the finding of the case was consistent with the weight of the information.
   c. To determine whether new information, not available to the Student at the time of the hearing, is relevant to or sufficient to alter the final decision.

3. Any Student wishing to appeal should submit their appeal in writing to the Office of Student Integrity. The Office of Student Integrity will compile all pertinent information and deliver the appeal packet to the Vice President for Student Affairs. The Vice President for Student Affairs may:
   a. Affirm the findings and sanctions.
   b. Affirm the finding but issue a new sanction of lesser severity.
   c. Remand the case back to the decision-maker to correct a procedural or factual defect.
   d. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The Vice President for Student Affairs will make a decision in a reasonable period of time. For cases including Deferred Suspension, Suspension, or Expulsion, the decision may be appealed to the President as outlined below. For cases not including Deferred Suspension, Suspension, or Expulsion, the decision of the Vice President of Student Affairs is the final institutional action. There is no further right of institutional appeal.

5. When eligible, the decision of the Vice President of Student Affairs or designee may be appealed in writing within five (5) Days to the President, based solely on Chapter 11, Section B-2. The appeal must be submitted to the Office of Student Integrity. The Office of Student Integrity will compile all pertinent information and deliver the appeal packet to the Office of the President. The President may:
   a. Affirm the findings and sanctions.
   b. Affirm the finding but issue a new sanction of lesser severity.
c. Remand the case back to the decision-maker to correct a procedural or factual defect.

d. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The President will make a decision in a reasonable period of time. Should the Accused Student wish to appeal the President’s decision, he or she may appeal to the University System of Georgia Board of Regents in accordance with Board of Regents Policy 8.6.
Chapter 12  Revisions of this Code

Reviews of the Code will occur annually. The review and revision of this Code will be overseen by the Office of Student Integrity, in consultation with the Provost, the Vice President of Student Affairs, and University Counsel. The Office of Student Integrity will work closely with appropriate constituents across campus to ensure necessary revisions are made in a timely manner. Representatives from the Student Government Association will have the opportunity to provide input.

The most recent edition of the Code of Student Integrity may be found on the Office of Student Integrity website. Armstrong State University reserves the right to revise or correct the Code as needed. Students will be notified via University email when changes to the Code have been made.
Medical Amnesty Protocol
Armstrong State University

Student health and safety is a priority for Armstrong State University. When a student finds themselves or another individual in a situation where they have consumed alcohol and/or drugs and now believe their life is in danger, students should focus on getting the necessary medical attention and not on “getting in trouble”. Students who have consumed alcohol and/or drugs and are victims of crimes should focus on reporting the crime and getting the help they need. Fear of student conduct sanctions should not be an inhibitor to getting help. The Medical Amnesty Protocol is in place to ensure student health and safety is a priority.

The Medical Amnesty protocol applies to:

- Students who seek assistance or emergency medical treatment on their own behalf for alcohol or drug overdoses.
- Students who seek assistance or emergency medical treatment on the behalf of another person.
- Students who have consumed drugs or alcohol and are victims of crimes. We encourage students that are victims of crimes (including but not limited to physical or sexual assault, theft, vandalism) to contact authorities to get help.

The Medical Amnesty protocol does not:

- Apply to behaviors other than consumption of drugs or alcohol.
- Apply to driving while intoxicated or driving under the influence.
- Apply to groups/organizations. However, if a representative of an organization hosting an event calls for medical assistance for an individual, this act of seeking help may be considered in potential sanctioning for University policy violations.
- Prohibit law enforcement agencies within their jurisdictions from enforcing laws enacted by the State of Georgia.
- Apply to students who do not seek assistance from University Staff, University Police, or a local police/EMS agency. Students who are confronted by Armstrong staff (RAs, UPD Officers, etc.) will be referred to the Student Integrity process.

Individuals should alert University Staff (e.g. Housing and Residence Life Staff or University Police) or local police/EMS agencies when they or another person are in danger. Invocation of this Medical Amnesty Protocol is at the sole discretion of the Assistant Dean of Student Integrity or designee. While all students are eligible to receive amnesty, they are neither promised nor guaranteed it. Decisions will be made on a case-by-case basis by the Assistant Dean of Student Integrity or designee while the incident is under review in the Office of Student Integrity. If a student is not notified of amnesty and believes he/she qualifies, he/she is encouraged to contact the Assistant Dean of Student Integrity. Decisions on amnesty are final and not subject to appeal.

When a student is granted amnesty, he/she will be required to meet with the Assistant Dean of Student Integrity to discuss the incident and strategies to avoid similar incidents in the future. The Assistant Dean of Student Integrity may refer the student to the Armstrong Counseling Center for assessment, counseling, and/or possible referral for treatment. Students are responsible for the costs associated with such assessments/referrals for treatment. Students who are referred for additional help but fail to meet and complete the recommendations in their entirety may be subject to disciplinary action.

The Office of Student Integrity will maintain a file of the case in accordance with the University System of Georgia record retention policy.
ARMSTRONG STATE UNIVERSITY ATHLETICS
Substance Abuse and Education Program

Drug Testing Policies and Procedures

The Armstrong State University Athletics Department is committed to the physical and mental health and well-being of its student-athletes. The University recognizes that the use of certain drugs, legal or illegal, is not in the best interests of the student-athlete or Armstrong State Athletics. In an effort to combat the use of illicit drugs, Armstrong State has implemented a comprehensive substance abuse education and testing program to promote healthy and responsible lifestyles for student-athletes. This policy is not to be construed as a contract between the institution and the student-athletes at Armstrong State University. However, signed consent and notifications form shall be considered affirmation of a student-athlete’s agreement to the terms and conditions.

Purpose:

The purpose of the Armstrong State Substance Abuse Education and Testing Program is multifaceted. The program focuses on the following objectives:

1) Deterring the use of illegal drugs and illegally obtained prescription drugs;
2) Identifying substance-abuse users;
3) Providing rehabilitation and educational services;
4) Promoting the role of Armstrong State student-athletes as representatives of the University and positive role models for the youth in the community;
5) Counseling/Education of student-athletes who do not adhere to the requirements of the program.

Program Compliance / Eligibility:

Participation within Armstrong State Athletics is a privilege, not a right. To become and remain a participant within Armstrong State Athletics, a student-athlete must comply with the terms of this program that encompasses drug education, screening, and counseling. By signing the Consent to Drug Test and Authorization for Release of Information form, the student-athlete agrees to submit to any and all tests ordered by Armstrong State Athletics in order to detect unauthorized drug use. Completion of this document is required of all student-athletes as a part of their pre-participation physical examination. Student-athletes are considered enrolled in the drug testing program when they are listed on the NCAA roster form. Armstrong State University may amend the policy at any time. The program is separate and distinct from the NCAA Drug-Testing Program.

What is Being Tested/ Banned Substances:

The Armstrong State University Athletics Department utilizes the most current NCAA List of Banned Drug Classes (NCAA Bylaw 31.2.3.1) for its substance abuse testing program. This may include but not limited to the following below. This list may be obtained through:

a) A member of the Armstrong State Sports Medicine Department;
b) A member of the Armstrong State Athletics Compliance Office; or
c) The NCAA Website: https://www.ncaa.org/2016-17-ncaa-banned-drugs
d) Drug Free Sport website: (http://www.drugfreesport.com/)
e) Armstrong State Athletic student-athlete handbook
Student-athletes are prohibited from using any substance belonging to the NCAA banned drug classes, regardless of whether the substance is listed as an example in NCAA publications.
Methods of Selecting Student-Athletes

All Armstrong State student-athletes are subject to drug testing. Student-athletes will be selected for drug testing randomly as well as upon reasonable suspicion, and will be subject to testing throughout their association with Armstrong State University Athletics. The Athletics Director and the Head Athletic Trainer, and/or his/her designee will determine the date, time, and site for testing. **All student-athletes are eligible for each test.** Therefore, someone may be tested more than once per year.

**Screening:**

- **Reasonable Suspicion Screening** - A student-athlete may be subject to testing at any time when the Athletics Director or his/her designee determines there is individualized reasonable suspicion to believe the participant is using a prohibited drug. Such reasonable suspicion may be based on objective information as determined by any athletics personnel, Sports Medicine Staff or Team Physician, and deemed reliable by the Athletics Director or his/her designee. Reasonable suspicion may include, without limitation, 1) observed possession or use of substances appearing to be prohibited drugs, 2) arrest or conviction for a criminal offense related to the possession or transfer of prohibited drugs or substances, or 3) observed abnormal appearance, conduct or behavior reasonably interpretable as being caused by the use of prohibited drugs or substances. Among the indicators which may be used in evaluating a student-athlete’s abnormal appearance, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, physical appearance changes, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. If suspected, the Athletics Director or his/her designee will notify the student-athlete and the student-athlete must stay with a member of their coaching staff, the athletics administration staff, or the sports medicine staff, until an adequate specimen is produced. Note: The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis (e.g., using on-site saliva testing products to determine alcohol consumption). Please refer to Appendix for Drug Testing Reasonable Suspicion Reporting Form.

- **Post-season/Championship Screening** - Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.

- **Re-entry Testing** - A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a drug and alcohol violation may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. The Athletics Director or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete’s case indicates that re-entry into the intercollegiate sports program is appropriate.

- **Follow-up Testing** - A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee in consultation with the counselor or specialist involved in the student-athlete’s case.

- **Pre-season Screening** - Student-athletes are subject to pre-season drug testing and may be notified of such by the Athletics Director or his/her designee at any time prior to their first competition.

**Notification Process:**
1) Upon selection, student-athletes will be notified prior to testing by a member of the Armstrong State Sports Medicine Department, the student-athlete’s coach, and/or a member of the Armstrong State athletics administration.
   a. Personnel will call all available phone numbers, attend student-athlete’s classes, etc. in an effort to notify the student-athlete.
   b. Personnel WILL NOT leave a phone message on the student-athlete’s voice mail or with anyone answering the phone besides the student-athlete.

2) Notification will take place no more than twenty-four (24) hours before the scheduled test.

3) Upon notification, the student-athlete will be asked to read and sign an Armstrong State Substance Abuse Testing Notification Form, notifying him/her of the date, time, and site of the testing, as well as any other special instructions pertinent to the test.
   a. The student-athlete will be instructed to report to the test site with a picture ID, at the date and time given (no more than 24 hours’ notice will be given).
   b. The student-athlete will not be allowed to practice or otherwise participate in team activities until he/she has reported to the testing site and supplied a viable sample.

4) It is the Armstrong State Test Site Coordinator’s responsibility to notify the Athletics Director and/or his/her designee of those individuals that do not report for their test within the scheduled time periods.

5) If a student-athlete does not report at the scheduled time for his/her test, he/she will be sanctioned appropriately for his/her action. A "no show" will be interpreted as a positive test result, and the student-athlete will enter the Armstrong State Athletics Substance Abuse and Education Program at the appropriate level.

Collection Procedures:

1) Only those persons authorized by the institution will be allowed in the collection room.
2) When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.
3) The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.
4) The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his or her hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the Custody & Control Form onto the beaker.
5) The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
6) The student-athlete will be responsible for keeping the collection beaker closed and controlled.
7) Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.
8) If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9) If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.
10) Upon return to the collection room, the student-athlete will begin the collection procedure again.
11) Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.

12) The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.

13) If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.

14) Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.

15) If the laboratory determines that a student-athlete’s sample is inadequate for analysis, at the client’s discretion, another sample may be collected.

16) If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.

17) Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.

18) The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).

19) The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.

20) The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.

21) The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.

22) The student-athlete is then released by the institutional collector.

23) All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse” laboratory and one sample is placed in the shipping container for shipment to the “anabolic steroids” laboratory.

24) After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.

25) The samples then become the property of the client.

26) If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.

27) Failure to sign the Armstrong State Substance Abuse Testing Notification Form, Armstrong State Substance Abuse Testing Roster Form, arrive at the collection station at the designated time without justification, or provide a urine specimen according to the aforementioned protocol is cause for the same action(s) as evidence of use of a banned substance. The Armstrong State Substance Abuse Testing Site Coordinator will inform the student-athlete of these implications (in the presence of witnesses) and will record such on the Substance Abuse Testing Notification Form.

**Safe Harbor:**

A student-athlete eligible for the Safe Harbor Program may refer himself/herself for voluntary evaluation, testing and treatment for alcohol or drug problems. A student-athlete is not eligible to enter the Safe Harbor Program:

1. More than one (1) time;
2. After he/she has been informed of an impending drug test;
3. After documentation of a positive drug test; or
4. Thirty (30) days prior to NCAA or Conference postseason competition.

Armstrong State University will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanctions except those listed in this section (i.e. the team physician may suspend the student from play or practice if medically indicated). A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

If a student-athlete is determined to have new banned substance use and/or alcohol use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate disciplinary actions as detailed in the Armstrong State University Athletics Substance Abuse and Education Policy and Procedures. Entering the Safe Harbor Program will be treated as one of the disciplinary action phases and any positive test indicating new banned substance use and/or alcohol use after the initial Safe Harbor Program test will be treated as the next subsequent positive.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by Armstrong State University. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Athletics Director, Team Physician, Head Athletic Trainer, and the student-athlete’s Head Coach may be informed of the student-athlete’s participation in the Safe Harbor Program. The athletic trainer assigned to the student-athlete’s sport may also be notified if medically appropriate. The assistant coaching staff may also be informed at the discretion of the Head Coach. Other University employees may be informed only the extent necessary for the implementation of this policy.

Please See Appendix for Safe Harbor Policy and Procedures Acknowledgement form.

**Notification of Results:**

1) The designated laboratory will use a portion of the specimen ("specimen A") for its initial analysis, consisting of sample preparation, instrument analysis, and data interpretation.
   - If the initial analysis of the specimen shows the presence of a banned substance and/or a masking device the "B specimen" will only be opened and tested at the request of the client.
   - Preparation and analysis of "specimen B" will be conducted by a laboratory staff member other than the individual who prepared and analyzed the student-athlete’s "specimen A". The designated laboratory reserves the right to send "specimen B" to another certified laboratory for preparation, analysis, and interpretation.
   - Analysis and interpretation of "specimen B" will be final.

2) Upon verification of "specimen B", the designated laboratory / Medical Review Officer (MRO) will notify the Athletics Director and/or his/her designee of the test results.

3) Upon notification of a positive test result, the Athletics Director and/or his/her designee will verbally notify the student-athlete, the student-athlete’s head coach, the Head Athletic Trainer and/or his/her designee, a representative of Armstrong State University Counseling Center, and the team physician (if necessary)

4) The student-athlete will also be notified in writing within 48 hours, with carbon copies being sent to the Head Athletic Trainer and/or his/her designee, the student-athlete’s head coach, a representative of Armstrong State University Counseling center, and the team physician (if necessary).
Sanctions for Positive Test Results:

There are three ways in which a student-athlete can test positive under this program:

1) Any **legal conviction** (including, but not limited to, a plea of guilty or nolo contendere, as well as any pretrial-diversion or First Offender Status) of a student-athlete for the purchase and/or possession of any banned substances;

2) Being found responsible in an on-campus judicial proceeding for violation of the Drug provision of the Code of Student Integrity. The Athletics Director and/or his/her designee is notified by the University of any such infractions.”

3) A positive result from the Substance Abuse Test.

A positive test result does not include any such banned substance detection, which is the result of a medical treatment prescribed and documented by a qualified physician.

**FIRST POSITIVE DRUG TEST RESULT**

1) The student-athlete will be required to have a confidential meeting with the Athletics Director and/or his/her designee, the head coach, and the Head Athletic Trainer and/or his/her designee within 72 hours after the confirmation of the positive test. It may take up to 5 business days to get the specimen A results from the laboratory back to the Head Athletic Trainer/Athletics Director.
   a. The student-athlete has the option to request that one person of his/her choosing accompany him/her to this meeting. This person may act as an advisor, but may not participate directly in the meeting or represent the student-athlete.

2) The student-athlete will be suspended indefinitely from all team activities from the date of his/her notification of a first positive test result and be suspended for ten percent (10%) of their Championship Season.

3) The student-athlete will be referred to Armstrong State University Counseling Center for evaluation, education, and mandatory counseling sessions.
   a. The student-athlete will be required to sign a waiver to release information regarding his/her attendance in the mandatory counseling sessions.
   b. The University Counseling Center will determine the appropriate duration of counseling required.

4) If the student-athlete is under 18 he/she will be required to contact his/her parent or guardian in the presence of the Athletics Director and/or his/her designee and the student-athlete’s head coach.

5) Upon the successful completion of the rehabilitative effort as defined by the Armstrong State Counseling Center and elimination of any banned substance verified through re-testing, the student-athlete will request in writing to the Athletic Director for his/her eligibility to be reinstated.

6) The student-athlete will be randomly tested at the discretion of the Athletics Director and/or his/her designee for one (1) calendar year after the date of the first positive test.

7) An unexcused absence from, and/or failure or refusal to participate in the conditions set forth and those provided by the Armstrong State Counseling Center will be treated as a second positive test result.

8) If a student-athlete attempts to tamper with or cheat Armstrong State’s Drug Testing protocol they will automatically be removed from Armstrong State Athletics Department.

9) The student-athlete’s head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges, travel, and/or termination of some or all athletics financial aid.

10) If a student-athlete refuses to take the drug test at any time the student-athlete will be automatically moved to a next level sanction.
SECOND POSITIVE DRUG TEST RESULT

1) All procedures listed in the “FIRST POSITIVE DRUG TEST RESULT” will be in effect.
2) The student-athlete will be suspended from participation in all team activities for fifty percent (50%) of their Championship season.
   a. All team activities include, but are not limited to, team meetings, strength and conditioning sessions, individual workouts, practices, and competitions.
   b. The student-athlete must be re-tested, with a negative result, prior to returning to the team.
   c. The student-athlete's head coach has the option to impose additional sanctions, including, but not limited to, indefinite suspension, revoking team privileges, travel, and/or termination of some or all athletics financial aid.
   d. A second violation will be reported to the Office of Student Integrity, at that time more sanctions/penalties may be enforced.
3) The student-athlete will be referred to the Armstrong State University Counseling Center for evaluation, education, and mandatory counseling sessions.
   a. The student-athlete will be required to sign a waiver to release information regarding his/her attendance the mandatory counseling sessions.
   b. The University Counseling Center will determine the appropriate duration of counseling sessions required.

THIRD POSITIVE TEST

1) Upon a third positive test result, the student-athlete will be dismissed permanently from the Armstrong State Athletics Program.
   a. All existing athletics financial aid will be terminated immediately.
   b. A third violation will be reported to the Office of Student Integrity, at that time more sanctions/penalties may be enforced.

Zero Tolerance:

- Any student-athlete who engages in the illegal sale or distribution of drugs (including prescription drugs) will immediately be dismissed from the Armstrong State Athletics Program.
  o Any existing athletics financial aid will be terminated.
  o Further sanctions by the University may be imposed, including, but not limited to suspension or expulsion.

Confidentiality:

All members of the Armstrong State Athletics Department are expected to respect a student-athlete’s right to privacy. It is essential that anything seen, heard, read, and/or otherwise obtained remain confidential by all parties involved. It is illegal for any personnel to gain access to patient information, through any and all means, unless the information is needed in order to treat the patient, or because their job would require such access.

All Armstrong State Athletics Department personnel are expected to adhere to this Confidentiality Policy at all times. Violation of the policy may incur disciplinary action at the discretion of the Athletics Director.

Appeals Process:
Student-athletes who test positive for a banned substance by the laboratory retained by the institution may, within 72 hours following receipt of notice of the laboratory finding, contest the finding. Upon the student-athlete’s request for additional testing of the sample, the Athletics Director/designee will formally request the laboratory retained by Armstrong State University to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

Student-athletes who test positive under the terms of this policy will be entitled to a hearing with the Athletics Director or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Athletics Director or his/her designee.

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Athletics Director, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Athletics Director or his/her designee regarding the sanction to be imposed shall be final.
Alcohol and Tobacco Policy

The Athletics Department discourages the consumption of alcohol at all athletically related events and receptions where students are present:

- The consumption of alcohol on team buses/vans or other vehicles of team transportation is prohibited.
- The possession or consumption of alcohol at competition sites, in team locker rooms or while a student-athlete is in uniform is prohibited.
- If a student athlete is arrested for DUI/DWI then they would be subject to a positive drug test as outlined in the Substance Abuse and Education Program.

Furthermore, students must comply with the laws and policies of the United States, Georgia State and regulations of Armstrong State University.

Armstrong State University Athletics does not permit the use of smoking or smokeless tobacco at any time. Anyone who is found violating these rules will be asked to terminate the activity and will be removed from practice or competition. The Head Coach and Athletics Director will be immediately informed of the violation.

Per NCAA Bylaw 11.1.5: Use of tobacco products by student-athletes, coaches, officials and game personnel during practice and competition is PROHIBITED. Violation of this will result in dismissal for the remainder of the competition.
Policy Statement on Use of Supplements:

It is to be noted that the Armstrong State University Athletics Department does not condone the use of dietary supplements. The NCAA stance on dietary supplements is that student-athletes should be advised that the most effective and safest way to enhance their performance is to avoid dietary/nutritional supplement products and rely on a combination of a healthy diet, appropriate conditioning, rest and recovery, and avoiding substance abuse.

Student-athletes should always bring all supplement products to the designated athletics staff before using, and then checking all supplements through the Resource Exchange Center, REC, staffed by the National Center for Drug Free Sport, the NCAA third party drug testing administrator. The REC is the only authoritative resource for questions related to whether listed ingredients on nutritional supplement product labels or in medications contain NCAA banned substances.

Products labeled as dietary supplements sold over the counter, in print advertisements and through the internet are under-regulated by the U.S. FDA. Dietary supplements are at risk of contamination or may include ingredients that are banned under your drug testing policy. Student-athletes have tested positive and lost their eligibility using dietary supplements. Any product containing dietary supplement ingredients is taken at the student-athlete’s own risk.

To access the REC, call toll free 1-877-202-0769 or go to www.drugfreesport.com/rec, select NCAA, and insert password ncaa1, ncaa2, or ncaa3 (depending on your divisional affiliation). Right on the home page you can select “Ask about Dietary Supplements” or go to the “Prescription/Over-the-Counter Drug Search”. It’s as easy as 1, 2, or 3.

By signing the Policy Consent Form, the student-athlete:

1. Acknowledges that he/she understands that they are to disclose all dietary supplements used to the head athletic trainer;
2. Acknowledges the aforementioned policies and statements, and fully accepts the detrimental and possibly permanent defects caused by the use of dietary supplements;
3. Fully accepts that they have been made aware of the Armstrong State University and the National Collegiate Athletic Association (NCAA) policies with regard to the use of dietary supplements;
4. Accepts any and all liability if they have in the past used, continue to use, and/or use at anytime in the future, dietary supplements in any form; and releases the Armstrong State University, its agents, and all personnel of any and all responsibility and liability related to such use.

Please see Appendix for Disclosure and Review Form.
2016-17 NCAA Banned Drugs

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

The NCAA Bans the Following Classes of Drugs:

1. Stimulants;
2. Anabolic Agents;
3. Alcohol and Beta Blockers (banned for rifle only);
4. Diuretics and Other Masking Agents;
5. Street Drugs;
6. Peptide Hormones and Analogues;
7. Anti-estrogens; and

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

1. Blood doping;
2. Gene doping;
3. Local anesthetics (under some conditions);
4. Manipulation of urine samples; and
5. Beta-2 Agonists permitted only by prescription and inhalation.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.

1. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility from using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. Any product containing a dietary supplement ingredient is taken at your own risk.

Check with your athletics department staff prior to using a supplement.
Examples of NCAA Banned Substances in Each Drug Class

Note to Student-Athletes: There is NO complete list of banned substances.
Do not rely on this list to rule out any label ingredient.

1. **Stimulants**: Amphetamine (Adderall); caffeine (guarana); ephedrine; methamphetamine (DMAA); methylphenidate (Ritalin); synephrine (bitter orange); methylhexaneamine, "bath salts" (methedrine); octopamine; DMBA; phenethylamines (PEAs); etc. **Exceptions**: phenylephrine and pseudoephedrine are not banned.

2. **Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstatrien-17-one): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; eto-cholamolone; medistarone; methandienone; nandrolone; norandrostenedione; ostarine; stanozol; stenbolone; testolone; trenbolone; SARMs (ostarine); etc.

3. **Alcohol and Beta Blockers** (banned for rule only): Alcohol;atenolol; metoprolol; nadolol; pindolol;propranolol; timolol; etc.

4. **Diuretics** (water pills) and **Other Masking Agents**: Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (aramenone); triamterene; trihydrothiazide, etc.

5. **Street Drugs**: Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073).

6. **Peptide Hormones and Analogues**: Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1, etc.

7. **Anti-Estrogens**: Anastrozole; tamoxifen; formestane; AI1; clomiphene; SERMS (nolvadex); Arimidex; exemestan; fulvestrant; aromatase inhibitors (Androst-3, 5-dien-7, 17-dione), etc.

8. **Beta-2 Agonists**: Bamabuterol; formotrol; salbutamol; salmeterol; bigenamine; norvocularine; etc.

Additional examples of banned drugs can be found at [www.nnea.org/drugtesting](http://www.nnea.org/drugtesting).

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC) at 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password: nnea1, nnea2 or nnea3.

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.
The NCAA bans the following classes of drugs: a. Stimulants b. Anabolic Agents c. Alcohol and Beta Blockers (banned for rifle only) d. Diuretics and Other Masking Agents e. Street Drugs f. Peptide Hormones and Analogues g. Anti-estrogens h. Beta-2 Agonists Note: Any substance chemically related to these classes is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified. Drugs and Procedures Subject to Restrictions: a. Blood Doping. b. Local Anesthetics (under some conditions). c. Manipulation of Urine Samples. d. Beta-2 Agonists permitted only by prescription and inhalation. e. Caffeine if concentrations in urine exceed 15 micrograms/ml. NCAA Nutritional/Dietary Supplements Warning: Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. f. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result. g. Student-athletes have tested positive and lost their eligibility using dietary supplements. h. Many dietary supplements are contaminated with banned drugs not listed on the label. i. Any product containing a dietary supplement ingredient is taken at your own risk. 2013-14 NCAA Banned Drugs Page No. 2 Note to Student-Athletes: There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. Check with your athletics department staff prior to using a supplement. Some Examples of NCAA Banned Substances in Each Drug Class Stimulants: amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, “bath salts” (mephedrone) etc. exceptions: phenylephrine and pseudoephedrine are not banned. Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione): Androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; ostarine, stanozolol; stenbolone; testosterone; trenbolone; etc. Alcohol and Beta Blockers (banned for rifle only): alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc. Diuretics (water pills) and Other Masking Agents: bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triamterene; trichlormethiazide; etc. Street Drugs: heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073) Peptide Hormones and Analogues: growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc. Anti-Estrogens : anastrozole; tamoxifen; formestane; ATD, clomiphene etc. Beta-2 Agonists: bambuterol; formoterol; salbutamol; salmeterol; etc. Additional examples of banned drugs can be found at www.ncaa.org/drugtesting. Any substance that is chemically related to the class, even if it is not listed as an example, is also banned! Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC), 877-202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3. It is your responsibility to check with the appropriate or designated athletics staff before 2014-15 NCAA Banned Drugs It is your responsibility to check with the appropriate or designated athletics staff before using any substance The NCAA bans the following classes of drugs: a. Stimulants b. Anabolic Agents c. Alcohol and Beta Blockers (banned for rifle only) d. Diuretics and Other Masking Agents e. Street Drugs f. Peptide Hormones and Analogues g. Anti-estrogens h. Beta-2 Agonists Note: Any substance chemically related to these classes is also banned. The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified. Drugs and Procedures Subject to Restrictions: a. Blood Doping. b. Local Anesthetics (under some conditions). c. Manipulation of Urine Samples. d. Beta-2 Agonists permitted only by prescription and inhalation. e. Caffeine if concentrations in urine exceed 15 micrograms/ml. NCAA Nutritional/Dietary Supplements Warning: Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. f. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result. g. Student-athletes have tested positive and lost their eligibility using dietary supplements. h. Many dietary supplements are contaminated with banned drugs not listed on
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Appendix

The Armstrong State University Athletics Substance Abuse and Education Program Release of Information

I hereby acknowledge receipt of a copy of the Armstrong State Athletics Substance Abuse and Education Program drug testing program for student-athletes. I further acknowledge that I have read this policy and fully understand its provisions.

It is my understanding that signing this consent form and returning it is a prerequisite to becoming a member of the intercollegiate team at Armstrong State. I further understand that I may refuse to sign this consent form, but as a consequence, I must forego participation in intercollegiate sports at the University.

I am aware that I am expected to abide by team rules, that such rules are subject to change, and that I may be dismissed from the team and/or deprived of my grant-in-aid or scholarship for failure to abide by such rules. I acknowledge my understanding that the use or abuse of drugs not prescribed by a physician for a specific medical condition is a violation of team rules.

I hereby consent to have samples of my urine collected and tested for the presence of certain drugs or substances in accordance with the provision of the Armstrong State Athletics Substance Abuse and Education Program.

I further authorize the Team Physician at Armstrong State to make a confidential release to the head coach of any intercollegiate sports in which I am a team member, the Athletic Director at Armstrong State and, if a minor, my parent(s) or legal guardian(s), all information and records, including test results you may have relating to the screening or testing of my urine sample(s) in accordance with the provision of the Armstrong State Drug Testing Program which is applicable to all intercollegiate athletes at Armstrong State.

To the extent set forth in this document, I waive any privilege I may have in connection with such information. I further agree that, in the event the results of my drug screening test are positive, I will follow the procedures stated in the section of the policy entitled “Positive Test Results” Armstrong State, its Board of Trustees, its officers, employees and agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this form.

Parent’s Signature ______________________________________
(if student-athlete is under 18)
I, _______________ am taking or intend to take the following dietary supplements. I acknowledge the risk of losing my eligibility to participate in intercollegiate athletics if I test positive for an NCAA or Armstrong State University banned substance that may be found in any substance that I take, regardless of the reason or purpose for taking such supplements.

I acknowledge and understand that the labeling on these products can be misleading and inaccurate, and that sales personnel are neither motivated nor qualified to accurately certify that these products contain no banned substances. “Healthy” or “naturally occurring” are terms often used to market sales of dietary supplements, but do not necessarily mean they are safe.

Before taking or using any dietary supplement, I am responsible for ensuring the product does not contain any banned substance. By making this disclosure, I am requesting that these products and their ingredients be reviewed by Armstrong State University’s sports medicine staff for the purposes of determining whether they are medically safe to use and do not contain banned substances. I understand that I should not take or use these products until their usage has been reviewed by Armstrong State University’s sports medicine staff.

Brand Name:

1. _____________________________________________
2. _____________________________________________
3. _____________________________________________
4. _____________________________________________

Signatures:

___________________________________________________
Student-Athlete Signature                                              Date:

___________________________________________________
Athletic Trainer Signature                                                Date:
Armstrong State University Athletics
Drug Testing Reasonable Suspicion Reporting Form

I, _________________________________, under the reasonable suspicion clause that is outlined in the Armstrong State University Substance Abuse and Education Program, report the following objective sign(s), symptom(s) or behavior(s) that I reasonably believe warrant ________________ be referred to the Director of Athletics or his/her designee Student-Athlete for possible drug testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past _____ hours and/or ______ days.

Please check below all that apply:

The Student-Athlete has shown:

_____ irritability
_____ poor motivation
_____ verbal outburst (e.g. to faculty, staff, teammates)
_____ emotional outburst (e.g. crying)
_____ weight loss

_____ loss of temper
_____ failure to follow directions
_____ physical outburst
_____ weight gain
_____ sloppy hygiene and/or appearance

The Student-Athlete has been:

_____ late for practice
_____ not attending class
_____ staying up too late

_____ receiving poor grades
_____ missing appointments
_____ missing/skipping meals

The Student-Athlete has demonstrated the following:

_____ dilated pupils
_____ red eyes
_____ smell of marijuana
_____ constantly running and/or red nose
_____ recurrent bouts with a cold or the flu
   (provide dates ____________________ )
_____ excessive talking
_____ periods of memory loss
_____ recurrent motor vehicle accidents and/or violations (provide dates ____________________ )
_____ any violations of Code of Student Integrity

_____ constipated pupils
_____ smell of alcohol on the breath
_____ staggering or difficulty walking

_____ over stimulated or “hyper”
_____ withdrawn and/or less communicative
_____ slurred speech
Other specific objective findings include:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signatures:

_____________________________________________           __________________
Name of Staff                                 Date

_____________________________________________           __________________
Signature of Staff                  Date

Reviewed By:

_______________________________________________________           _____________________
Director of Athletics/Desigee         Date

_______________________________________________________           _____________________
Name of Counselor Consulted                  Date Consulted
Armstrong State University Safe Harbor Policy and Procedures
Acknowledgement Form

I ________________________________ understand that, according to the Armstrong State University’s Athletics Substance Abuse and Education Program Policy and Procedures, I may self-refer into the Safe Harbor Program once during my intercollegiate athletic career for voluntary evaluation and counseling.

I further understand that I am not eligible for the Safe Harbor Program after being informed of an impending test, after having received notification of a positive institutional test or NCAA drug test, or thirty (30) days prior to NCAA or Conference post-season competition.

Armstrong State University will work with me to provide a treatment plan which may include confidential impermissible substance testing. I will be furnished with a copy of the treatment plan and guidelines after an initial meeting with a substance abuse counselor to evaluate the extent of any of my substance use.

I understand that if I test positive for an impermissible substance upon entering the Safe Harbor Program, the initial test result will not result in any administrative sanction, but may be suspended from play or practice is medically warranted. I will be permitted to remain in the Safe Harbor Program for a reasonable period, not to exceed thirty (30) days, as determined by the treatment plan.

If I fail to comply with the treatment plan, I will be removed from the Safe Harbor Program and my initial Safe Harbor positive test will be treated as a first positive and subject to the sanctions as set forth in the policy. While in the Safe Harbor Program, I will not be included in the regular random testing program, but may be selected for drug testing by the NCAA. Upon successful completion of the Safe Harbor program, I will be subject to additional testing for one calendar year.

The Athletic Director, the Team Physician, the Head Athletic Trainer and my head coach or his/her designee will be informed of my participation in the Safe Harbor Program. My assistant coach(es) may be notified at the discretion of the head coach or designee. Other University employees may be informed only to the extent necessary for the implementation of this policy.

Signature: ________________________________ Date: _______________ (Student-Athlete)

Signature: ________________________________ Date: _______________ (Director of Athletics/Designee)
ARMSTRONG STATE UNIVERSITY ATHLETICS
Substance Abuse Testing Notification Form

Student-Athlete ________________________________

Social Security No. _____________________________ Sport ________________________________

Date of Notification _____________________________ Time of Notification ________________ am / pm

I, The Undersigned:

Hereby acknowledge that I have been notified to appear for substance abuse testing, consistent with the policies and procedures established by the Armstrong State University Substance Abuse Education and Testing Program.

I have been notified to report, with picture identification, to:

___________________________, on ___________ on or before _________________ am/pm.
(location) (date) (time)

I understand that I will be expected to provide an adequate urine specimen, and that I am not to over hydrate. I further understand that providing numerous diluted specimens may be cause for follow-up testing.

I understand that I will be tested for the banned substances listed in NCAA Bylaw 31.2.3.1.

I understand that failure to appear at the site on or before the designated time will constitute a withdrawal of my previous consent to be tested as part of the Armstrong State University’s Medical Examination and Authorization Waiver and Substance Abuse and Education Program, and will be considered a positive test.

By signing below, I acknowledge that I have been notified of my mandatory participation in the Armstrong State University’s Substance Abuse and Education Program, and am aware of what is expected of me in preparation for this drug-testing event.

I can be reached at the following telephone number on the day of the test. __________________________

___________________________  __________________________
Student-Athlete’s Signature  Date

___________________________  __________________________
ASU Athletics Department Representative’s Signature  Date

I. Official Use Only

I, the undersigned, acknowledge that the urine specimen collected from me on __________________________ Date __________________________ at __________________________ am / pm, is my own personal specimen that was packaged by myself under the direct supervision of a representative from the Armstrong State Athletics Department, and was collected according to the guidelines outlined in the Armstrong State University’s Substance Abuse and Education Program. I further understand that any effort to substitute, dilute, or otherwise adulterate a specimen and/or to alter a test result will be considered conduct detrimental to the ASU Athletics Department, will be deemed the equivalent of a positive test result, and may subject me to additional disciplinary action.

Specimen Identification Number __________________________

__________________________________  __________________________
Student-Athlete's Signature       Date

Witness / Observer Signature
Armstrong State University
2016 Annual Security & Fire Safety Report
Savannah and Liberty Center Campuses

Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act

Armstrong State University Police Department
11935 Abercorn Street
Savannah, GA 31419

armstrong.edu/university-police

912.344.3333
912.344.3440 (fax)
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Armstrong State University is a large and complex institution with a student body of over 7,000 and thousands of visitors each year. The Armstrong State Police Department has primary responsibility for services on the main academic campus in Savannah and at Armstrong State University Liberty Center in Hinesville.

The Armstrong State Police Department and its members take the issue of campus safety and security seriously. Although the department is composed of dedicated and committed employees, maintaining a safe environment cannot be accomplished without the assistance and cooperation of members of the community. Safety is a shared responsibility that involves members of the community and department working cooperatively to solve problems and proactively address issues that will reduce the likelihood of crime occurring in our community. This report provides information about safety and security programs and services at Armstrong State University. Accompanying this information are crime statistics on incidents that have occurred within the area as defined by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), which includes the Armstrong State University Campuses and those crime statistics received from municipal police for the public areas immediately adjacent to the campuses. In addition to these numbers, we include crime statistics for properties owned or controlled by Armstrong State University.

We hope you will find this report valuable. Please review this information carefully and, in particular, the crime prevention tips included. Personal safety is a responsibility of everyone and we need your assistance in helping to make our campus a safe environment.

If you have any questions or suggestions about safety/security or law enforcement at Armstrong State University, please feel free to telephone us at (912) 344-3333 or by sending an email to Police@armstrong.edu

Armstrong Police Mission Statement

The mission of the Armstrong Police Department is to provide for the support of the University Mission in 100% of everything we do. In doing so, we will adhere to the following values:

- 100% accomplished on time
- 100% accomplished correctly
- 100% accomplished professionally
- 100% ownership
- 100% accountability

Wayne R. Willcox, MSCJ, CLEE
Chief of Police/Director-Cyber Security Research Institute
Overview of the Armstrong Police Department

The Armstrong Police Department provides law enforcement and risk management services to Armstrong State University on a 24 hour basis.

The Department is comprised of state certified police officers, communications officers, and civilian support staff. Armstrong State Police officers are commissioned under the authority of the Official Code of Georgia Annotated. Police officers have full police authority granted to state law enforcement officers, including the authority to make arrests. Police jurisdiction includes property owned by, or under the control of Armstrong State University, which includes adjacent public streets and sidewalks and on the campuses of all University System of Georgia schools. The Armstrong Police Officers are also sworn Chatham County Sheriff Deputies with jurisdiction throughout Chatham County.

The Department maintains mutual aid contracts with The Savannah Chatham Metropolitan Police and the Georgia Bureau of Investigation to provide supplemental law enforcement and emergency response if needed.

The Department also provides Student Parking Services Patrollers for the Armstrong State community who work closely with our police officers in constantly patrolling university properties and assisting employees and visitors in accessing university facilities.

The Department also maintains a fully staffed Emergency Communications Dispatch Center. Our agency has sophisticated communications systems to provide for instant communication between local and state agencies in times of emergency.

ARMSTRONG POLICE CYBER FORENSICS DIVISION

The Department is also home to the award-winning Cyber Forensics Division. The Armstrong Police have been awarded the 2013 Georgia Governor’s Public Safety Award, the 2014 Dr. Curtis E. McClung/Motorola Award of Excellence, the 2015 FCW (Federal Computer Weekly) Federal 100 Award, the 2015 IACLEA (International Association of Campus Law Enforcement Conference) Administrative Excellence Award, and the 2015 Southern Legislative Star Award for the contributions to digital forensics in the State of Georgia. The Cyber Forensics Division operates the largest Cyber-Forensics Labs in the State of Georgia. The Department has certified Cyber-Forensics Technicians, Technicians in training and state of the art equipment for the forensics evaluation of digital media.
In January 2012, the Armstrong Police partnered with the Criminal Justice Department to offer the first practical digital forensics internship for criminal justice students in the State of Georgia. Under supervision of the Armstrong Police Cyber Forensics Technicians, the student interns work 20 hours a week throughout the semester learning how to preserve, identify, and analyze digital evidence. The students use state of the art digital forensics equipment and software in the Cyber Forensics Lab. The students network with investigators from federal, state, and local criminal justice agencies and process digital media based upon actual criminal cases. At the end of the internship, the students may choose to take the nationally recognized AccessData Certified Examiner test. This internship is unique to Armstrong.

The Cyber Forensic Division is actively involved in reaching out to the community and preparing the next generation of examiners. Several times a year, CFD technicians travel to local middle and high schools to give hands on digital forensics lessons to students in the surrounding area.

The Armstrong Police Department is a community focused organization, dedicated to fostering positive interactions between officers, the Armstrong community, and the southeast region. Officers nurture community relations with a series of classes and events that emphasize crime prevention and safety. The following classes and events are always free of charge.

**Cooking with Cops** is the department’s inaugural community service project. This program involves the Armstrong Police Department conducting fire extinguisher usage training as well as locations of extinguishers for students, faculty and staff, and the local communities. By using the Bullex Digital Fire Extinguisher Training System, the APD can provide instruction on the proper use of a fire extinguisher without the expense and mess of the traditional way of using actual extinguishers and a live fire. After the presentation and hands-on portions of the class, cookies prepared by actual APD officers are shared with the participants. This class is a pre-requisite for the freshman Windward Commons residents wishing to gain access to the community kitchen.

It became apparent early that college-aged students were not familiar with basic vehicle maintenance, so **Cops and Car Care** was created. This program aids students in their understanding of basic vehicle maintenance such as checking their oil and tire pressure. The class also discusses roadway safety in the event of vehicle trouble, such as running out of gas at night.

**Cops and Conversation** is an informal event where officers are stationed around campus to answer any questions the students may have. Many of the questions involve topics such as classes offered, parking issues, and other general safety questions. This class aids in the rapport between the students and the officers of their police department. Snacks are provided.

**Cops and Canines** It has been clinically proven that petting, touching, and talking with animals lowers blood pressure, relieves stress, and eases depression. With this in mind, the Armstrong Police Department has partnered with Therapy Dogs International to bring therapy dogs onto campus during the spring and fall finals week to help students, faculty, and staff to cope with this stressful time. This program allows the Armstrong community to visit with therapy animals, and take a few moments to relax from the stress of finals.
Cops and Self Defense involves two separate programs: Rape Aggression Defense (RAD) and the Defense and Tactical Education (DATE) classes. RAD is a nationally recognized self-defense program for women that range between nine and twelve hours in length. After lecture style instructions and physical demonstrations, the participants partake in hands-on training, capped by defending themselves from an attacker. DATE is a 2-3 hour course that teaches basic blocks and strikes and is also used as a recruiting class for the RAD class. Armstrong Police Department has nationally certified RAD and DATE instructors.

Cops and Computers is a service that is provided to the student population free of charge that offers the opportunity for students who are having issues with their personal computer or laptop to bring the device to the department to be examined and possibly corrected. The service is offered on Fridays each week.

Child Car Seat Technicians The Armstrong Police Department has officers who are certified by Safe Kids Worldwide as child car seat safety technicians. Our technicians are available to inspect the installation of child restraint seats as well as educate parents and other caregivers on proper installation. This service is provided free of charge. Free monthly checks are also scheduled throughout Savannah and Chatham County.

These and other classes are taught throughout the academic year, normally multiple times during a semester. They are not only taught to the Armstrong family, but also to the local communities such as Hinesville and organizations such as Safe Shelter of Savannah and the YMCA of Georgia. There is no charge to participation in our classes or events.

Please visit the department’s web site at armstrong.edu/university-police. This site includes detailed information about our services, along with a telephone and email directory of key department personnel.

ARMSTRONG STATE UNIVERSITY THE CLERY ACT AND CRIME STATISTICS

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally known as the "Campus Security Act") was enacted by the United States Congress and signed into law by President George Bush in 1990. It is named in memory of 19-year old Lehigh University freshman Jeanne Ann Clery who was assaulted and murdered while asleep in her residence hall in 1986. This law requires us and all Institutional officials with significant responsibility for campus and student affairs to publicly disclose three years of campus crime statistics.

The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains the three previous years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from
campus police or security, local law enforcement, and other University officials who have “significant
responsibility for student and campus activities;”
• Provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to
students and employees;”
• Disclose in a public crime log “any crime that occurred on campus . . . or within the patrol jurisdiction
of the campus police or the campus security department and is reported to the campus police or security
department;” and disclose any agreements with state and/or local law enforcement.

This publication has been developed by the Armstrong State Police Department in compliance with the Crime Awareness
and Campus Security Act and the Jeanne Clery Act. It is intended to make you aware of the
safety and security policies which have been instituted at Armstrong State University to provide a safe, academic environment.

### 2016 Annual Campus Security, Safety, and Fire Statistics

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### Disciplinary Referrals: Drug Law Violations
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### Arrests and Liquor Law Violations
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### Domestic Violence
<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus</th>
<th>Residential</th>
<th>Liberty Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Unfounded</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>2013</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>2015</td>
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### Dating Violence
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<tr>
<th>Year</th>
<th>On Campus</th>
<th>Residential</th>
<th>Liberty Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Unfounded</th>
<th>Total</th>
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<tbody>
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### Stalking
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<tr>
<th>Year</th>
<th>On Campus</th>
<th>Residential</th>
<th>Liberty Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Unfounded</th>
<th>Total</th>
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<tbody>
<tr>
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</table>
Hate Crimes: Race/Gender/Religion/Sexual Orientation/Ethnicity/National Origin/Disability

<table>
<thead>
<tr>
<th>Year</th>
<th>Race</th>
<th>Gender</th>
<th>Religion</th>
<th>Sexual Orientation</th>
<th>Ethnicity</th>
<th>National Origin</th>
<th>Disability</th>
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<tbody>
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<td>0</td>
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</table>

Fire Statistics

<table>
<thead>
<tr>
<th>Year</th>
<th>Windward Commons</th>
<th>Compass Point</th>
<th>University Crossings</th>
<th>University Terrace I</th>
<th>University Terrace 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11935 Abercorn Street Savannah, GA 31419</td>
<td>11935 Abercorn Street Savannah, GA 31419</td>
<td>11935 Abercorn Street Savannah, GA 31419</td>
<td>11935 Abercorn Street Savannah, GA 31419</td>
<td>11935 Abercorn Street Savannah, GA 31419</td>
</tr>
</tbody>
</table>

- **2013**
  - Total Fires: 1
  - Cause of Fire: Intentional
  - # of Injuries: 0
  - # of Deaths: 0
  - Property Damage: $25

- **2014**
  - Total Fires: 0
  - Cause of Fire: N/A
  - # of Injuries: 0
  - # of Deaths: 0
  - Property Damage: $0

- **2015**
  - Total Fires: 0
  - Cause of Fire: N/A
  - # of Injuries: 0
  - # of Deaths: 0
  - Property Damage: $0

Crime Statistics for Surrounding Cities

Statistics for disciplinary actions were provided by The Department of Student Affairs.

Statistics for Hinesville can be requested by contacting the Hinesville Police Department at http://www.cityofhinesville.org/158/Administrative-Services.

Statistics for Savannah Chatham County Metropolitan Police Department are provided by the Savannah Chatham County Metro Police website at http://scmpd.org/annual-crime-report/.

INSTITUTIONAL POLICY STATEMENT ON REPORTING CRIMES OR OTHER EMERGENCIES AND RESPONSE TO THESE REPORTS.

Crimes or other emergencies occurring on the Armstrong State University campus are reported to the Armstrong State Police Department. The Armstrong University policies and procedures designate the Armstrong Police Department as the law enforcement unit for the institution. Members of the community are encouraged to report crimes directly to the Armstrong Police Department. However, individuals may also report crimes to Campus Security Authorities, which is any official of an institution who has significant responsibility for student and campus activities, including, but not limited
to, student housing, student discipline and campus judicial proceedings, who will then report the information received to the Armstrong Police Department. Campus personnel are informed of this procedure through new employee/student orientation as well as through this publication and other police outreach initiatives.

Members of the community may report crimes by visiting the Police Department or by calling one of the following numbers:

- **EMERGENCY 912-344-3333**
- Other local police agencies can be reached by calling 911.

Closed circuit TV cameras are located at select locations throughout the campus. These cameras are recorded and accessed at the Armstrong Police Department.

Written reports are made and followed up by the appropriate personnel in the Armstrong Police Department. Armstrong State Police Officers investigate complaints filed by community members and pursue investigations to their reasonable conclusion. Officers may conduct follow-up investigations with support from local, state, or federal law enforcement agencies when necessary.

The interests of the victim are always our primary concern. The Armstrong State University Police recognize the importance of confidentiality and of protecting the identity of a victim in the course of a successful investigation. The victim's preferences greatly influence the way a case is processed.

The University has a number of alternatives at its disposal to adjudicate inappropriate behavior, whether it is of a criminal nature or not. In addition to pursuing cases through the courts, the university uses an internal Office of Student Integrity to decide on specific issues unique to university life. The Code of Student Integrity can be found online on the University Website at [https://www.armstrong.edu/images/uploads/student-affairs/2015-2016_Code_of_Student_Integrity.pdf](https://www.armstrong.edu/images/uploads/student-affairs/2015-2016_Code_of_Student_Integrity.pdf). All prohibited conduct listed in this Code applies to Students, Student Groups, and Student Organizations. The code also contains information about student conduct and sanctions, including parental notification for violations of the code. In a Student Group or Student Organization case, students may be individually charged as well.

If a member of the Armstrong State University community is alleged to have been involved in criminal conduct, appropriate University Officials will be notified when necessary and where the law permits.

**BEHAVIORAL ASSESSMENT TEAM**

- Students of concern may be reviewed by the University’s Behavioral Assessment Team which meets regularly and in emerging situations. The team proactively addresses prevention, assessment, and intervention of situations that may pose a threat to the safety and well-being of the campus community. The team consists of representatives from the Dean of Students, the Associate Provost for Student Engagement and Success, the Counseling Center, Disability Services, Housing and Residence Life, Student Integrity, University Police, and Legal Affairs.
- The determined course of action may include any or all of the following:
  - further monitoring of the situation
  - meeting/intervention with the student of concern
• Classroom disruption is a violation of the Student Code of Conduct and may be addressed through the student conduct process.

INSTITUTIONAL POLICY STATEMENT ON CONFIDENTIAL REPORTING

Victims and witnesses may report crime on a voluntary basis when concerns necessitate keeping their identities undisclosed. In these situations anonymous reporting can be made through Campus Crime Stoppers by use of the ANONYMOUS TIP LINE 912-234-2020, through contact with the University Counseling Center 912-344-2529, or through the Guardian App. Anonymous reporting means that the identity of the person reporting is not known.

Victims who report to a counseling professional within the Counseling Center are protected by confidentiality laws and may report without fear of disclosure. It is the internal policy of the Counseling Center to advise victims of their reporting procedures and what options victims or witnesses have in regard to their particular situations. Confidential reporting means that the identity of the reporting person is known, but not made public.

INSTITUTIONAL POLICY STATEMENT ON CAMPUS LAW ENFORCEMENT AND THE ENCOURAGEMENT OF ACCURATE AND PROMPT REPORTING OF ALL CRIMES.

The Armstrong State Police Department is a full service law enforcement agency. Police officers have statutory police authority as outlined in Georgia Code § 20-3-72 and in accordance with the Georgia Peace Officers Standards and Training Council. Police officers have police authority on all university property under the direct control of the Board of Regents and property within a radius of 500 yards beyond. The officers are trained at a regional police academy and receive additional in-service training in first aid, firearms, drug identification, legal issues, and other law enforcement topics. Officers are responsible for a full range of police services including investigation of all crimes reported, fire and medical emergencies, traffic accidents, the enforcement of laws including drug and liquor law violations, and all other incidents requiring police service. The Armstrong Police have a Cyber Forensics Investigation Division that maintains a fully functional digital forensics lab. This is the only digital forensics lab with 24 hour capability in the State of Georgia.

The Armstrong Police enjoy strong professional relationships with local, state and federal law enforcement agencies. Cooperative programs and information exchanges are ongoing priorities. Through this relationship, the Armstrong State Police relay information to the University community on crimes that may pose a threat to students or employees.

Operational and technical support is mutually provided whenever necessary. Members of the community are encouraged to report crimes, promptly and accurately, through crime prevention material as well as through new employee/student orientation.

DESCRIPTIONS OF PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES AND PRACTICES.

This is handled by all of the Police Officers. During new semester Navigate and orientation sessions, students and family members are informed of the various services provided by the Armstrong Police Department. These presentations outline ways to maintain personal safety and residence halls security. Students are also told about incidents of crime on campus and in surrounding neighborhoods. Similar information is presented to new employees at orientation.
The Department meets with various University officials on a periodic basis to discuss crime prevention topics, campus security procedures and practices, and then designs presentations and flyers to inform the University community. Electronic mail, interoffice memos and the University newspaper are also used to inform the University Community of security procedures and practices.

Awareness and crime prevention programs strongly encourage students and employees to be aware of their responsibility for their own security and others.

**PROGRAMS FOR CRIME PREVENTION**

During new semester orientation, students are provided information concerning Armstrong Police and the various programs that the Department offers. An officer from the police department makes presentations during orientation and is available at the end of the sessions for questions. A similar presentation is done at employee orientation sessions.

Periodically and upon request, the Department presents seminars on sexual assault, theft, drug and alcohol abuse, and personal safety. In addition to these seminars, information is disseminated through electronic mail, flyers, displays, videos, and articles in the University and Student newspapers.

Crime Prevention Programs from Student Affairs and Residence Life can be found at the following links:
https://www.armstrong.edu/housing-residence-life/housing-residence-education
https://www.armstrong.edu/departments/safe-space

**STATISTICS DETAILING THE OCCURRENCE OF MURDER, SEX OFFENSES (FORCIBLE AND NON FORCIBLE), ROBBERY, AGGRAVATED ASSAULT, BURGLARY, MOTOR VEHICLE THEFT, AND ARSON.**

The Armstrong Police Department keeps statistical information on these crimes as well as any other misdemeanors, felonies and traffic violations in the Records Section. These statistics are reported to the Georgia Bureau of Investigations. Further, the Armstrong Police Department complies with sending Uniform Crime Reports (UCR) to the Federal Bureau of Investigation. Statistics are distributed on campus in the form of a "Crime Report" which is available in a daily log and in an annual overview. Crime statistics and timely notices are published in The Inkwell.

**INSTITUTIONAL POLICY STATEMENT ON THE MONITORING OF CRIMES AT OFF-CAMPUS STUDENT ORGANIZATIONS.**

Any monitoring of crime off-campus is done by the agency of jurisdiction where the crime took place. However, the Armstrong Police are usually advised by the local agencies in question of the crime and offer any assistance available. Further, the Armstrong Police Department is in daily contact with the Savannah Chatham Metro Police via radio, and daily bulletins of crimes within their jurisdiction.

**STATISTICS ON ARRESTS FOR VIOLATIONS OF LIQUOR OR DRUG ABUSE AS WELL AS WEAPONS VIOLATIONS.**

The Armstrong Police Department keeps statistical information on these crimes in the Records Section. They are published in the University newspapers, and the Police Web site on the Daily Crime Log.
INSTITUTIONAL POLICY STATEMENT ON THE MONITORING OF ALCOHOL AND DRUG ABUSE.

Armstrong State University seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of the community. In keeping with these objectives, the University has established policy and guidelines governing the possession and consumption of alcoholic beverages on the University campus, which conform to the laws of Georgia. Underage possession of alcoholic beverages is not permitted on property owned or controlled by the University. No person will be in an intoxicated state, or conduct themselves in a boisterous, rowdy or indecent manner, or use vulgar, profane, lewd or unbecoming language. The conspicuous or flagrant possession of any alcoholic beverage is prohibited. Armstrong State University also encourages a drug-free campus community and complies with the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989. All violations of state and federal laws are subject to criminal prosecution and/or student judicial proceedings.

The University Policy on Drugs and Alcohol for Students and Employees can be found online on the University Website at https://www.armstrong.edu/images/uploads/university-policies/Drug-and-Alcohol-Policy.pdf. The policy prohibits the unlawful possession, manufacture, distribution, dispensing, and use of illicit drugs and alcohol on the institutional premises including private and closed areas and Educational and Research Areas.

The Code of Student Integrity can be found online on the University Website at https://www.armstrong.edu/images/uploads/student-affairs/2015-2016_Code_of_Student_Integrity.pdf. This code specifically addresses Alcohol and Drug Behavioral Integrity Prohibited Conduct. All prohibited conduct listed in this Code applies to Students, Student Groups, and Student Organizations. In a Student Group or Student Organization case, Students may be individually charged as well. The following types of conduct are prohibited:

1. Drugs
   a. The possession or use (without valid medical or dental prescription), of substances controlled by Federal or Georgia law, and synthetic marijuana.
   b. Sale, manufacture, delivery, or taking delivery of substances controlled by Federal or Georgia law, and synthetic marijuana.
   c. Operating a motor vehicle while under the influence or while impaired by the consumption of substances controlled by Federal or Georgia law, and synthetic marijuana.
   d. The possession or use of drug paraphernalia including hookahs, bongs, pipes, scales, rolling papers, and other devices used for drug activity.

2. Alcohol
   a. Use, consumption, or possession of alcoholic beverages by anyone under the age of 21.
   b. Use, consumption, or possession of alcoholic beverages by anyone 21 or over in prohibited areas of campus.
   c. Furnishing, selling, distributing, or otherwise facilitating consumption of alcohol by those under the age of 21.
d. Operating a motor vehicle while under the influence of alcohol or while impaired by the consumption of alcohol.
e. Possession of alcohol containers in prohibited areas of campus: Possession, use, or participation in common source containers (kegs, pony kegs, beer bongs, etc.) and drinking games (regardless of age).

3. Misuse of Identification Cards
   a. Lending, selling, or otherwise transferring an identification card.
   b. Use of an identification card by anyone other than its original holder.

4. Disorderly Conduct is a breach of the peace on University property or at a University Event.
   a. This is conduct such as fighting, threatening behavior, public disturbance, or drunk and disorderly conduct.
   b. Conduct in the classroom such as loud, aggressive, or combative behavior that disrupts or interferes with the normal functions of a class, including but not limited to failure to conform to the instructor’s announced expectations for the classroom. Disruptive behavior also includes use of cell phones or other electronic devices for voice or text communication in class, unless permitted by the instructor.

**APPLICABLE LEGAL SANCTIONS FOR UNLAWFUL USE OF ILLICIT DRUGS AND ALCOHOL**

State of Georgia Sanctions for Drug and Alcohol Offenders:

*The Georgia Penal code defines “CONTROLLED SUBSTANCES” in Drug schedules I-V, Official Code of Georgia Annotated (O.C.G.A.), sections 16-13-25 to 16-13-29, covering 14 pages of text, including a long list of chemical compounds, opiates, hallucinogens, derivatives, isomers, and other materials. The State board of Pharmacy may add new material to the list as required. *An even broader category of dangerous drugs is defined in O.C.G.A. section 16-13-71, covering 41 pages of text describing hundreds of chemicals and other compounds. The Georgia General Assembly may add drugs to the list as required.

**Criminal Punishment:**

*"First Offender” – A person never before convicted of possession of a small amount of any controlled substance may at the discretion of the judge, be afforded the first offender treatment, resulting in no entry of a plea of guilty and no record of any conviction if the defendant successfully completes a court-monitored comprehensive rehabilitative program (O.C.G.A. 16-13-2(b)).

*Possession of one ounce or less of marijuana may result in imprisonment for 12 months and/or a fine not to exceed $1000, or “public works” not to exceed 12 months (O.C.G.A. 16-13-2(b)).

*Possession of more than one ounce of marijuana is a felony and is punishable by confinement of not less than one year nor more than 10 years (O.C.G.A. 16-13-30(j)(2)).

*Trafficking of cocaine, illegal drugs and/or marijuana is a felony. Depending on the amount, confinement ranges from 5 to 15 years with fines from $100,000 to $1,000,000.

*The penalties for violation of the “controlled substances” provision are numerous and vary depending on the drug schedule under which the substance is listed, whether the act charged includes trafficking, and how much of the substance is involved. Penalties range from 5 to 30 years and include life for a second conviction of transferring a narcotic (Schedule II).

*Possession of an alcoholic beverage by any person under age 21 may result in confinement, not to exceed 30 days, or a fine of not more than $300, or both.

*Driving under the Influence criminal code can be found at http://law.justia.com/codes/georgia/2010/title-40/chapter-6/article-15/40-6-391 . Georgia law requires you to take a breath, blood, or urine test if you are arrested for a DUI. Georgia’s “implied consent” law says that if you are lawfully arrested by an officer who has probable cause to believe that you have been driving under the influence, then you consent to taking a chemical test of your blood, breath, or urine for the purpose of determining your blood alcohol content
HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL

*Drug and alcohol abuse result in significant health problems for those who use them. Drug and alcohol use in the workplace contributes not only to lost productivity, but also causes tremendous costs to absenteeism, accidents, healthcare, loss of trained personnel, and employee treatment programs. Drug and alcohol abuse causes physical and emotional dependence where users may develop a craving for a particular substance. Thus, their bodies may respond to the presence of such substances in ways that lead to increased drug and alcohol use.

*Many drugs, such as opiates, alcohol and a number of prescription drugs can create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences physiological trauma known as withdrawal.

*Physiological dependence can occur with any drug and occurs when taking drugs becomes the center of the user’s life. Drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, perception and mood regulation. They distort experiences and cause loss of self-control that can lead users to harm others as well as themselves. *Physiological damage due to drug use varies depending on the drug and length of use. Death through overdose is always a possibility with any depressant or stimulant drug.

DRUG AND ALCOHOL COUNSELING, TREATMENT OR REHABILITATION PROGRAMS AVAILABLE TO STUDENTS AND EMPLOYEES

* ASU’s University Counseling Center offers free, on campus, substance abuse counseling and referral services. They also coordinate prevention efforts, AOD education, and classroom presentations on alcohol and drug abuse and dependence issues.

*The Office of Student Activities has many on-going projects through the programming efforts of the Student Government Association that specifically address drug and alcohol abuse issues and problems. Such programs are provided to promote healthy lifestyles among students, faculty and staff, with emphasis on awareness of the dangers of drug and alcohol abuse.

*Employees with substance abuse problems are encouraged to seek professional assistance within the parameters of the institution’s personnel policies and procedures. Below is a guide of local treatment and referral resources.


*Georgia Therapy Associates of Georgia (912) 965-0999 www.georgiatherapyassociatesinc.com


*Ridgeview Institute (Atlanta) (770) 434-4567 1 (800)329-9775 www.ridgeviewinstitute.com RP Community Service (912) 355-5938

*Willingway Hospital 1(800) 242-9455 www.willingway.com

DESCRIPTION OF ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS.

The Police Department offers several programs on alcohol and drug abuse on an annual basis and any time it is requested. They may be contacted at (912) 344-3333.
The Counseling Center also offers various programs on alcohol and drug abuse. These programs are provided on an annual basis and any time they are requested. They may be contacted (912) 344-2529.

The Departments of Police, Counseling Center, Judicial Affairs Office, and Human Resources work closely together to assist all members (faculty, staff, and students) of the University community in continuous educational programs on alcohol and drug abuse.

**INSTITUTIONAL POLICY STATEMENT ON CAMPUS SEXUAL ASSAULT PROGRAMS AIMED AT PREVENTION OF SEXUAL OFFENSES AND ON PROCEDURES FOLLOWED ONCE A SEXUAL OFFENSE HAS OCCURRED.**

Under Georgia law, rape is defined as a man having “carnal knowledge” of “a female forcibly and against her will.” In this instance, carnal knowledge is very specifically defined as “penetration of the female sex organ (vagina) by the male sex organ (penis).” Rape can occur even between spouses, so the defendant cannot use the fact that he is married to the person accusing him of rape as a defense.

Sexual offenses involving two men, or two women, that may otherwise be considered rape are charged as aggravated sodomy or sexual battery in Georgia.

Under Georgia law, Sexual Assault is defined as “sexual contact” that is perpetrated by “a person who has supervisory or disciplinary authority over another individual.”

Sexual Assault, Domestic Violence, Dating Violence, and Stalking A sexual assault is any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent, as well as incest or statutory rape. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

**VAWA Amendments Policy Statement**

Armstrong State University is committed to providing a safe learning and working environment, and in compliance with federal law has adopted policies and procedures to prevent and respond to incidents of sexual violence including sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all students, faculty, staff, contractors and visitors.

Reporting an incident: if a student, employee or visitor has been the victim of an incident of sexual violence, they should immediately report it to the ASU Police 912-344-3333, 11935 Abercorn Street, Savannah, Georgia, 31419. In the case of an emergency or ongoing threat if possible get to a safe location and report the incident by calling 911. Students may also report to the Dean of Students at Suite D206, 2nd floor Student Union (912) 344-2519. Employees may also report to Human Resources at 912-344-3455, Annex III. Armstrong State University officials will assist any victim in notifying law enforcement, including campus and local police, if they elect to do so. Victims are also entitled not to report to law enforcement. Any student or employee, who reports an incident of sexual violence, whether the offense occurred on or off campus, shall receive a written explanation of their rights and options. A sexual assault is any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent, as well as incest or statutory rape. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the
Victims. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Procedures Victims Should Follow: if an incident of sexual assault, domestic violence, dating violence or stalking occurs. It is important to preserve evidence to aid in the possibility of a successful criminal prosecution. The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented including through the preservation of photographic evidence. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

Armstrong State University is committed to increasing the awareness of and preventing violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches; that includes a clear statement that Armstrong State University prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include:

- New student orientation
- New employee and faculty orientation
- Rape Aggression Defense (RAD)
- Residence Hall floor programs
- Poster campaigns
- Seminars for employees
- Campus Safety Walks
- Campus Conversation Forums

Members of the University community wishing information on campus sexual assault may contact the Police Department for material. The Department offers courses on personal safety, date rape, and Rape Aggression Defense (RAD) training. These programs are offered every semester and are free of charge. Police also provide a 24-hour a day safety escort service for all university members, upon request.

Armstrong State University encourages any victim of sexual assault to report to the Armstrong Police. The police will assist in obtaining emergency medical care and crisis counseling, and in securing important evidence of the assault. The Armstrong Police are available for consultation regarding these procedures whether or not a victim wishes to proceed with any type of adjudication.

Victims that are reluctant to report to the Armstrong Police are strongly encouraged to report the incident to the Student Affairs Office. The Student Affairs Office can answer questions about university resources and procedures available to the victims. A report, whether informally to the Student Affairs Office or formally to the Armstrong Police, does not commit the victim to a specific course of action or any course of action.

The Student Affairs Office will inform victims of their options both within the University System, and in the criminal court system of the State of Georgia. The Student Affairs Office will also assist the victim in notifying the proper law enforcement authorities, including on-campus and local police; assist in obtaining counseling services, both on and off
campus, assist in medical services, both on and off campus; and advise students of options available in changing academic and living situations.

Should a student victim choose to utilize the University's Student Disciplinary System or another university process in cases involving complaints against another student, the options may include, but are not limited to, the following: a consequence imposed by the Student Affairs Office following an admission by the accused of wrongdoing; a resolution negotiated between the complainant and the accused; or a judicial disciplinary hearing. Hearings are heard by an ad hoc disciplinary panel convened by the Student Affairs Office. The complainant and the accused student will have the procedural guarantees available under the university's guidelines, including the opportunity to have others present and to be informed of the outcome of the hearing. Possible sanctions for sexual assault include suspension or expulsion from the University.

TITLE IX

Consistent with Title IX of the Education Amendments of 1972, Armstrong State University does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to educational programs, employment, and admission. Sexual harassment, including sexual violence, is a kind of sex discrimination and is prohibited by Title IX and by the University.

STUDENT SEXUAL MISCONDUCT POLICY

Members of the Armstrong State University community, guests, and visitors have the right to be free from sexual violence and discrimination. All members of the Armstrong community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Armstrong’s Student Sexual Misconduct Policy has been developed to reaffirm this expectation and to provide recourse for those individuals whose rights have been violated.

This policy has dual purposes. It serves as: 1) as a preventive guide for students on Armstrong’s expectations for sexual communication and interactions, responsibility, and respect; and 2) a measure to determine, after-the-fact, if behaviors trespassed on community values. Armstrong maintains a policy of zero tolerance for sexual misconduct, meaning Armstrong will address all unwelcome conduct of a sexual nature, regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Resolution is intended to bring an end to harassing or discriminatory conduct, prevent its recurrence, and remedy the effects on the victim and the community.

While the policy is detailed and specific, the expectations of the Armstrong community can be summarized in this simple statement: Consent is clear sexual permission that can only be given by one of legal age without coercion or incapacitation. In addition:

1. Consent can be given by word or action, but non-verbal consent is more ambiguous than explicitly stating one’s wants and limitations. Clarification of a partner’s explicit consent is recommended.
2. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity.
3. Individuals who consent to sex must be able to fully understand what they are doing. For example, alcohol or other drugs may impair a person’s ability to give valid consent if the person cannot comprehend who, what, where, when, why, or how of a sexual interaction. Consumption of alcohol, in and of itself, does not relieve an individual initiating sexual activity of the responsibility to obtain ongoing consent.
4. Silence—without clear actions demonstrating permission—cannot be assumed to indicate consent.
5. In addition, persons under the age of 16 and persons who have a physical or mental impairment and are unable to communicate are unable to give consent.
Capacity is the ability to make rational, reasonable, conscious decisions, is a requirement of consent. Indications of consent are irrelevant if the person is incapacitated, i.e. highly intoxicated, passed out, or asleep. Consumption of alcohol, in and of itself, does not relieve a person of the responsibility to obtain ongoing consent.

Coercion is defined in this policy as unreasonably pressuring another person for sex. Coercing someone into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

VIOLATIONS OF THE ARMSTRONG STUDENT SEXUAL MISCONDUCT POLICY

Armstrong encourages the reporting of all sexual misconduct to the Title IX Coordinator, Associate Director of Athletics, Dean of Students, Assistant Dean of Student Integrity, or other university official. Sexual misconduct is a serious offense, and such violations are subject to any combination of conduct sanctions as described in the Code of Conduct (section VII. C and D), up to and including suspension or expulsion. Suspensions, if given, may be based on satisfying conditions rather than solely on a period of time. Other forms of sexual misconduct defined below cover a range of behaviors, and therefore a range of sanctions from warning to expulsion may be applied, depending on the nature of the misconduct. A partial list of Armstrong sexual misconduct policy violations is listed below.

1. Sexual Harassment is defined as unwelcome conduct of a sexual nature. Armstrong will promptly and effectively remedy all instances of reported sexual harassment by providing resources to the alleged victim and addressing the effects on the alleged victim and the community. To warrant the imposition of disciplinary measures on a harasser, sexual harassment must meet the definition of hostile environment, quid pro quo or retaliation defined immediately below:

   a. Hostile Environment includes situations where harassment is sufficiently severe, pervasive or persistent, and/or offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from Armstrong’s educational or employment programs or activities. The determination of whether an environment is “hostile” is based on the circumstances. These circumstances could include, but are not limited to:
      i. The frequency of the speech or conduct;
      ii. The nature and severity of the speech or conduct;
      iii. Whether the conduct was physically threatening;
      iv. Whether the speech or conduct was humiliating;
      v. The effect of the speech or conduct on the alleged victim’s mental and/or emotional state;
      vi. Whether the speech or conduct was directed at more than one person;
      vii. Whether the speech or conduct arose in the context of other discriminatory conduct;
      viii. Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance;
      ix. Whether a statement is a mere utterance of an epithet, which engenders offense in an employee or a student or offends by mere discourtesy or rudeness.

   b. Quid Pro Quo Sexual Harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in (or is threatened to result in) educational or employment action. Quid pro quo harassment may also exist when a threat of adverse action or a promise of a benefit is explicitly conditioned on submission to, or rejection of, such requests.

   c. Retaliation exists when an individual harasses, intimidates or takes other adverse action(s) against a person because of the person’s actual, perceived, or potential participation in an investigation of discrimination or sexual misconduct, or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or
actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. Armstrong will impose sanctions on any faculty, student or staff member found to be engaging in retaliation.

2. **Nonconsensual Sexual Intercourse** (or attempts to commit the same):
   - Any sexual intercourse (anal, oral or vaginal),
   - however slight,
   - with any object,
   - by a person upon another person,
   - without consent and/or by physical force

3. **Nonconsensual Sexual Contact** (or attempts to commit the same):
   - Any intentional sexual touching,
   - however slight,
   - with any object,
   - by person upon another person,
   - without consent and/or by physical force

4. **Sexual Exploitation**: Taking nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:
   - Non-consensual video or audio recording of sexual activity;
   - Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one’s consensual sexual activity;
   - Engaging in voyeurism (Peeping Tom);
   - Prostituting another student; and/or
   - Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

**CONFIDENTIALITY AND REPORTING SEXUAL MISCONDUCT**

Armstrong officials, depending on their roles at Armstrong, have varying reporting responsibilities and abilities to maintain confidentiality. Some individuals may have the professional roles that require confidentiality, and can offer support, options, and guidance without any obligation to inform the university or an outside agency unless the alleged victim requests information be shared. Other individuals and offices are available for students to report crimes and policy violations, and these officials will take action when violations are reported.

Students are encouraged to seek a trusted individual or office for support and assistance. Unless the trusted individual serves as an on-campus counselor or health service provider, he or she may be able to support and assist the student while also being required to report the assault to the Title IX coordinator.

There are three reporting options at Armstrong:

**Confidential Reporting**: To keep details of an incident confidential, students may speak with on-campus counselors, campus health service providers, off-campus rape crisis resources, and/or clergy/chaplains who will maintain confidentiality. Campus counselors are available to assist confidentially and services are free of charge. Counselors may be seen on an emergency basis during normal business hours.

Counseling Center  
(912) 344-2529  
Student Affairs Complex at Compass Point
Formal Reporting Options: Students are encouraged to speak to Armstrong officials, such as the Title IX Coordinator, Dean of Students, Assistant Dean of Student Integrity and/or the Associate Athletic Director to make formal reports of incidents of sexual misconduct. Students have the right and can expect to have incidents of sexual misconduct taken seriously by Armstrong when formally reported, and to have those incidents investigated and properly addressed and resolved through administrative procedures. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with knowledge of the case will be kept as tight as possible to preserve the student’s rights and privacy.

Title IX Coordinator
Deidra Dennie
Victor Hall 245
(912) 344.2669
Deidra.Dennie@armstrong.edu

Interim Dean of Students
Andrew Dies
Suite D206, 2nd floor Student Union
(912) 344.2519

Associate Athletic Director
Jennifer Rushton
Sports Center 218
jennifer.rushton@armstrong.edu
(912) 344.3368

Informal Reporting: An alleged victim may elect to pursue an informal resolution to a sexual misconduct complaint. An informal resolution is designed to resolve complaints quickly, efficiently and to the mutual satisfaction of all parties involved. Informal resolutions include, but are not limited to, mediation of the complaint conducted by the Office of Student Integrity in appropriate cases. Informal mediation will never be used in cases involving allegations of sexual assault.

Both the alleged victim and the alleged accused must agree to engage in informal mediation. Either party can end the informal process at any time, for any reason, and begin the process to pursue a formal resolution. The Office of Student Integrity, in conjunction with the Title IX Coordinator, has the discretion to determine if it would be inappropriate to informally mediate any particular sexual misconduct complaint.

Title IX Coordinator
Deidra Dennie
Victor Hall 245
(912) 344.2669
INVESTIGATION PROCESS

Armstrong will conduct a thorough and confidential investigation of all complaints of sexual misconduct.

Hearing Options

For all cases of sexual misconduct, the student has the right to have the offense handled administratively by the Assistant Dean of Student Integrity or by an individual formal hearing officer.

Rights as an Alleged Victim and Alleged Accused of Sexual Misconduct

Both students are afforded the rights outlined in the Code of Conduct, Section VII.C as well as:

1. Have the right for a person of his/her choice accompany him/her throughout the student conduct process.
2. Submit a personal impact statement prior to any penalty being imposed.
3. Have past sexual conduct prohibited as evidence.
4. Be present for the entirety of the hearing.
5. Be informed simultaneously, in writing, of the outcome of the disciplinary proceeding, appeal procedures, any change to the result before it becomes final, and when the result becomes final.
6. May appeal the decision.

Appeal Process

Both the alleged accused and alleged victim may appeal the decision per the appeal procedures, Student Code of Conduct, Section IX. Notwithstanding any other provision, Section VII.C.3

FEDERAL TIMELY WARNING OBLIGATIONS

Victims of sexual misconduct should be aware that Armstrong administrators must issue timely warnings for incidents reported to the university that pose a substantial threat of bodily harm or danger to members of the campus community. If a warning is issued, Armstrong officials will ensure that a victim’s name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions in light of the potential threat.

ROLE OF THE TITLE IX COORDINATOR

The Title IX Coordinator oversees monitoring of university policy in relation to Title IX law developments and grievance procedures, including notification, investigation, and disposition of complaints; provision of educational materials and training for the campus community; coordination and/or investigations of complaints received pursuant to Title IX; ensure of a fair and neutral process for all parties; and monitor all other aspects of the University’s Title IX compliance.

TRAINING
The Office of Equity, Diversity and Inclusion offers Title IX training to all faculty and staff on a yearly basis. The Board of Regents mandates annual sexual harassment training for all employees. Educational programs covering sexual misconduct, campus and community resources, and bystander intervention is required of all incoming first-year students.

**INFORMATION SUPPLEMENTING THE ARMSTRONG STUDENT SEXUAL MISCONDUCT POLICY**

In addition to the information provided in the Armstrong Student Sexual Misconduct Policy, students should know that rape is a crime that can be reported to civil authorities. University Police can be contacted at (912) 344-3333 to report a crime. University officials, such as a staff member in Student Affairs, may serve in a support role for students who choose to report a sexual assault.

Rape is often thought of as a violent attack on a woman by a stranger who uses a weapon to threaten his victim, but this description does not apply to the majority of rapes that take place in the United States. Both men and women can be victims. Non-consensual intercourse by a person one knows is often referred to as date rape or acquaintance rape, both of which are as serious an offense as stranger rape. Armstrong students are more likely to be victimized by someone they know, and perhaps trust, than by someone who is a stranger.

**On Campus Resources for Victims of Sexual Harassment and Assault**

Assistant Dean of Student Integrity: (912) 344-3300  
Associate Director of Athletic Services: (912) 344-3368  
Counseling Center Services: (912) 344-2529  
Dean of Students: (912) 344-2514  
Student Health Center: (912) 961-5726  
Housing & Residence Life: (912) 344-2940  
Title IX Coordinator: (912) 344-2669  
University Police: (912) 344-3333

**Off Campus Resources for Victims of Sexual Harassment and Assault**

Rape Crises Center: http://www.rccsav.org (912) 233-7273  
Chatham County Police: 911  
SAFE Shelter: (912) 629-8888  
Domestic Violence Assistance, Chatham County: http://districtattorney.chathamcounty.org/Special-Prosecution-Units/Domestic-Violence-Assistance

**Prevention and Education for Sexual Misconduct On-Campus**

Armstrong offers a number of programs and services to raise awareness of sexual misconduct, campus and community resources and bystander interventions. Offices and student organizations across campus offer the following programs:

Bystander Intervention Workshops  
Clothesline Project  
Counseling Center Services  
Haven Online Module  
Student Health Center  
Rape Aggression Defense Training (RAD)  
Speakers/Presentations  
Take Back the Night
FREQUENTLY ASKED QUESTIONS

The following are some of the most commonly asked questions regarding Armstrong’s student sexual conduct policy and procedures.

Does a complaint remain confidential?

Reports made to counselors and health service providers will be kept confidential. All other reports are considered private. The privacy of all parties to a complaint of sexual misconduct will be maintained, except insofar as it interferes with Armstrong’s obligation to fully investigate allegations of sexual misconduct. Where information is shared, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted.

In all complaints of sexual misconduct, both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceedings. Certain Armstrong administrators may be informed privately (e.g., the President of the Armstrong, Assistant Dean of Student Integrity, Dean of Students, Title IX Coordinator, etc.) of the outcome and any change to a student’s status, as necessary. Armstrong must statistically report the occurrence on campus of any of seven major violent crimes, including certain sex offenses, and hate crimes in an annual Clery report of campus crime statistics. This statistical report does not include personally identifiable information.

Will my parents/guardians be told?

No, not unless you tell them. Whether you are the accusing party or the responding party, Armstrong’s primary relationship is to the student and not to the parent/guardian; however, in the event of major medical, conduct action, or academic jeopardy, students are strongly encouraged to inform their parents. Armstrong officials may directly inform parents when requested to do so by a student, in a life-threatening situation, if the student is a minor, or if contacted by a parent of a student who has signed the FERPA waiver which allows such communication.

Will I have to confront the alleged accused?

If you file a formal complaint, the alleged accused will be provided information about the complaint, but you will not have to confront the accused directly. Sexual misconduct is a serious offense and the responding party has the right to question the accuser; however, Armstrong does provide options for allowing questioning without direct contact, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

Do I have to name the alleged accused?

Yes, if you want formal conduct action to be taken against the alleged accused. No, if you choose to respond informally and do not file a formal complaint.

What should I do if I am accused of sexual misconduct?

First, do not contact the alleged victim. You may immediately want to contact someone who can act as your advisor during the process; anyone – faculty, staff, student, family member, friend – may serve as your advisor. You may also contact the Dean of Students, who can explain Armstrong’s procedures for dealing with sexual misconduct complaints. You may also want to talk to a confidential counselor in Counseling Services.

What should I do about legal advice?


Both the alleged accused and the victim may also use an attorney as their advisor during the campus’ investigative and hearing processes.

**How can Armstrong help to remedy the effects of discrimination?**

You may request a room change for yourself or the responding party. These requests will be considered emergencies where warranted by the facts. Armstrong’s policy stipulates that a student will be moved to the first suitable room space in an emergency situation. Room suitability and location will be determined on a case by case basis in the best interest of the student. A student may be responsible for the cost difference between the two room assignments.

Other accommodations available to you might include:

1. Assistance from Armstrong support staff in completing the relocation;
2. Exam, paper or assignment rescheduling;
3. Taking an incomplete in a class;
4. Transferring class sections;
5. Temporary withdrawal; and/or
6. Alternative course completion options;
7. A no-contact order;
8. Counseling assistance;
9. Escorts or other campus safety protections.

**What should I do to preserve evidence of a sexual assault?**

Physical information of a sexual assault must be collected within 120 hours of the assault for it to be useful in a criminal prosecution. If you believe you have been a victim of a sexual assault and want to report an assault, you should go to a hospital emergency room before washing yourself or your clothing. A sexual assault health professional (a specially trained nurse called a SANE) at the hospital is on call and will counsel you. The local rape crisis center may provide an advocate to accompany you and talk with you about options and resources. If you go to the hospital, local police will be called but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you should you decide later to exercise it.

The hospital staff will collect information, check for injuries and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet. (Plastic containers do not breathe, and may render forensic information useless.) If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and this individual can accompany you through the exam if you choose. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear information for the police to collect.

**Will either party’s prior use of drugs and/or alcohol be considered when reporting sexual misconduct?**

No, not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

**Will a student be sanctioned when reporting an act of sexual misconduct if the student has illegally used drugs or alcohol?**
No. Armstrong offers amnesty in such situations. The seriousness of sexual misconduct is a major concern, and Armstrong does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

**What should I do if I am uncertain about what happened?**

If you believe that you have experienced non-consensual sexual contact, but are unsure of whether it was a violation of Armstrong’s student sexual misconduct policy, you should contact the Title IX Coordinator and/or Dean of Students at Armstrong who can help you to define and clarify the event(s), and advise you of your options.

**What should I do if an Armstrong employee is harassing me?**

If you have experienced sexual harassment by an Armstrong employee, you should contact the Title IX Coordinator.

**Risk Reduction Tips**

Tips like these tend to make victims feel blamed if a sexual assault occurs. It is never the victim’s fault, and these tips are offered in the hope that recognizing patterns can help men and women to reduce the risk of victimization. That said, only a rapist or an empowered bystander can intervene to prevent a rape or assault. Generally, an assault by a known offender will follow a four-step pattern:

1. An individual’s personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
2. If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively.
3. The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
4. The victim feels trapped or unable to be assertive and is raped or assaulted.

Decisive action early in an encounter may be the key to avoiding rape. An individual who can combine assertiveness and self-defense skills, who is self-confident and definite in his/her interactions with others, is less likely to become a victim of rape. If the individual can assertively defend his/her rights initially, he/she has a better chance of avoiding being raped than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

1. Make your limits known before things go too far.
2. Give clear messages. Say “yes” when you mean yes and “no” when you mean no. Leave no room for misinterpretation. Tell a sexual aggressor “NO” clearly and loudly.
3. Try to extricate yourself from the physical presence of a sexual aggressor.
4. Grab someone nearby and ask for help.
5. Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.
7. Be aware of any nonverbal messages you may be sending that conflict with what you are saying. Notice your tone of voice, body language, and eye contact.
8. Be forceful and firm when necessary. Don’t be concerned with being polite. Your passivity may be interpreted as permission or approval for this behavior.
9. Do not acquiesce to something you do not want just to avoid unpleasantness. Do not allow politeness to trap you in a dangerous situation. This is not the time to be concerned about hurt feelings.
10. Trust your feelings or instincts. If a situation does not feel comfortable to you, or if you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you reduce your risk for being accused of sexual misconduct:

1. Do not make assumptions about:
   a. Consent;
   b. Someone’s sexual availability;
   c. Whether a person is attracted to you;
   d. How far you can go; or
   e. Whether a person is physically and mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
3. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you yet. You need to respect the timeline with which your partner is comfortable.
4. Do not take advantage of someone’s drunkenness or drugged state, even if he/she did it to him/herself.
5. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.
6. Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.

On this campus, silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

7. Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.

TIMELY REPORTS TO THE CAMPUS COMMUNITY ON CRIMES CONSIDERED TO BE A THREAT TO OTHER STUDENTS.

This function is handled by the Police Department. A Police bulletin is usually issued the same day of the incident or as soon as possible thereafter. The bulletins are sent to employees and students via E-mail and bulletins are posted on bulletin boards throughout the campus and in residence halls. The incident is also reported in the University newspapers and on the Armstrong Police web page.

Timely Warnings are the responsibility of the Chief of Police in consultation with the Crisis Communications Team. Timely warnings generally take the form of campus wide emails and postings on the Armstrong Police Web page.

EMERGENCY RESPONSE PLAN

The University maintains and updates annually, an Emergency Management Plan. The plan documents the framework, processes and communications required for a successful response to, and recovery from an emergency incident. Police and University employees have received training in Incident Command and responding to critical incidents on campus. General information about the emergency response plan is available on the Police Department website.
EMERGENCY NOTIFICATION SYSTEMS

Armstrong has several communications systems available to notify community members and visitors in the event of a significant or dangerous situation on campus. Armstrong will initiate these systems without delay when first responders confirm a significant or dangerous emergency. The BLAST Emergency Notification System includes notification options such as e-mail, text messaging, telephone notification, monitor updates, RSS feeds, and social media updates. The BLAST system is an “opt out” system that enrolls students upon enrollment at the university and faculty and staff members upon employment automatically.

The system is internally tested weekly and campus wide each semester. Additional information concerning this system can be found on the police website.

Emergencies are identified by the police department and following templates and instructions approved by the Crisis Response Team, BLAST emergency templates are used for emergency notifications. Follow-up notifications are identified by the Crisis Response Team and issued by the Office of Marketing and Communications. The segment(s) of the community to be notified have already been identified within the BLAST templates.
PIRATE GUARDIAN PERSONAL SAFETY APP

The Pirate Guardian Personal Safety App is available to all students, faculty, and staff members of Armstrong. This mobile phone app enhances safety on campus through real-time interactive features that create a virtual safety network of friends, family, and Campus Safety. The Pirate Guardian is available for iPhones and Android smartphones through their respective App Stores. When searching the App Store for the app, search “RAVE GUARDIAN”. Rave Guardian is the generic name of the app and after the app is installed and the user is identified as a member of the Armstrong Community, the app is identified as “Pirate Guardian”.

The Pirate Guardian App is a replacement for the older technology emergency phones on campus. The emergency phones are being phased out in favor of promoting the smart phone App as a replacement more in touch with the community’s needs.

EVACUATION PROCEDURES

Armstrong regularly conducts fire drills requiring evacuation in the residence halls. The drills are not announced, but are coordinated with housing staff and local fire department crews. The drills are used to familiarize community members to audible and visible signals and exit routes available in the event of a fire. The drills also serve to evaluate the performance of the students and staff in a fire emergency situation.

DAILY CRIME AND FIRE LOGS

Daily logs must be open to public inspection within two business days of report except where prohibited by law or disclosure jeopardizes victim's confidentiality. Logs are available on the police web site or may be requested at the Armstrong State University Department of Police.

https://www.armstrong.edu/university-police/police-daily-log

CRIME STATISTICS

It is important to note that some victims prefer not to report incidents of crime to the Police, but to confide in various confidential sources. Reasonable attempts have been made to identify all reported crimes and to present the statistics in this report as well as offenses known by or reported to the Armstrong State Police Department.

Information is disseminated in the form of a crime report. It is also available in the University newspaper, (The Inkwell and the Armstrong Police web page).

This report is published in an annual crime report for the university community and is also available on the Armstrong State Police web page.

https://www.armstrong.edu/university-police/police-crime-statistics
LOCATION OF OCCURRENCE

The location of occurrence for reported crimes are briefly defined as follows:

- **On Campus:** any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but are controlled by another person, is frequently used by students and supports institutional purposes.
- **Student Residences:** a subset of "on campus" crimes, which includes only those crimes that were reported to have occurred in residence halls or other residential facilities, for students, on campus.

OFF-CAMPUS STATISTICS

In compliance with the definition of "Campus Security Authority" [34 CFR 668.47(f)] and for purposes of statistical crime reporting, campus staff with significant counseling responsibilities are polled to determine if crimes may have been reported to them and not to the Campus Police Department. The results of these surveys are included in this report.
FIRE SAFETY REPORT

The Campus Fire Safety Act serves to increase fire safety awareness across the nation and provide students and their families with the fire safety records of colleges and universities. The fire safety statistics for campus residences and building evacuation procedures can be accessed on the police web site.

FIRE SECURITY

The apartments, bedrooms, and common areas are equipped with protection systems including fire alarms and fire sprinklers.

Armstrong performs random fire drills in the residence halls and apartment communities throughout the year. Make sure you evacuate the building whenever you hear the alarm sound.

Evacuation points for the residential communities are as follow:

- Compass Point 1000, 2000, 5000, 6000: Compass Point Clubhouse Area or by Volleyball Net
- Compass Point 3000, 4000, 7000, 8000: Compass Point Clubhouse Area or by Gazebo
- Windward Commons: Brick Path in Front of Windward Commons
- University Terrace 1, 2 and University Crossings: University Crossings Parking Lot

FIRE SAFETY SYSTEMS IN THE ARMSTRONG STATE UNIVERSITY RESIDENTIAL FACILITIES

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<thead>
<tr>
<th>FACILITY</th>
<th>Fire Alarm Monitoring By UPD</th>
<th>Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans &amp; Placards</th>
<th>Number of Evacuation (Fire) Drills Each Calendar Year</th>
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FIRE DRILLS, SPRINKLERS, AND ALARMS

A. Always assume that an alarm indicates a fire emergency. All residents must evacuate the building for all alarms, including scheduled drills. Failure to evacuate could result in a fine and/or a student conduct referral.

B. Tampering with, including covering or blocking of fire alarms, fire sprinklers, fire extinguishers, and smoke detectors is prohibited and will result in disciplinary action and/or possible legal action.

Armstrong State University
C. Residents who tamper with the sprinkler system and cause a sprinkler head to activate will be responsible for all water damage caused by the sprinkler to the room and other surrounding rooms as well as any damage caused to personal property belonging to another student. Residents who cause damage to a fire sprinkler system will be responsible for all costs incurred to repair the system. Determination of the amount of loss or damage shall be made by the University at its sole discretion.

FIRE EMERGENCY RESPONSE

In the event of fire alarm activation, all university personnel will immediately evacuate the building unless otherwise directed by authorized personnel. DO NOT use elevators in the event of fire.

- Evacuate buildings immediately, using designated routes and exits.
- Evacuation should be conducted in a quiet, orderly fashion, with no running or talking, to minimize confusion and allow for changes of orders to be heard.
- When exiting a room, always use the back of your hand to test the door for heat. If the door is hot, do not open it. Change direction and find another exit.
- Use stairways to evacuate. Do not use elevators.
- Special care should be taken to assist disabled individuals in evacuating.
- In a fire emergency, standard evacuation procedures should be followed:
  - If time permits, windows should be closed by a designated person.
  - The last person to leave the room should close the door.
  - University Police officers should go immediately to stations to guard doors and assist with evacuation and crowd control.
  - Smoke is the greatest danger in a fire, so be prepared to stay near the floor where the air will be less toxic. If necessary, crawl to an exit.
  - If trapped on a second story or higher, hang an article of clothing out of the window to attract attention of bystanders or emergency personnel. IF WINDOWS ARE CLOSED, DO NOT OPEN A WINDOW UNLESS YOU NEED TO IN ORDER TO ESCAPE. OXYGEN CAN FUEL THE FIRE. Close doors and place material under them to prevent smoke from entering. Anyone trapped in the room should remain close to the floor to avoid smoke.
  - If another person is on fire, yell: STOP — DROP — ROLL.
  - If you are on fire, STOP — DROP — ROLL.
  - During the evacuation, direct crowds away from fire hydrants, roadways and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc., for persons who may be trapped inside.

In the event of fire, everyone should leave the unit immediately, pull an alarm station, and call University Police at (912) 344-3333 or 911.

FIRE PREVENTION TRAINING

Armstrong State University Police Department is committed to the safety and security of the residents, students, and employees that are present on our campus. In March 2010, the University Police acquired a Bullex Digital Safety system to conduct fire prevention training. This system uses water and laser extinguishers to train residents and employees on how put out a small fire. Training can be conducted either inside or outside. This fire extinguisher training is safer, more economical, and greener as compared to previous training media. Classes are available throughout the year for residents,
One new aspect of fire safety is the program 'Cooking with Cops'. This program allows the University Police Department to refresh residents’ basic safety practices while using a kitchen. The class is approximately 90 minutes in length and allows the students to participate in fire safety, with the capstone of using the Bullex Extinguisher System. The class is concluded with a baked treat prepared during the training session by the University Police Department.

For any questions or to register for a class, contact your respective Housing Professional Staff or the University Police Department.

**PROHIBITED ITEMS**

A. The possession or use of any prohibited item on campus including within residence halls, may result in a fine of $50 per item (charged to each resident separately if found in a common area), judicial action and/or removal from housing. Prohibited items will be confiscated by the appropriate university officials at the time of discovery. Items will be disposed of and/or held until after applicable judicial follow-up has been conducted. At that time, the student will be given the option to collect the item(s) to send home.

B. Items that are **NEVER** allowed in any residence hall due to safety and security considerations include but are not limited to:

<table>
<thead>
<tr>
<th>PROHIBITED ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Drugs</td>
</tr>
<tr>
<td>Alcohol Bottles (full, empty, decorative, ect) except within the Finish Strong community.</td>
</tr>
<tr>
<td>Candles/Incense or any Open Flame</td>
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<tr>
<td>Knives (excluding cooking knives/cutlery)</td>
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<tr>
<td>Firearms</td>
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<tr>
<td>Paintball Guns</td>
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<tr>
<td>Air Soft/Aerosol Guns</td>
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<tr>
<td>Ammunition</td>
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<tr>
<td>Slingshots</td>
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<tr>
<td>Explosives</td>
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<tr>
<td>Fireworks</td>
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<tr>
<td>Projectile Launchers</td>
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<tr>
<td>Propelled Missiles</td>
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<tr>
<td>Swords</td>
</tr>
<tr>
<td>Bows/Arrows</td>
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<tr>
<td>Gas/Charcoal Grills</td>
</tr>
<tr>
<td>Kitchen Appliances without auto shut off capabilities</td>
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<tr>
<td>Miscellaneous Weapons</td>
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<tr>
<td>Replica Weapons</td>
</tr>
<tr>
<td>Dangerous Chemicals</td>
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<tr>
<td>Flammable Fluids</td>
</tr>
<tr>
<td>Hookahs</td>
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<tr>
<td>Halogen Lamps</td>
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<tr>
<td>Internal Combustion Engines</td>
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<tr>
<td>Portable Heaters/ACs</td>
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<tr>
<td>Extension Cords</td>
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<tr>
<td>Large fabric decorations</td>
</tr>
</tbody>
</table>

C. In addition to the items listed in B above, items that are **NEVER ALLOWED IN WINDWARD COMMONS** include but are not limited to:

<table>
<thead>
<tr>
<th>ADDITIONAL ITEMS PROHIBITED IN WINDWARD COMMONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Forman Grills</td>
</tr>
<tr>
<td>Hot Plates</td>
</tr>
<tr>
<td>Electric Skillets</td>
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<tr>
<td>Full size refrigerators</td>
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<tr>
<td>Toasters</td>
</tr>
<tr>
<td>Fryers</td>
</tr>
<tr>
<td>Any open heat element appliance</td>
</tr>
<tr>
<td>Any flame producing appliance</td>
</tr>
<tr>
<td>Microwaves not supplied by the university</td>
</tr>
</tbody>
</table>

**SMOKING/ TOBACCO USE**

A. **Armstrong State University is a Tobacco Free Campus.** Use of any tobacco product is not permitted anywhere on campus. Vaping is included in this prohibition.
B. An automatic fine of $100 will be charged to any student found smoking inside a residential facility or within 10 feet of a residential entrance. This includes but is not limited to interior of apartments, rooms, lounges, interior stairwells, kitchens, bathrooms, communal gathering spaces, lobbies, hallways, outdoor breezeways, outdoor stairwells, or within 10 feet of an air ventilation system intake or open window.

HEALTH AND SAFETY INSPECTIONS

Health and Safety Inspections are completed by Resident Assistants three times a semester to ensure that all residential areas on campus are safe and secure for our residential population. Housing and Residence Life notifies residents of Resident Assistants’ scheduled inspections at least 72 hours in advance of inspections. Check your What’s Going On Armstrong notification and Housing’s Important Dates and Deadlines for exact dates.

Resident Assistants check all units for the following safety features in the residence halls and apartments:

- Smoke Detectors Present and Functional
- Fire Extinguisher Present and Fully Charged
- Overloaded Electronic Outlets
- Heat/Air Unit Thermostat not Damaged
- Windows, Doors, and Floor are Free and Clear of Obstructions
- Windows are Locked/ Secured
- Furniture Clean and in Good Condition
- Unit free of Unapproved Items (Halogen Lamps, Alcohol, Drugs, Candles, Pets, etc.)
- Cleanliness/ Trash Removed
- Resident assistants are permitted to look inside any university furnished appliance (refrigerator, microwave, stove, dishwasher) and under sinks to check for cleanliness and to ensure that the appliance is functioning normally. They check under sinks to look for leaks

Residents have 72 hours to correct their failed inspection condition, unless notified otherwise. Failure to correct noted condition(s) will result in a fine. Automatic fines will be assessed for all policy violations found in unit during inspection. Failure to address such policy violations may result in multiple fines. Failure to correct conditions found in unit commons areas will result in all residents of unit being fined. Unapproved items and fine costs are outlined in your Residential Student Handbook.

Weapons on campus:

The possession of weapons on campus is controlled by the State Code:

O.C.G.A.§ 16-11-127.1 Carrying weapons within school safety zones, at school functions, or on a bus or other transportation furnished by a school (a) As used in this Code section, the term: (1) "Bus or other transportation furnished by a school" means a bus or other transportation furnished by a public or private elementary or secondary school. (2) "School function" means a school function or related activity that occurs outside of a school safety zone and is for a public or private elementary or secondary school. (3) "School safety zone" means in or on any real property or building owned by or leased to: (A) Any public or private elementary school, secondary school, or local board of education and used for elementary or secondary education; and (B) Any public or private
"Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher. (b) (1) Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone, at a school function, or on a bus or other transportation furnished by a school any weapon or explosive compound, other than fireworks or consumer fireworks the possession of which is regulated by Chapter 10 of Title 25. (2) Any license holder who violates this subsection shall be guilty of a misdemeanor. Any person who is not a license holder who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than $10,000.00, by imprisonment for not less than two nor more than ten years, or both.

House Bill 792 was signed by Governor Deal on May 3, 2016 which added language to the above statute to permit the possession of commercially available electroshock devices on campus for the purpose of self defense or defense of others. Information about the devices can be found on the police web page: [https://www.armstrong.edu/images/uploads/police/electroshock-USG.pdf](https://www.armstrong.edu/images/uploads/police/electroshock-USG.pdf)

MISSING PERSONS

The following policies regarding Missing Persons are being provided according to requirements of the 2008 Amendments to the Higher Education Opportunity Act.

Any person (student, staff or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to the Armstrong Police Department.

It is the policy of Armstrong State University that the Armstrong Police Department will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing from the campus or otherwise not where she/he is expected to be on the campus. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a Student Affairs Staff member (including student staff), Health Services staff member, faculty member, employment supervisor, or anyone else with information that indicates the person is missing from the campus. Armstrong Police will conduct an initial investigation to determine if the person appears to be missing from the campus, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

Armstrong Police officers may check student’s login records, class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope may continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at Armstrong State University can identify a person that the University can contact in the event that the student is reported missing by contacting the Registrar’s Office. IMPORTANT Include: the person’s name, any contact methods (cell phone, home phone, email, etc.) This information will soon be collected via BANNER, the University’s student information system.
This person would be contacted within 24 hours of a missing person report being filed with Armstrong Police. Note that this contact information is confidential and is shared only with University administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency (such as student services staff, Armstrong Police staff, etc.)

- Should Armstrong Police not be able to locate a person reported missing within twenty-four (24) hours of the report, Armstrong Police would then notify your designated ‘missing person’ emergency contact.
- In the event that no separate emergency contact is identified, a parent or guardian as listed in University records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student’s general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.
- Armstrong Police will also notify local law enforcement agencies within this 24 hour window, starting with the Savannah Chatham Metro Police, as well as any other agencies where the missing student may be.

**NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED:** For any student under the age of 18 who is not emancipated, the University must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

**NOTE FOR STUDENTS UNDER AGE OF 21:** For students under 21, Suzanne’s Law requires that student to be entered into the national missing person database as soon as it is determined that student is missing.

Should a student be determined to be missing for more than 24 hours, the following will occur:

- Armstrong Police will notify the Vice President of Student Affairs and the Vice President of Business and Finance.
- Armstrong Police will again contact the student’s emergency contact and/or parent or guardian to update them on information known at that time, efforts made to locate the person, and to get further information that may lead to the location of the missing person. (In the case of a student under 18, the parent or guardian must be contacted regardless of who is listed as the student’s emergency contact.)

**SEX OFFENDER REGISTRY**

*Megan's Law* is the name for a federal law, and informal name for subsequent state laws, in the United States requiring law enforcement authorities to make information available to the public regarding registered sex offenders. Any person who is required under the laws of the State of Georgia to register as a sex offender is also required to provide written notice to the University that they are enrolled as a student, carry on a vocation, or employed by the University. Furthermore, the student or employee is required to provide written notice of each change in enrollment or employment to the University Police Department. The Sex Offender Registry for the State of Georgia is located on the Georgia Bureau of Investigation Web Site: https://gbi.georgia.gov/georgia-sex-offender-registry.

**SECURITY AND ACCESS TO CAMPUS FACILITIES AND MAINTENANCE**
During business hours, most facilities are open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to facilities is controlled by key, access card, or University Police or Housing staff.

Emergencies may necessitate changes to any posted schedules.

The Armstrong Police conduct periodic security surveys to examine security maintenance issues such as landscaping, lighting, and building security and safety equipment. Work orders are generated for repairs and modifications as issues are identified.

Police safety escorts are available for students, faculty, staff, and visitors who, for whatever reason, do not feel comfortable walking alone to their campus housing or vehicle.

Residential Housing access is controlled by key card in Windward Commons, while all other residential community access is controlled by keys issued to residents.

Armstrong Police Award Winning Innovators

- Oct 21, 2015 Armstrong Police Department wins Chancellor’s Service Excellence Award Silver Team of the Year
- Jun 22, 2015 – Armstrong Police wins the Southern Legislative Conference STAR Excellence Award
- Jun 30, 2015 - Armstrong Chief of Police wins IACLEA Administrative Excellence Award
- Apr 01, 2015 - Armstrong Chief of Police Honored at Federal 100 Awards Gala
- July 2014, Armstrong Police Honored with GACP Dr. Curtis McClung-Motorola Award of Excellence
- Dec 14, 2013 - Armstrong Police Chief Honored with 2013 Governor’s Public Safety Award

The use of digital devices by criminals has exploded in recent years. The District Attorney of Manhattan, Cyrus Vance Jr. may have said it best when he stated: “Cybercrime is the fastest growing crime trend in New York and around the country”. Yet, throughout the country, digital forensics labs are mired in backlogged cases. Federal, state, and local labs are reporting an exponential increase in the volume of digital devices submitted for examination that greatly exceed the capacity of the labs. Many states, such as Georgia and Alabama, report digital forensics labs have a 6 to 18 month backlog of digital devices awaiting examination. In many cases, investigators are not submitting digital devices for analysis because they cannot place the case on hold for long. Instead, they build their cases the old fashioned way, and many investigators completely ignore digital evidence. Courts and prosecutors are increasingly concerned about these delays and the effect upon the due process rights of the defendant and the smooth and efficient administration of justice.

Additional capacity is needed, but budgetary restrictions and limited resources make it unlikely, if not impossible, that meaningful help is on the way. The funds are simply not available to dramatically increase digital forensics capability for our criminal justice agencies, so some agencies are training a single employee to use a single piece of equipment. The problem is that no single piece of equipment can successfully access all types of digital media and a single employee cannot keep up with the technological advances and case load of digital evidence.
The contribution of the Armstrong State University Police Cyber Forensics Division (CFD) is not one case or even one large investigation. It is a comprehensive investigative effort to address this growing problem throughout the State of Georgia and the United States. The fact that a small university police department chose to voluntarily develop digital forensics capacity and then offer those services to enhance the educational and training of the criminal justice community throughout the state is unprecedented in itself. To also use this capability and expertise for the university’s criminal justice students, in the form of a practical internship and networking opportunities, makes this effort even more noteworthy.

The significance of this is that a small, 17 officer campus police department in southern Georgia was able to redefine its role in the greater criminal justice community to arrive at a solution for this criminal investigative problem that has thus far eluded federal and state government. In the process, hundreds of felony criminal cases for dozens of criminal justice agencies have been positively impacted. In 15 months, more than 500 devices for over 200 federal and state criminal cases have been processed in 30 days or less. These cases would have otherwise sat untouched in an evidence room between 6 to 18 months. The evidence that was otherwise discovered included videos of crimes, pictures of stolen property, text and email messages about participation in criminal activity, and other evidentiary documentation of criminal activity and involvement for agencies such as the FBI, BATFE, DEA, Secret Service, U.S. Postal Inspection Service, Georgia Bureau of Investigation, Georgia Department of Revenue, Georgia State Patrol, Savannah-Chatham Metro Police, Multi-agency drug task forces, and many other agencies, to date nearly 50 federal, state, and local agencies in total.

The impact of this initiative is that the backlog for the southern half of the State of Georgia is 30 days or less, while the northern half of the state is still a 6 to 12 month backlog of cases waiting processing. The Armstrong lab has become the largest digital forensics lab in the state of Georgia in less than 18 months.

This dramatic change was made possible by redefining the role of the Armstrong Police to make the department relevant within the criminal justice community as well as to the university’s academic mission. This included directly connecting the police to the academic function of the university and in that regard, the police department also chose to take a path that also connected it to the larger criminal justice community. The department created a digital forensics capability that utilizes the uncommitted time of the officers in the Patrol Division. This capability is then used to provide criminal justice and computer science students with practical internships and other educational opportunities and to provide the criminal justice community with digital forensics capability and capacity. Making this capability available to federal, state, and local law enforcement agencies had an unprecedented impact on criminal investigations in Southern Georgia. Prior to Armstrong’s program, digital evidence was delayed, not available, or overlooked. Today, pictures, text messages, emails, videos, and other digital evidence are available to federal, state, and local investigators in a timely manner. The Honorable Meg Heap District Attorney for Chatham County Georgia noted that having this evidence within 30 days means that they can go to trial within speedy trial requirements and this can save the state thousands of dollars per case. In many cases, the digital evidence convinces the defendant to enter a plea rather than go to trial.

The primary purpose of this capability is to connect the police to the academic program by providing practical digital forensics internships for criminal justice and computer science students at the university. To make the internships as realistic as possible, the forensics capability is provided at no charge to area criminal justice agencies and the students are encouraged to network with criminal investigators. While the students cannot work on actual evidence, actual case scenarios are replicated and the students are taught how to use the state of the art lab equipment and software for digital forensics analysis. The police department added a legal aspect to the internship by recruiting a police officer who is an attorney and an expert in cyber law to supervise this operation. The program has strategic benefits as well. The students that graduate from the internship have acquired sufficient skills in digital forensics that allow them to take a national
In 2012, the department started training 5 police officers in digital forensics by partnering with National White Collar Crime Center, Mississippi State University’s Digital Forensics Program, and AccessData which is the largest manufacturer of digital forensic software in the world and the industry leader and standard bearer. The training was held at the Armstrong Police Department and free of cost. In January 2013, the Armstrong State University Police Cyber Forensics Division (CFD) opened their doors for business with trained analyst/investigators and a state of the art lab. In the first fourteen months of operation, the CFD analyzed more than 500 devices associated with more than 200 criminal investigations from federal, state, and local law enforcement agencies. The investigations include homicides, robberies, sex crimes, financial crimes, identify theft, burglaries, car thefts, prostitution and many other felony and misdemeanor crimes.

In little over a year, the CFD has reduced the processing time for digital forensics evidence from the previous 6 to 12 months on average to less than 30 days. Geographically this affects the entire state of Georgia, although most of the impact is felt by federal, state, and local law enforcement agencies in the southern half of the state. Not content to remain static, the operation is growing with six officers in training and the acquisition of additional equipment and software. The Armstrong approach is currently so successful that other digital forensics labs often send devices they are unable to access to the Cyber Forensics Division. Armstrong is successful where others have failed because we have acquired multiple hardware and software platforms and the analysts/investigators are trained and experienced to use all of these tools to analyze devices. In many law enforcement agencies technicians often work alone. We have found the old axiom, “two heads are better than one,” is not just a cliché. Officers and technicians are able to share ideas and experiences in discussions which creates a shared knowledge base when working with ever-evolving new technologies.

The resounding success of this program can be explained by the innovative out of the box way of thinking about what is possible. This program was considered impossible because of costs associated with equipment and training. Training is approximately $2,000 - $3,000 per course. Partnership with other agencies, academic institutions, teaching providers, and private industry made it possible to receive training at no cost. Funding was made possible by use of department funds.

To ensure that the program has a legally sound process and thorough oversight, an attorney who is a sworn police officer and an expert in cyber law was placed in command of the Cyber Forensic Division.

Hiring additional police officers to perform CFD tasks is unnecessary because each digital forensic analyst investigator is also a member of the departments patrol division. These models use their uncommitted time, the time between calls, to perform their duties as digital forensic analysts. This model is built on the premise that once assigned a case, it is up to the officer to manage his or her time along with their other duties with the understanding that the lab needs to have an analyst available 24 hours a day for incoming and urgent requirements.

By using more than a single forensic tool, our cyber forensic investigators have the ability to discover and retrieve more data. This problem solving model encourages the CFD analysts to work collaboratively in a team effort and successfully leads to a more thorough investigative process.

Lastly, the department is training the next generation of digital forensic analysts through the internship program, in conjunction with the criminal justice department. Once these interns graduate they are eligible for the national certification test and can become certified. This prepares them and makes them eligible to become part of the job market. When they become

Armstrong State University
employed they will lessen the nationwide shortage of digital forensics analysts/investigators.

**Presentations on Digital Forensics and Armstrong Police in 2012-2016**

1. Coastal Law Enforcement Officers Association Meeting
2. Savannah Chatham Metro Police Staff Meeting
3. Chatham County Commissioners Meeting
4. Georgia Bureau of Investigation GCIC/CJIS Symposium
5. Chatham County District Attorney’s Staff
6. University System of Georgia Police Chiefs Conference
7. University of Georgia Facilities Officer Conference
8. University System of Georgia Information Security Conference
9. Georgia Gang Investigators Meeting
10. Joint Terrorism Task Force Meeting
11. Georgia Association of Chiefs of Police District Meeting
12. Georgia Forensics Auditors Training
13. Creative Coast Savannah Meeting
14. University System of Georgia Auditors Conference
15. Ft. Stewart/Hunter AAF MP Battalion Presentation
16. Crimestoppers on Oct 17, 2013 at 09:00am 40 minute interview on radio station 97.7 The River.
17. Presentation for Dr. Logan in Education on classroom management.
18. Georgia State Intelligence Network Meeting
20. Received Governors Public Safety Award for Outstanding Contribution to Profession Dec. 12th 2013.
22. Crimestoppers on March 8th, 2014 at 09:00am 40 minute interview on radio station 97.7 The River.
23. Chatham County Commissioners Meeting Tour of Facility February 25th 2014.
24. WSAV coverage of CFD lab.
26. March 5, 2013. Lecture Presentation Tour of CFD Facilities for 3 of Professor King, Basic Computer Science Classes at 09:30 and 16:30.
27. March 6, 2013. Lecture Presentation Tour of CFD Facilities for Professor King Basic Computer Science Classes at 09:30.
28. Effingham County Middle School Leadership Presentations at 11:00 and 14:00.
29. College Access Mentoring Information and Outreach for Hispanic Students (“CAMINO PROGRAM”)
   - Afterschool Presentation and Recruiting Event in Digital Forensics for High Schools.
     a. Tattnall County High School: March 11, 2014 from 15:30-17:00.
     c. Toombs High School: March 27, 2014 from 15:30-17:00.
30. Family Military Day Presentation on April 5, 2014 10:00-12:00.
31. STEMposium (Science, Technology, Engineering, and Mathematics) hands on teaching workshop on April 9, 2014 for Bolden Middle School.
32. Southside Rotary May 6th 2014. 12:00 Chief gives speech on cyber forensics.
33. July 29th 2014 recipient of the Dr. Curtis McClung/Motorola Award of Excellence at the Georgia Chiefs Association Conference.
37. 5/24/2014 Armstrong Police took part in the Savannah Mile run downtown savannah.
39. Key Note Speech Information Security Officers Conference 5/19/2014
41. August 23rd 2014 Presentation for Student Government Association Retreat at the Ebenezer Center 2 hours.
43. CFD Presentation for Bryan County High School, December 16, 2014.
44. Willcox giving Speech on opportunities and programs at Armstrong Philips AME church downtown council of churches 12:00 1/20/2015.
45. Willcox speaking to Council of Churches, 1/22/2015.
46. Willcox features on Crimestoppers radio show, 1/22/2015.
47. Interview with County Access for GPTV, 1/23/2015.
48. Willcox presentation GACP Cyber forensics presentation 1/26/2015 in Augusta Georgia
49. CFD presentation for Hunter/Ft. Stewart Ranger Battalion 1/27/2015.
50. Media Interview on fair and impartial policing, 2/19/2015 with Chief Willcox and Chief David Lyons.
51. College Access Mentoring Information and Outreach for Hispanic Students (“CAMINO PROGRAM”) Afterschool Presentation and Recruiting Event in Digital Forensics for High Schools.
   b. Tattnal County High School: March 04, 2015 from 15:30-17:00.
   d. Toombs High School: March 27, 2015 from 15:30-17:00.
52. CFD Presentation for Chatham County Board of Education, 3/12/2015.
56. 69th Annual Meeting of the Southern Legislative Conference, and congratulations on winning the 2015 STAR Award! June 22, 2015.
57. Wayne Willcox, winner of the IACLEA Administrative Excellence Award, to be presented June 30, 2015.
59. Presentation to FBI Savannah offices 8/28/2015.
60. NAMI (National Alliance of Mental Illness) Coastal Crisis Intervention Team Community, 9/9/2015, with Helen Stone. Military outreach, Savannah Metro, and Armstrong Police.
61. Susan Peters, 9/11/2015, Tour of CFD.
62. Buddy Carter office Bud Seymour, District Representative, 9/11/2015, Tour of CFD.
63. 9/14/2015 3 Classes given tour and orientation on CFD from Dr. Rogers Class.
64. 9/15/2015 2 Classes given tour and orientation on CFD from Dr. Rogers Class.
65. 11/23/2015 Meeting with Helen Stone, Julian Miller.
66. 11/19/2015 Crime Stoppers forum.
67. Kenny Stahlings with 40 students for a tour of CFD from Atlanta.
68. 11/2/2015 WJCL Interview.
DEFINITIONS OF REPORTABLE CLERY ACT CRIMES AND GEOGRAPHY PRIMARY CRIMES

Murder/Manslaughter – The willful killing of one human being by another.

Negligent Manslaughter – The killing of another person through gross negligence.

Sex Offenses – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

B. Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity

C. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery – Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or
great bodily harm. Burglary – Unlawful entry of a structure to commit a felony or a theft. Motor Vehicle Theft – Theft or attempted theft of a motor vehicle.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes – Includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of listed bias, plus the following crimes.

Larceny/Theft – Includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism or Property (except arson) – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind.

   Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

   Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

   Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

   Ethnicity/National Origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

   Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence – A felony or misdemeanor crime of violence committed:
• By a current or former spouse or intimate partner of the victim;

• By a person with whom the victim shares a child in common;

• By a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner;

• By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

• By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

• (i) Fear for his or her safety or the safety of others; or • (ii) Suffer substantial emotional distress.

ARREST AND REFERRAL CRIMES

Weapons Offenses – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Laws – The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Laws – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness
Memorandum of Understanding (MOU)
between the Community Prevention Alliance Workgroup (CPAW) and the Sector Member

This Agreement between CETPA and HCLA shall be from 7/4/16, until terminated by mutual agreement: (Date)

PURPOSE

The purpose of this agreement is to provide guidance to the parties respecting the services and responsibilities that the members of the group will be asked to provide to advance the objectives of the Georgia Strategic Prevention System (GA-SPS).

CETPA RESPONSIBILITIES:

CETPA will oversee the daily operation of the program’s activities, while the CPAW will be asked to set overall goals and objectives for the program’s operations jointly with staff and volunteers and create and follow a strategic plan within the requirement of the DBHDD. The members shall participate in on-going refinement of the DBHDD Georgia Strategic Prevention System (GASPS) vision, mission, objectives, goals, and in sustaining the CPAW’s mission in the community.

The members of the CPAW will provide their skills and abilities in order to assist CETPA’s GA-SPS initiative to set policies for the programs implemented by the strategic plan, and formulate goals and objectives in compliance with the goals and objectives of GA-SPS.

CETPA will provide one monthly meeting for the entire group to brief the members in the ongoing activities. For some activities more than one monthly meeting might be required. The members of the CPAW will attend at least one monthly meeting and more if needed according to their availability.

In order to make better use of our resources are asked to choose a committee where they feel their skills might be better utilized. A member might participate in activities assigned to other committees but for the purpose of efficiency we ask you to choose only one of the following:

☐ Epidemiological (Epi) Workgroup (to conduct the Needs Assessment)
☐ Planning and Operations Workgroup (to write Strategic Plan and oversee its Implementation)
☐ Evaluation and Sustainability Workgroup (to Evaluate the Implementation)

From time to time the members of the CPAW might be asked to attend trainings, seminars, and community-wide events as their schedule permits to increase the capacity of the group; CETPA will provide funding to cover transportation, tuition and lodging as needed.

OF RESPONSIBILITIES:

1. Identifying one representative for the Region 5 CETPA’s Alcohol Initiative;
2. Attend the coalition meetings and CPAW meetings;
3. Attend sponsored trainings, seminars, and community-wide events as necessary; and
a. Participate in on-going refinement of the DBHDD Georgia Strategic Prevention System (GASPS) vision, mission, objectives, goals, and in sustaining the CPAW's mission in the community.

4. Help to reach the Latin Families that may benefit from our programs.

CONFIDENTIALITY
Both parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this Agreement for any purpose not connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

AMENDMENT
This agreement may be amended by mutual consent of both parties.

DATED this 28 day of July, 2016.

By: [Signature]
CPAW Member

[Signature]
CETPA Project Coordinator
CETPA lo invita a participar en el programa:

**Familias Fuertes**

Seis (6) clases en las que padres e hijos podrán aprender a:

* Entenderse los unos a los otros  
* Tener una mejor comunicación  
* Construir relaciones positivas  
* Cómo manejar las malas influencias  
* Evitar que los jóvenes tengan problemas con las drogas y el alcohol

**CLASES GRATIS!!!**

6 Sábados, empezamos Marzo 28, 2015 de 6pm a 8pm

En el Centro Hispano localizado en 1 Gamble Rd. Savannah, GA 31405

Para más información hablar con Araceli Harper al (912) 272-4579

o mandar un email a: aharper@cetpa.org

¡En Español!  ¡Cuidado de niños Gratis!  ¡Cena Gratis para toda la familia!

www.cetpa.org
Free Alcohol Prevention & Compliance Checks Training

Youth males and females between ages 16 to 20 years old

Wednesday, May 18, 2016

From 5pm to 7pm.

At Freedom Church located at 1370 US Highway 80 E Pooler, GA 313422.

Work and volunteer opportunities after training

Free materials

Refreshments

Door prices

Limited Space: Pre-registrations required

For more information, contact:

Araceli Harper
CETPA/Region 5 Alcohol Prevention Project Coordinator

aharper@cetpa.org  (912) 604-9565 Cell  (912) 272 4579 Cell

WWW.FACEBOOK.COM/CETPANEWS  WWW.TWITTER.COM/CETPANEWS  WWW.YOUTUBE.COM?CETPANEWS
CLINIC for Education, Treatment and Prevention of Addiction, Inc.
CLINICA de Educación, Tratamiento y Prevención de la Adicción, Inc.

ALCOHOL PREVENTION PROJECT (APP).

Community Prevention Alliance Workgroup (CPAW).

CETPA, Inc, is a private, nonprofit organization that has developed into a full service behavioral health treatment, intervention and prevention agency, providing services in English and/or Spanish to the Latino community in Georgia. This agency is licensed by the Georgia Department of Community Health – Healthcare Facility Regulation and holds a national accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) to provide behavioral health treatment and prevention services in English and/or Spanish.

We are a recipient of a Georgia Strategic Prevention System (GASPS) grant assigned to work in the South Savannah area in Region 5. In accordance with the Strategic Prevention Framework (SPF), we have completed our needs assessment process and a specific goal was identified.

The goal for our Region is Goal 2: Reduce access to alcohol and binge drinking among 9-20 year olds. We are committed to work in collaboration with our community prevention alliance workgroup (CPAW) locally to achieve our goal in coordination under the supervision of Cathy, Regional Prevention Specialist for Region 5.

When: every second Friday of the month       Time: 4pm to 5pm
Except November, our meeting is going to be November 20, 2015.

Where: Goodwill Industries of the Coastal Empire, Inc (Job Connection building)
located at: 77202 Sallie Mood Drive, Savannah, GA 31406.

Schedule 2015-2016:

December 11, 2015
February 12, 2016
April 8, 2016
June 10, 2016
August 12, 2016

January 8, 2016
March 11, 2016
May 13, 2016
July 8, 2016
September 9, 2016

Refreshments!

Araceli Harper
CETPA/Region 5
Project Coordinator
aharper@cetpa.org
(912) 272-4579
<table>
<thead>
<tr>
<th>Life Skills Area</th>
<th>Which Complete College Georgia (CCG) area are you addressing with this program.</th>
<th>Who is your target audience?</th>
<th>Program Title</th>
<th>Program Date</th>
<th>Program Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol/Drug Awareness</td>
<td>Alcohol/Drug Awareness</td>
<td>Windward Commons (All), First Year Students</td>
<td>Don't Gamble with Your Life</td>
<td>2/15/2015</td>
<td>1:00pm</td>
</tr>
<tr>
<td>Alcohol/Drug Awareness</td>
<td>Alcohol/Drug Awareness</td>
<td>Windward Commons (All), First Year Students</td>
<td>Humpday Treat Party</td>
<td>3/4/2015</td>
<td>7:00pm</td>
</tr>
<tr>
<td>Alcohol/Drug Awareness</td>
<td>Personal Issues/Peer Support</td>
<td>Windward Commons (All), Windward Commons (location specific), Compass Point (All), Compass Point (Location specific), University Terrace I, University Terrace II, University Crossings, University Terrace and Crossings (All), Apartments (All), Housing (All), First Year Students, Upper Class Students, Armstrong General</td>
<td>Don't Be a Fool</td>
<td>3/29/2015</td>
<td>8:00 p.m.</td>
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<tr>
<td>Alcohol/Drug Awareness</td>
<td>Academic Preparation/Enhancement</td>
<td>Windward Commons (All), First Year Students</td>
<td>Pirate Bingo</td>
<td>10/15/2015</td>
<td>8:00 p.m.</td>
</tr>
<tr>
<td>Alcohol/Drug Awareness</td>
<td>Personal Issues/Peer Support</td>
<td>Windward Commons (All), First Year Students</td>
<td>Flip Cup</td>
<td>9/6/2015</td>
<td>7:00 PM</td>
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<tr>
<td>Alcohol/Drug Awareness</td>
<td>Personal Issues/Peer Support</td>
<td>Housing (All)</td>
<td>One tequila, two tequila, three tequila, floor!!</td>
<td>9/3/2015</td>
<td>7pm</td>
</tr>
<tr>
<td>Alcohol/Drug Awareness</td>
<td>Personal Issues/Peer Support</td>
<td>Windward Commons (All), Windward Commons (location specific), Compass Point (All), Compass Point (Location specific), University Terrace I, University Terrace II, University Crossings, University Terrace and Crossings (All), Apartments (All), Housing (All), First Year Students, Upper Class Students, Armstrong General</td>
<td>Drug Mafia</td>
<td>10/21/2015</td>
<td>7-8pm</td>
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<tr>
<td>Alcohol/Drug Awareness</td>
<td>Personal Issues/Peer Support</td>
<td>Windward Commons (All)</td>
<td>Drug Mafia</td>
<td>2/21/2016</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Alcohol/Drug Awareness</td>
<td>Personal Issues/Peer Support</td>
<td>Windward Commons (All)</td>
<td>Do you like piña colada?</td>
<td>3/9/2016</td>
<td>6:45 PM</td>
</tr>
<tr>
<td>Event Title</td>
<td>Topic</td>
<td>Location</td>
<td>Type</td>
<td>Date</td>
<td>Time</td>
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<tr>
<td>Alcohol/Drug Awareness</td>
<td>Personal Issues/Peer Support</td>
<td>Apartments (All), Housing (All)</td>
<td>Happy Hour</td>
<td>2/24/2016</td>
<td>7:00:00 PM</td>
</tr>
<tr>
<td>Alcohol/Drug Awareness</td>
<td>Personal Issues/Peer Support</td>
<td>Housing (All)</td>
<td>Party, Party, Party let's all get..........</td>
<td>4/1/2016</td>
<td>5:30:00 PM</td>
</tr>
<tr>
<td>Alcohol/Drug Awareness</td>
<td>Campus Engagement and Involvement</td>
<td>Apartments (All)</td>
<td>&quot;DRUNK-opoly&quot;</td>
<td>9/7/2016</td>
<td>7:00:00 PM</td>
</tr>
<tr>
<td>Event Type</td>
<td>Session</td>
<td>Location</td>
<td>Activity</td>
<td>Date</td>
<td>Time</td>
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<tr>
<td>Alcohol/Drug Awareness</td>
<td>Personal Issues/Peer Support</td>
<td>Windward Commons (All)</td>
<td>Complete the course on Alcohol Awareness</td>
<td>9/15/2016</td>
<td>6:00:00 PM</td>
</tr>
<tr>
<td>Alcohol/Drug Awareness</td>
<td>Personal Issues/Peer Support</td>
<td>All Housing</td>
<td>Do You have the Luck O’ the Irish?</td>
<td>3/10/2016</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>Program Location</td>
<td>In the space below, outline your three learning outcomes. Remember that one of them has to specifically relate to CCG (institutional satisfaction, campus engagement, personal issues, or academic issues)</td>
<td>Use the area below to specifically describe your program.</td>
<td>Are you requesting any guest presenters? Please list their names and offices below.</td>
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<tr>
<td>Windward Commons Cove</td>
<td>1. Students will learn the dangers of different quantities of drugs, 2. Teach students about the help and support available if they find drugs or are worried about someone else, 3. Students will learn about the statistics of drugs and their impact on society.</td>
<td>Play 'poker' (or any card game they wish to play) with money being different candies with the colors being different prices. They will get the candy and there will be drinks provided.</td>
<td>No</td>
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<tr>
<td>Windward Commons Cove</td>
<td>1. Students will learn to be aware of their surroundings in a social context 2. Students will learn whom to trust in a party environment 3. Students will learn how to be cautious of situations and other people in a party environment</td>
<td>Residents will be randomly assigned a &quot;role&quot; at the &quot;party&quot;, and will be asked to act in that role. An RA will be the &quot;bartender&quot;, making the mocktails and encouraging the residents to consume the drinks. Each time a resident gets a drink, the bartender will make a mark on the bottom of their cup. After the time is up, we will look at how many drinks each resident has had, and how that affected their role at the party (for instance, the &quot;D.D&quot; might have had two drinks, etc.).</td>
<td>N/A</td>
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<tr>
<td>Compass Point Clubhouse</td>
<td>Residents will be taught at least two consequences that can come about in relation to drug possession. Residents will be taught how to identify at least two drugs so that they can always be aware of my surroundings. By attending this program residents will be able to apply the knowledge they learned at the program in their social/personal life.</td>
<td>8pm: start time 8:05: Start music, socialization, eating 8:15: Have games set up (video games etc) to distract individuals while selected residents place &quot;drugs&quot; in their friends items 8:15: reflect on what took place and on things that were learned from the experience 9:00: End of event</td>
<td>no</td>
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<tr>
<td>Windward Commons Cove</td>
<td>1. Students will gain more knowledge about Armstrong's resources, 2. Students will become more comfortable with using those resources, 3. Students will learn different study skills.</td>
<td>We will play Bingo with the students. The announcer will read off questions relating to different subjects (such as campus services and resources). The answers to the questions will be on each bingo card. To win the game, students will have to know the answers to the questions and mark the bingo card accordingly.</td>
<td>None</td>
<td></td>
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<tr>
<td>Location</td>
<td>Activities</td>
<td>Further Information</td>
<td></td>
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</table>
| Windward Commons Cove  | 1. Help residents understand the risk of drugs and engaging in drinking games such as Flip Cup and other common games found at parties.  
2. Inform residents about the exact health risks of doing drugs, heavy drinking and other concerns that accompany drinking games or other possible college situations.  
3. Encourage a sense of community and a network of informed individuals that can help friends or one another if similar situations to that emulated are encountered. | We will have a game or two of flip cup (depending on the number of residents that show up). When each person manages to get their cup flipped, a piece of paper will be taped on the inside of each cup and that person will have to run up to the banner and match the statistic written with its appropriate sentence. When they have successfully done (on their own or with input from their team) and return to the table, tap it, and the next person can start. Each person who gets a statistic matched correctly will get a “drug candy” with an accompanying fact as a prize. Throughout and afterward, we will offer further advice, situations, and explanations. |
| Compass Point Clubhouse | 1. alcohol awareness, date rape drugs, and illegal/prescription drugs.  
2. Campus police and counseling services and help clinic.  
3. making smarter and cautious decisions when consuming alcohol and/or illegal substances. | The program will be held out on the brick pathway between the clubhouse and windward commons (with the clubhouse reserved encase of rain). The residence will have their choice of going to any one of the four stations. Two informational stations where they will learn about alcohol consumption for weight and sex, and also learn about statistics on driving under the influence. One of the stations will be for food and "mock"tails for refreshments. The last table will be a demonstration using the drunkenness goggles, supplied and supervised by UPD. |
|                        |                                                                             | N/A                                                                                 |

Compass Point Clubhouse | 1. alcohol awareness, date rape drugs, and illegal/prescription drugs.  
2. Campus police and counseling services and help clinic.  
3. making smarter and cautious decisions when consuming alcohol and/or illegal substances. | The program will be held out on the brick pathway between the clubhouse and windward commons (with the clubhouse reserved encase of rain). The residence will have their choice of going to any one of the four stations. Two informational stations where they will learn about alcohol consumption for weight and sex, and also learn about statistics on driving under the influence. One of the stations will be for food and "mock"tails for refreshments. The last table will be a demonstration using the drunkenness goggles, supplied and supervised by UPD. | UPD(unknown officer) |
<table>
<thead>
<tr>
<th>Location</th>
<th>Activity #1- Play &quot;Mafia&quot;; learn the warning signs of drug addiction/overdose Activity #2- Have remedies available to students to teach them how to curve dependencies ex: detoxing their bodies, etc</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compass Point Clubhouse</td>
<td>1. As a result of attending this program students will gain knowledge of common abuses of types of drugs (legal/illegal/prescription/non-prescription). 2. As a result of attending this program students will be better connected with resources that could help with coping/withdrawal of drugs such as the counseling center. They also will learn of different foods that could be used as remedies to curve withdrawal symptoms. 3. As a result of attending this program students will have a better understanding of the role they play in noticing drug abuse when present and helping others or themselves get past it.</td>
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</tr>
<tr>
<td>Windward Commons Cove</td>
<td>1. The dangers of drugs. 2. The side effects of these drugs. 3. That these harmful drugs can kill you.</td>
<td>n/a</td>
</tr>
<tr>
<td>Windward Commons Cove</td>
<td>We will teach the residents the dangers of these drugs by showing them the effects they have on people, and cases where it has killed a person to show that it really can kill you. We will also tell them the things that make up these drugs and how harmful they are to your body.</td>
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</tr>
<tr>
<td>Windward Commons Cove</td>
<td>Students will learn facts about the impact that alcohol can have on the body. Students will learn healthier methods to have fun and handle everyday emotions Students will know two more facts about alcohol than they knew before coming to the program.</td>
<td>No</td>
</tr>
<tr>
<td>Windward Commons Cove</td>
<td>There will be various activities for residents to participate in (water pong, alcohol bingo) which will include facts about alcohol. In the end, there will be a quiz assessing what they learned. In the end, they will be rewarded with a delicious pina colada.</td>
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<tr>
<td>Program</td>
<td>Description</td>
<td>Activities</td>
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<tr>
<td>Compass Point Clubhouse</td>
<td>As a result of attending this program students will gain knowledge of alcohol awareness through games that encourage responsible driving. As a result of attending this program will be better connected with UPD and their procedures and assistance in alcohol related issues. As a result of attending this program students will have a better understanding of the role they play in society as a responsible driver and decision maker through their college life into adulthood.</td>
<td>We will do activities such as; playing drunk Mario kart and pin the cup.</td>
</tr>
<tr>
<td>Compass Point Clubhouse</td>
<td>As a result of attending this program students will gain knowledge about drug awareness and party/social skills. As a result of attending this program students will be better connected with the counseling center, UPD and their procedures and assistance in drug related issues. As a result of attending this program students will have a better understanding of the role they play in being responsible and making better choices in social situations.</td>
<td>We will have different &quot;stations&quot; set up around the clubhouse that you would normally encounter at parties. There will be a water pong table, a table with card games, party food, and music and cups being distributed around the room. We will have colored dots placed on the bottoms of certain cups and also place sticky notes on the backs of some of the residents without them knowing. At the end of the program, we will cut the lights on and reveal that some residents have been &quot;roofied&quot; or have unknowingly consumed edibles. This program will be a fun and interesting way of showing our residents how to conduct themselves safely in party situations.</td>
</tr>
<tr>
<td>Compass Point Clubhouse</td>
<td>1. Students will learn more about alcohol awareness. 2. Students will also learn the consequences of drinking off and especially on campus. 3. Students will also be able to be provided with resources for dealing with alcohol.</td>
<td>We will play a life-size game version of monopoly, called &quot;drunkopoly&quot;. In which we will serve butter &quot;beer&quot; and pizza. While playing &quot;drunkopoly&quot; residents will gain more knowledge about alcohol awareness in terms of consequences, resources, and precautions on a off campus.</td>
</tr>
<tr>
<td>Location</td>
<td>Event Details</td>
<td>Additional Details</td>
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<tr>
<td>Windward Commons Cove</td>
<td>Students will learn about Alcohol Awareness. Students will have a clearer understanding of the importance of sobriety. Students will be more informed on student engagement by exploring different events that discusses alcohol awareness.</td>
<td>residents will wear beer goggles and attempt to complete the obstacle course within a time limit. If they successfully complete the obstacle course they then receive a bag of candy.</td>
</tr>
<tr>
<td>Compass Point Clubhouse</td>
<td>1) Students will learn how to avoid common spring break safety mistakes, 2) Students will learn some little known St. Patty's day facts/trivia, 3) students will understand the history behind the Savannah St. Pat's celebration and why it is important to this community.</td>
<td>A little twist on St. Patrick's day the week before spring break, this program will deliver information in a game format on how to avoid some common spring break issues, and will provide St. Patty's swag that can be later used. All food will be along a green theme. Music will be classical Irish flair such as Flogging Molly. Come out to have a little Irish fun!</td>
</tr>
<tr>
<td><strong>Budget Needs/Shopping List</strong></td>
<td><strong>What's Going on Armstrong Blurb</strong></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| Two bags of Starburst from Walmart (approx. $7.00)  
One bag of pixie stix from Walmart (approx. $4.00)  
Bottle of Coke from Walmart (approx. $2.00) | Come out to the Windward Cove at 1 pm on February 15 to play some card games and win candy while learning about the harmful impact of drugs! |
| 7- Up (4 2L bottles)  
1 large container (tub) of rainbow sherbet  
2 tubs of pineapple chunks  
60oz (at least) of sweetened cream of coconut  
2 large bags of Chex Mix  
*we'll also need to find a blender to use | Feel the need for a Humpday treat? Come join us in the Windward Commons Cove for a fun night of mocktails, music and dancing with a twist!  
Wednesday, March 4th at 7:00pm |
<table>
<thead>
<tr>
<th>WALMART</th>
<th>Come join Housing &amp; Residence life for a fun &amp; exciting night full of food, games and more!!</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN TRAY (1) $44</td>
<td></td>
</tr>
<tr>
<td>DRINKS (3) $2 EACH</td>
<td></td>
</tr>
<tr>
<td>CHIPS (2) $2.99-$3.99 EACH</td>
<td></td>
</tr>
<tr>
<td>Frito-Lay Classic Mix Chips Variety Pack- Walmart $8.38</td>
<td>Come out and play Bingo to test your knowledge of Armstrong's facilities!</td>
</tr>
<tr>
<td>24 pack soda~ 10.00</td>
<td></td>
</tr>
<tr>
<td>Item Description</td>
<td>Pricing and Details</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>48 ct. Fun Dip -- Walmart</td>
<td>$4.65</td>
</tr>
<tr>
<td>24 ct. Candy Cigarettes -- Walmart</td>
<td>$15.99</td>
</tr>
<tr>
<td>24 ct. Pop Rocks -- Walmart</td>
<td>$19.95</td>
</tr>
<tr>
<td>16 oz. Smarties -- Walmart</td>
<td>$2.28</td>
</tr>
<tr>
<td>18 ct. Skittles (and Starburst Variety Pack, if there are none that are just Skittles) -- Walmart</td>
<td>$11.84</td>
</tr>
</tbody>
</table>

TOTAL ESTIMATED: $54.71

Not going anywhere for Labor Day Weekend? Come join our Flip Cup program in the Windward Cove on Sunday, September 6th at 7:00 PM! Play a risk-free drinking game for a chance to win some prizes and learn about the dangers of drug use and alcohol! No DD necessary.

4 poster boards, martini glasses(plastic), 2 liters ginger-ale, 2 bottles of pineapple juice, white grape juice, maraschino cherries and two fruit tray.

One Tequila, Two Tequila, Three Tequila, Floor!!! Meet us on the compass point brick pathway to enjoy mock-tails, alcohol simulation goggles, and take the oath of alcohol awareness to protect yourself and others from the dangers of uniformed alcohol consumption!
**WALMART**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oranges (2 sacks)</td>
<td>$4 per sack</td>
</tr>
<tr>
<td>Green Tea (2 gallons)</td>
<td>$5</td>
</tr>
<tr>
<td>Seeds/Nuts (1 bag mixed)</td>
<td>$5</td>
</tr>
<tr>
<td>Mixed Chocolate (1 bag)</td>
<td>$3.49</td>
</tr>
<tr>
<td>Bottled Water (1 case)</td>
<td>$6.99</td>
</tr>
</tbody>
</table>

Would you like to murder your friends in a friendly game of "Mafia"? Are you great at noticing the signs of drug addiction? Or do you simply just want to know more about foods and home remedies that could help with curving withdrawal addictions for caffeine smoking and more? If you answered yes to any of these questions then "Drug Mafia" is the event for you. Come out on October 21st from 7-8 pm at Compass Point Clubhouse and join us for some drug themed Mafia.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Variety packs of chips</td>
<td>$6.98</td>
</tr>
<tr>
<td>2 liter of coke and sprite</td>
<td>$1.50 each</td>
</tr>
</tbody>
</table>

On February 20th, come test your luck with the Drug Mafia in the Windward Cove at 7:00 PM. Will you survive?

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pineapple Juice</td>
<td>$2.78</td>
</tr>
<tr>
<td>Coconut Milk</td>
<td>$3.28</td>
</tr>
<tr>
<td>Heavy Cream</td>
<td>$3.18</td>
</tr>
<tr>
<td>Solo Plastic Party cold cups, red</td>
<td>$10.45</td>
</tr>
</tbody>
</table>

Don't get caught in the rain! Come join us for a fun evening of mocktails and not so drinking games.
Pizza(4)- Dominoes  
Soda Bottles (2) Walmart  
Red Cups (a pack of 20) Walmart

Hey Pirates!!! Come out to Happy Hour on February 24th at 7pm at the Compass Point Clubhouse. We will be playing fun games such as drunken driving Mario kart edition and pin the cup. You will also get the chance to try out beer goggles and experience their side effects to show why drunk driving is not the best option. You do not want to miss this!!

<table>
<thead>
<tr>
<th>WALMART</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tyson anytizers (variety flavors) 5 bags $8 each</td>
<td></td>
</tr>
<tr>
<td>ranch dressing 1 bottle $4</td>
<td></td>
</tr>
<tr>
<td>ghirdelli brownie mix 2boxes $4</td>
<td></td>
</tr>
<tr>
<td>red solo cups 50 cups $3</td>
<td></td>
</tr>
<tr>
<td>1 sprite/root beer (2) 2 liters $4</td>
<td></td>
</tr>
<tr>
<td>glow sticks (50) price unknown</td>
<td></td>
</tr>
<tr>
<td>colored sticker dots 1 pack price unknown</td>
<td></td>
</tr>
<tr>
<td>1 table cloth plastic kind price unknown</td>
<td></td>
</tr>
</tbody>
</table>

Do you think you can party? Come out for our scenario-based party April 1st at Compass Point Clubhouse from 5:30-7pm and learn about the seen and unseen aspects of what really happens at parties.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>pizza ( pepperoni, cheese, meat lovers)</strong>*</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>butter beer receipe ( -2 gallons of vanilla ice cream</strong></td>
<td></td>
</tr>
<tr>
<td>-butter extract</td>
<td></td>
</tr>
<tr>
<td>-2 butterscotch syrups</td>
<td></td>
</tr>
<tr>
<td>-2 cream sodas</td>
<td></td>
</tr>
<tr>
<td>-2 containers of whip cream)</td>
<td></td>
</tr>
<tr>
<td>cups</td>
<td></td>
</tr>
<tr>
<td><strong>life size dice : oriental trading has them for 7.99</strong></td>
<td></td>
</tr>
<tr>
<td>Funsize Skittles and Starburst and bag of MARS Chocolate</td>
<td>no</td>
</tr>
</tbody>
</table>
This form was submitted by:
Graduate Assistant Job Description
Office of Student Integrity

Position Summary
The Student Integrity Graduate Assistantship is primarily an administrative position. The GA will work closely with the Assistant Dean of Student Integrity to educate and inform the campus community about the Code of Student Integrity. Under the supervision of the Assistant Dean of Student Integrity, the OSI GA will also help to develop and oversee the Peer Educator program. This is a new program that is comprised of undergraduate and graduate students, whose focus is educating the Armstrong community on the Code of Student Integrity, issues concerning alcohol and other drugs, sexual assault prevention, and suicide prevention.

Principle Duties and Responsibilities
1. Outreach and Education
   a. Education on revised Code of Student Integrity
   b. Civility Initiatives
   c. Sexual Misconduct
   d. Suicide Prevention
2. Peer Educator Program Oversight
   a. Development of program
   b. Selection of Peer Educators
   c. Supervision and advisement of outreach initiatives

Desired Knowledge, Abilities, Skills
1. Experience working with confidential matters
2. Ability to connect with students and meet them where they are
3. Decision making ability based on facts
4. Presentation/programming experience
5. Strong articulation and communication skills

Education, Training, and Experience Requirements
Enrollment in a Masters program at Armstrong. While no specific program is required, this position will have constant interaction with faculty, staff, and students in an advisory capacity as well as facilitating presentations. The ideal candidate will have previous experience in working with college-aged students.

Competencies
1. Presentation experience
2. Comprehensive knowledge of the Code of Student Integrity
3. Advisement or participation in Student Groups/Organizations
4. Desire to interact with students in educational settings

Supervisor and Supervision Plan
Supervision is by Andrew J. Dies, Assistant Dean of Student Integrity. Supervision will occur through weekly meetings, collaboration on projects, and a formal evaluation each semester.

**Educational Development of the GA and to Department/University**

This graduate assistant position will work closely with the Assistant Dean of Student Integrity in education and outreach initiatives. This position will be instrumental in the establishment and strategic planning of the Peer Educator program. The OSI GA will work closely with staff within the Office of Student Life and the University Counseling Center in the establishment of the program. Education and Outreach will become a priority of the Office of Student Integrity in the 2016-2017 academic year.

This position will allow the GA to develop and hone their project management skills, supervision/advisement skills, presentation abilities, and program management abilities. They will work one on one with Peer Educators and with the general student population. The University will benefit from this as we are in dire need of such a program. If thoughtfully planned and established, this program will ideally be around for many years to come.

The ideal candidate will possess a positive attitude, sense of humor, healthy work ethic, and a desire to help others, while still holding them accountable for their actions. The ideal candidate must also be able to handle stressful and sometimes intense situations, while remaining calm and collected.
Armstrong State University
Peer Educator Job Description

PURPOSE
Pirates Educating Pirates (PEP) is devoted to providing the student body with awareness of sexual misconduct (Title IX) and alcohol and other drug (AOD) abuse through peer to peer education with personalized outreach initiatives. The vision of the program is to form a safe place amongst students to educate and rely on one another for support relating to sexual misconduct and AOD abuse.

Peer Educators engage the campus community in educational and awareness activities to challenge students in making informed, responsible decisions for their health and safety, as well as for the health and safety of the community. Peer Educators receive specialized training in order to provide accurate, non-judgmental information and to direct students to resources and services.

RESPONSIBILITIES
- Design/implement campus-wide presentations and programs about sexual misconduct and AOD abuse
- Create materials/displays for social norming and awareness events in relation to the PEP program’s goals
  - Flyers, posters, chalking, tables, etc.
- Contribute to established social media platform as Peer Educator leaders
- Assist in identifying related student concerns and act as a referral to campus/community resources
- Maintain records of activities including data on students reached
- Conduct assessment activities
- Commit 20-30 hours per semester as Peer Educator
- Complete at least two Peer Educator activities per semester (at the discretion of the Educator).
- Attend one meeting with advisor every two weeks
- Other duties as assigned

REQUIREMENTS: Must be able to maintain privacy and respect with sensitive personal information, possess strong communication and organizational skills and basic computer skills, demonstrate ability to work well in a team, and desire to do presentations and support others.

ELIGIBILITY
To be a peer educator you must:
1. Be an enrolled student
2. Have a GPA of 2.5 or above
3. Complete the application process including a personal interview
4. Complete all required trainings
5. Be able to attend biweekly (two per month) Peer Educator meetings
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myPlaybook DELIVERY CHECKLIST

Use the checklist below to help you prepare for implementing myPlaybook on your campus. Feel free to print and write notes on this page for future reference.

☐ Student-athlete information spreadsheet (excel spreadsheet)
  ☐ Due at least 7 days before your student-athletes will need access to myPlaybook.
  ☐ Anticipated start date
    ☐ I plan to start implementing myPlaybook on _____________
  ☐ Projected due date
    ☐ I intend for my student-athletes to complete myPlaybook by _____________
☐ Communication preferences (select one)
  ☐ It is okay for IPAHW to send my student-athletes log-in information and reminder emails about completing myPlaybook.
  ☐ I don’t want IPAHW to communicate with my student-athletes. I will send log-in information and reminders on my own.
☐ Choose a course for freshmen (select from myPlaybook course descriptions below)
  ☐ Fall _myPlaybook AOD Core Course_______
  ☐ Spring ____________________
☐ Choose a course for sophomores (select from myPlaybook course descriptions below)
  ☐ Fall ____________________
  ☐ Spring ____________________
☐ Decide on implementing myPlaybook with your juniors and seniors
  ☐ Yes, I am interested (if interested in implementing myPlaybook with your juniors and seniors, please indicate this on the form)
  ☐ No I am not interested right now.
☐ Decide on delivery method (see “Effective DELIVERY of myPlaybook” below for suggestions)
  ☐ I plan on implementing myPlaybook by (e.g., using a start and due date):

__________________________________________________________

To increase the chance of successful implementation on your campus, please also complete the following prior to your student-athletes accessing myPlaybook:

☐ Review the myPlaybook demo courses in your personal myPlaybook account under “my account.”
☐ Read the FAQ document (see page 12)
☐ Review the sample Evaluation Report (see page 21). You will be able to indicate on the interest form if you would like to learn more about purchasing a school specific report.
**myPlaybook COURSE DESCRIPTIONS**

**myPlaybook AOD Core Course (approx. 75 minutes):**
The core course covers the NCAA’s drug testing procedures and protocols and provides education to student-athletes on the NCAA’s banned substance list. This course is devoted to targeting normative perceptions held by student-athletes, their alcohol and other drug expectancies, as well as their efficacy to use harm prevention strategies for themselves and others. Student-athletes explore alcohol and drug use by other student-athletes and compare it to their own use/non-use. Additionally, they consider ways to reduce the negative effects of alcohol and other drug use on their athletic and academic performance.

**myPlaybook Sexual Assault Prevention Course (approx. 45 minutes):**
Standard education related to key sexual assault concepts is essential to promoting the health and well-being of all college students. *myPlaybook* Sexual Assault focuses on normative perceptions, behavioral intentions, and harm prevention. Specifically, this course uses evidence-based strategies to correct misperceptions regarding the prevalence and acceptability of sexual assault on campus among student-athletes, outlines content related to the rights of student-athletes and the responsibilities of their university related to sexual assault, and promotes the development of intellectual skills aimed at increasing student-athlete self-efficacy to be safe active bystanders.

**myPlaybook Wellness Content Courses** (approx. 20-30 minutes each)

**myPlaybook Life Skills:**
Daily stress is a natural part of life. This course is devoted to educating student-athletes about both positive and negative coping strategies as well as exploring what works best for them. Ultimately, student-athletes learn how to effectively manage their own stress by becoming more adaptive and resilient which in turn will help them perform more optimally during competition and in the classroom.

**myPlaybook Dietary Supplements & Sports Nutrition:**
Nutrition is important to all student-athletes. This course increases student-athlete’s health literacy (making them better food consumers) and educates them about the critical role nutrition plays in athletic performance. Additionally, student-athletes explore the best pre and post competition foods. Lastly, student-athletes gain a better understanding of dietary supplementation and will be able to make informed decisions about their own personal dietary supplement use.

**myPlaybook Performance Enhancing Drugs:**
Student-athletes learn about the harmful effects of using performance enhancing drugs and identify means of achieving improved athletic performance without drug intervention. Finally, a detailed demonstration of the Resource Exchange Center is provided.
**myPlaybook Marijuana:**
Student-athletes learn about the effects of marijuana on athletic performance. Once a student-athlete has completed this course they will better understand common myths about marijuana and its use, describe how the body reacts to marijuana use, and draw links between marijuana use and poor athletic performance. Ultimately, this course will help student-athletes make healthy and informed decisions regarding marijuana use.

**myPlaybook Alcohol:**
The objective of the *myPlaybook* Alcohol course is to focus on the effect of alcohol on athletic performance and to support student-athletes in making healthy decisions regarding their own personal alcohol use or their choice to not use. Student-athletes are provided personalized feedback regarding their alcohol use/non-use and provided opportunities to consider their personal expectations regarding alcohol use. Lastly, student-athletes consider effective strategies for preventing alcohol-related harm for themselves and others.

**myPlaybook Tobacco:**
Today’s student-athlete is well aware of the harmful effects of tobacco use. Therefore the objective of this course is to not only remind student-athletes of the short and long-term effects of tobacco use, but also curb exaggerated normative perceptions about the prevalence and acceptability of tobacco use. The course challenges positive expectancies and reinforces negative expectancies of tobacco use, as well as supports student-athletes’ intentions to be tobacco free.

**myPlaybook Prescription & Over-the-Counter Drugs:**
Student-athletes are faced with many decisions regarding the use of prescribed and non-prescribed medications. This course educates student-athletes about the appropriate use of medications and NCAA regulations specific to the use and documentation of medications. Education is also provided about specific medications that are banned by the NCAA without appropriate documentation. Student-athletes will be prepared to make healthy decisions regarding the use of all medications. Additionally, the Resource Exchange Center (REC) is promoted as a resource to investigate the banned status of specific medications by the NCAA.
BEST PRACTICES for delivering myPlaybook

myPlaybook is made up of a variety of online courses that use evidence-based strategies to promote the health and well-being of student-athletes. Importantly myPlaybook was also designed to help NCAA member institutions meet the NCAA’s Alcohol, Tobacco, and Other Drug Education Guidelines; therefore, myPlaybook was constructed in a way so that a member institution can provide alcohol and other drug education to student-athletes throughout their entire collegiate experience. Currently, myPlaybook is made up of the Alcohol and Other Drug (AOD) Core Course, the myPlaybook Sexual Assault Prevention Course, as well as a variety of Wellness Content Courses.

There is a specific sequence of programming that the developers of myPlaybook consider to be “best practice.” Notably, the sequence begins with the AOD Core Course, which is considered a foundational course. After delivering the AOD Core Course, the school then has the flexibility to deliver the Sexual Assault Prevention Course as well as the various Wellness Content Courses. Delivering all of myPlaybook during a student-athletes freshman year will lead to student-athlete “burn out” and/or “push-back” and it should be avoided. To increase the likelihood of a positive student-athlete experience and greatest potential for impact, the developers of myPlaybook have constructed a delivery table that outlines a recommended sequence of myPlaybook courses.

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>AOD Core Course</td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Sexual Assault Prevention Course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Wellness Content Course</td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Wellness Content Course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Wellness Content Course</td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Wellness Content Course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Wellness Content Course</td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Wellness Content Course</td>
<td></td>
</tr>
</tbody>
</table>
Effective DELIVERY of myPlaybook

Described below are the most popular/effective myPlaybook delivery methods. Feel free to adapt these to meet the needs of your department.

1. Due Date:
   a. Select a specific start and due date and communicate it regularly with student-athletes. This is an effective delivery method because student-athletes typically respond well to periodic reminders until the course is complete.
   b. You will be able to track completion progress.

2. Computer Lab/Group Setting:
   a. Bring student-athletes together (by team, year, etc) into a lab/group setting where they would all have access to a computer/laptop/tablet to access and complete myPlaybook at the same time. This can work well during study hall and team meetings.
   b. IMPORTANT NOTE: If you plan on using this implementation method you should run the speed and system test (found on page 12 in Technical Assistance) on a lab computer to identify any technical issues prior to the start of your group session.

3. Integrate into university/college course:
   a. Assign myPlaybook courses as homework or in-class assignment and follow-up with classroom discussions.
   b. You will be able to track completion progress for the purpose of assigning grades.

Incentivizing student-athletes is also an effective way to increase participation. Examples of what other schools have done in the past include:

1. Provide a pizza lunch/dinner for:
   a. Any student-athletes who complete myPlaybook by a certain due date.
   b. The team who has the highest completion rate.
   c. The team who completes their assigned myPlaybook courses first.

2. Have a prize (gift card, t-shirts, water bottle, etc.) drawing for those who complete their assigned myPlaybook courses by a certain date.

3. Have a prize (gift card, t-shirts, water bottle, etc.) drawing for the X number of student-athletes to complete each course.

4. Early release from study hall once the assigned myPlaybook courses have been completed.
How Can IPAHW Help?

Email Communication:

- IPAHW staff can take on the task of communicating with your student-athletes about myPlaybook. IPAHW can send the initial “Welcome to myPlaybook” email and periodic reminder emails. You will be copied on all emails so you know what your student-athletes are receiving from IPAHW. You can view the email templates on the next page.
  a. Reminder emails are ONLY sent to student-athletes who have not yet completed the assigned course.
  b. In our experience, a combination of communication from the myPlaybook administrator and IPAHW is best.

Completion reports:

- Links to run progress reports through YOUR personal administrator account have already been created for each myPlaybook course.
- More detailed instructions for running completion reports can be found on page 11.
- If necessary, IPAHW staff can assist you in setting up custom reports in your myPlaybook account to meet your reporting needs.

Technical Assistance:

- If a student-athlete experiences a technical issue, they should review the FAQ tab on the myPlaybook log in page.
  - Any time a student-athlete has a technical issue that they cannot solve using FAQ information provided, they should click on the Technical Assistance tab and complete the form.
  - All technical issues are dealt with in-house; therefore, IPAHW staff will work directly with your student-athletes to solve the technical issue in a timely manner.
**myPlaybook EMAIL TEMPLATES**

If you do not want IPAHW to contact your student-athletes about myPlaybook you can use the following email templates to provide them with information about course choice, due date, log in information, and technical assistance. Feel free to adapt for your needs, but be sure to include the information about technical assistance.

**myPlaybook Welcome Email Template:**

(First Name),

Have you heard of the NCAA Sport Science Institute? If not, check them out because they're giving you access to myPlaybook; a program designed specifically for NCAA student-athletes like you!

Your school is requiring you to complete following course(s) by **(DATE)**

- Athlete Assessment Form
- myPlaybook AOD Core course
- myPlaybook Sexual Assault Prevention course
- myPlaybook Alcohol
- myPlaybook Dietary Supplements & Sports Nutrition
- myPlaybook Marijuana
- myPlaybook Performance Enhancing Drugs
- myPlaybook Prescription and Over-the-Counter Drugs
- myPlaybook Tobacco
- myPlaybook Life Skills

Periodic email reminders will be sent to you until myPlaybook is complete. For questions about completing myPlaybook on your campus, contact **(Name of person) (email).**

**Here are instructions to access your personal myPlaybook account:**

1. Go to [http://myPlaybook.org](http://myPlaybook.org) and select your organization (NCAA SSI)
2. Your username is **(Username)**
3. Your password is **(Password)**

For technical assistance please view the FAQ tab at your myPlaybook site. If you still have questions, complete the Technical Assistance form found by clicking on the Technical Assistance tab.

Sincerely,

**(your name)**
myPlaybook Reminder Email Template:

(Name of school) student-athlete,

This is a reminder to complete myPlaybook. Our records indicate that you have yet to complete the (name of course) course fully. You must do so by (Date).

In case you have forgotten, here are your log-in instructions:

1. Go to http://myPlaybook.org and select your organization (NCAA SSI)
2. Your username is your school email address (all lower case letters)
3. Your password is your last name in all lower case letters

For technical assistance please view the FAQ tab at your myPlaybook site. If you still have questions, complete the Technical Assistance form found by clicking on the Technical Assistance tab.

Thank you
Why myPlaybook: TALKING POINTS

The following is information that can help you describe myPlaybook with others on your campus and answer the question “Why myPlaybook?” Feel free to use all or some of the information presented below when communicating with others on your campus.

The development and evaluation of myPlaybook has been funded over the past 8 years by the National Institute on Drug Abuse (NIDA). Dr. David L. Wyrick, Director of the Institute to Promote Athlete Health & Wellness, has led a team of respected prevention scientists and health educators to translate the best research aimed at promoting athlete health and wellness into a program that is effective, engaging, and can be easily implemented and sustained. The myPlaybook team has partnered closely with the Sport Science Institute at the NCAA to make sure that the content of myPlaybook is relevant to the student-athlete experience and compliments other important NCAA programs and policies. For example, myPlaybook provides thorough and standardized education specific to the NCAA drug testing program and banned substances, provides step-by-step instructions on how to use the Resource Exchange Center (REC) hosted by the National Center for Drug Free Sport, introduces student-athletes to the bystander concepts promoted in Step UP! and encourages them to participate in a full Step UP! training, and provides student-athletes to join the national “It’s On Us” campaign to stop sexual assault.

Student-athletes who complete myPlaybook have shown improvement across a number of outcomes. Pilot studies have consistently demonstrated the positive effect of myPlaybook on social norms specific to alcohol and other drug use, personal expectancies related to alcohol use, frequency of alcohol, marijuana, and tobacco use, quantity of alcohol, marijuana, and tobacco use, and alcohol-related consequences. The largest and most rigorous study ever completed to evaluate the effects of a program targeting student-athlete health and well-being was recently completed by the Institute to Promote Athlete Health & Wellness and the Methodology Center at Penn State University. Funding for the study was awarded by the National Institute on Drug Abuse. Over 6,000 NCAA student-athletes representing 73 colleges/universities participated in a randomized controlled trial to evaluate the long-term effects of myPlaybook on student-athlete alcohol and drug-related behaviors and consequences. Researchers from the Institute to Promote Athlete Health & Wellness and Penn State University are currently analyzing the resulting data and are expected to release the results in Spring 2016.

Language to share with your coaches and other athletic staff members about myPlaybook.

- Evidence-based program to promote student-athlete health & well-being.
- Provides standardized education on the NCAA drug testing program and banned substances.
- Offered completely online using web-based interactions to engage student-athletes.
- myPlaybook Discussion Guide available to facilitate team discussion of important myPlaybook topics.
- Completely customized for NCAA student-athletes.
- Provides personalized feedback to student-athletes about their own behaviors.
myPlaybook COMPLETION REPORTS

myPlaybook reports can be run to see which of your student-athletes have completed the course you assigned. Report templates are set up in myPlaybook for each course, but if you’d like to create your own you can use the following instructions. You can also work with an IPAHW staff member to set up custom reports under your account.

1. Log in to myPlaybook
2. Click on reports in the menu bar
3. On the right side of the screen under "course transcripts" click “Create New Report”
4. Under fields, place a check beside
   a. Name
   b. Email
   c. School
   d. Sport
   e. Course
   f. Course Status
   g. Date Completed
5. At the top click “Save Settings”
6. Create a name for your report and click save changes (keep it private)
7. Click back on “Configuration” at the top
8. Click “Run Report” on the bottom left
9. A new window will ask you to either view the report in a new browser window or in excel. Click on the one you prefer. Excel is nice for sorting.

***To run a report next time – when you click on reports in step 2, you will see your report name from set 6 under “Course Transcripts”

To Interpret a Report:

1. There will be one line for each course a student-athlete is enrolled in. If your student-athletes are enrolled in 2 courses, there will be two rows for each student-athlete (one for each course).
2. The Course Status column will tell you the status of the course. See the key below:
   a. Blank – The student-athlete has not logged in to myPlaybook
   b. Unknown – The student-athlete has logged in to myPlaybook, but has not started that course
   c. Incomplete – The student-athlete has started the course, but has not completed it
   d. Complete – The student-athlete has completed the course

***Please note: If your student-athletes are enrolled in multiple courses and/or you would like a customized report, please contact Samantha Kelly at sebibeau@uncg.edu
myPlaybook FAQ

What browser do you recommend for myPlaybook?

- Current versions of Chrome, Firefox, Internet Explorer and Safari are supported for the myPlaybook lessons. Completing the lessons on a PC or Mac computer will provide the best experience. iPads with a Wi-Fi connection are also supported.

- SmartPhones are not recommended platforms for completing the lessons. Users may experience issues in completing the lessons using these platforms and may be required to retake the course on a PC or Mac.

What internet speed do I need for myPlaybook? (Speed and system test)

- A high-speed Internet connection is recommended for the course (e.g. Cable or FIOS connection). If needed you can test your download and upload speeds at sites such as www.speedtest.net. Download speed should be 15 Mbps or higher. Upload speed should be 5 Mbps or higher.

- Cellular connections are not recommended or supported and may result the user experiencing errors in completing the lesson

How can I test my PC/Mac to determine if it is compatible with the myPlaybook site?

- In the lower left corner of the main site, there is a ‘System Test’ link. Click on the link and then click on the Test My Workstation button. The results should show all green checkmarks. If not, it is recommended that you address the item noted before continuing or find another workstation to use in completing the lessons.

I completed a lesson, but my next lesson is still locked.

- Confirm that the previous lesson is marked as complete and has been moved under the Completed tab. Try relaunching the lesson. When the lesson window opens, close the lesson and allow the data save process to complete. If the next lesson is still locked, contact technical support.

I completed a lesson, but it said fatal error and did not save my progress.

- You may be required to retake the lesson. Before retaking or starting a new lesson, be sure to you have checked the Technical Assistance information on supported browsers, Internet speed recommendations and performed a System Test on your workstation. If further assistance is needed, please contact technical support.
I cannot log in.

- Confirm that you have the correct username and password for the site. Passwords are case sensitive and need to be entered as shown. If needed, you can reset your password by clicking the “I forgot my password” link on the home page. You will need to enter the username associated with your account. A new password will be sent to the email address on file in the system. This is typically your school email address. Note: it may take up to 10 minutes before you receive the email. If you don’t receive the email, check you spam or junk email folder for the email. If further assistance is needed, please contact technical support. Passwords can be changed by clicking on the ‘My Profile’ link on the My Account screen.

When I am completing myPlaybook, the screen freezes.

- Write down the screen title or specific information about the screen that you are on. If possible, take a screenshot. Close the lesson, allow the data to save and try relaunching the lesson. The system will try to return you to the last screen viewed (or close to the last screen viewed). If so, continue on with completing the lessons. If not, check the Technical Assistance questions to confirm your workstation is supported before continuing. You may be required to retake a portion of the lesson. If you need further support, please contact technical support.

I do not see any courses listed in my account.

- Confirm that you are logged into your account and are on the My Account screen. Check to see if the courses are listed under the Enrolled, Overdue or Completed tabs. If not, please contact technical support.

How do I request technical support?

- If you encounter an issue, which you are unable to resolve after reviewing the list of FAQ, please contact technical support by filling out this form. You can also access the form by clicking on Technical Support on your myPlaybook menu bar.
- Please allow 24-48 hours for a reply from technical support. Technical support is available M-F from 8am-5pm EST.
myPlaybook DISCUSSION GUIDE

myPlaybook Discussion Activity Guide
For more information, contact:

Institute to Promote Athlete Health and Wellness

P.O. Box 26170

Greensboro, NC 27402-6170

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About this guide:

myPlaybook is a collection of evidence-based and interactive online lessons designed to promote the health and well-being of student-athletes. myPlaybook’s interactive programming engages student-athletes using state-of-the-art instructional design and includes content related to:

- Alcohol
- Tobacco
- Marijuana
- Performance-Enhancing Drugs
- Dietary Supplements & Sports Nutrition
- Prescription & Over-the-Counter Drugs
- Life Skills
- Sexual Assault
- Transitioning out of college

To learn more about myPlaybook visit athletewellness.uncg.edu

In order to support coaches and other athletic personnel, the myPlaybook Discussion Guide was developed to enhance the student-athlete experience and to provide discussion guides for coaches and other athletic personnel to use with student-athletes after they have completed myPlaybook.

Discussion topics presented in this guide are organized around health and wellness issues for student-athletes that are both relevant to the student-athletes’ collegiate experience and presented in myPlaybook. Content in the follow-up discussions is intended to complement and reinforce important information covered in myPlaybook and provide an institution with an additional opportunity to enhance health and well-being programming for student-athletes.

The discussion ideas presented in this guide may be adapted and delivered in varying formats to meet your institution’s needs. You may choose to devote a separate session for each topic area, or you may pick and choose questions to include in a single session. Most importantly, these activities are designed to personalize the material presented in myPlaybook and help student-athletes apply the information to their own experiences.
Topic – Expectations related to Alcohol and Other Drug (AOD) Use

Discussion Goal: In the myPlaybook AOD Core course “Expectancies” lesson, student-athletes explore their positive and negative expectancies related to their alcohol and other drug use. This discussion is designed and intended to help you facilitate a continued exploration of the student-athletes’ expectancies related to their alcohol and other drug use. NOTE: this discussion focuses on alcohol since it is the most prevalent substance used by student-athletes.

Setting up the discussion: Once all your student-athletes have arrived, tell them the topic for today is expectations related to alcohol use which they might remember from myPlaybook. Paraphrase the discussion goal provided above so that everybody starts the conversation on the same page. Also use this time to give them examples of what a positive expectancy is and what a negative expectancy is related to AOD use.

- **Positive Expectancy:**
  - I’ll have more fun if I am drinking
- **Negative Expectancy:**
  - If I drink I will feel out of control

Discussion Questions:

- Let’s talk about your expectations related to alcohol use. What are some of your expectations of alcohol use? Are they positive, negative, or a mix of both?
  - TIP: If you have a white board, write these expectations on the board in two columns.
- Do these positive and negative expectations align with our team goals and culture? Why or why not?
  - TIP: If you have a white board, circle expectations that align with team goals and culture.
- Based on our team and culture, what expectations do we have for how our team will make decisions about alcohol and drug use? How will we respond (policies or agreed upon consequences) when a teammate’s alcohol use is not consistent with team values?
  - TIP: Ask someone in the discussion to take notes of any policies or agreed upon consequences for alcohol use that is not consistent with team values. You can share this with the group or post it somewhere as a constant reminder to your student-athletes.
Topic - Harm Prevention

Discussion Goal: In the myPlaybook AOD Core course “Harm Prevention” lesson, student-athletes are introduced to various strategies to limit the amount of alcohol they consume, prevent risky behaviors while intoxicated, and intervene to help others (also called “bystander” behavior). This discussion provides an opportunity for student-athletes to apply these harm prevention strategies in order to promote a fun and safe social experience for themselves and others.

Setting up the discussion: Once all your student-athletes have arrived, tell them the topic for today is using some of the strategies that they learned in myPlaybook in a real life situation. Ask one participant to read the following scenario aloud while the other participants listen.

Scenario:

Some friends of a teammate are visiting from out of town, and you are going to hang out with them. At first you think it’s just a few people, but you get a few texts early in the evening that says it’s looking like a rager brewing. You invited two first-year teammates who said they aren’t huge “partiers” and don’t really drink, but since they want to meet more people they are going to go. You told them it would be no problem, since you are all in-season athletes and have practice in the morning, anyway.

When the three of you get there everyone seems to be having a good time. There is a little more alcohol than you expected, and then one of the out-of-towners starts setting up a drinking game. The first-years move to the back of the crowd, but then someone starts teasing them about not drinking and challenges them to play.

Harm Reduction Discussion Questions:

- What potential risks can you identify in this situation? What are possible consequences that might result – for the individual and for the team?
- What strategies could you use to prepare for the situation?
  - TIP: Encourage participants to brainstorm some of the strategies from myPlaybook, and think about which approach might work best. Encourage them to talk through different ways this scenario could proceed depending on strategies used with “what if” questions
- What strategies could you use during and after the party if you choose to attend the event?
- Are there others you can count on (friends, teammates) to help you make this a fun but safe experience?

Bystander Discussion Questions:

- What might stop people from responding in this scenario?
- How could it happen differently? How could bystanders act to change the outcome?
- What could you say or do if you were in this scenario?
- What will motivate you to act if you experience this in the future?
  - TIP: bring the discussion back around to the potential risks and consequences to the team that were brought up in the previous section – remembering what you collectively have to lose could be a source of motivation to step up and do something
**Topic - Sexual Assault: Consent**

**Discussion Goal:** The *myPlaybook* “Sexual Assault” module *Introduction* section is designed to help student-athletes develop their knowledge about sexual assault, including the concept of consent. This discussion helps student-athletes learn to recognize out of bounds behavior and reinforces the consent activity from the online module.

**Setting up the discussion:** Once all your student-athletes have arrived, tell them the topic for today is the concept of consent, which they will have learned about in *myPlaybook*.

**Discussion Questions:**

- There is a misperception that most rape involves physical violence, weapons, and strangers in a dark alley – the reality is that it is most often a known person, coercion, and lack of consent. What does the term “consent” mean to you? What are things that might constitute coercion?
  - TIP: If you have access to a whiteboard, it might be helpful to write down some key words that participants mention to develop a consensus about the meaning of consent and coercion.
- When you are in an intimate situation with another person, how can you recognize when something may be making them uncomfortable, even if is ok with you?
- What are some ways that you can be sure you have consent – what words can you say or actions can you take to know it is safe to proceed?
  - TIP: This would be a great opportunity for a role play using the suggestions offered by the group.
**Topic - Sexual Assault: Local Policies**

**Discussion Goal:** The *myPlaybook* “Sexual Assault” module, *Rights & Responsibilities* section is designed to help student-athletes understand that, in addition to universal concepts like consent, there are specific laws and policies that may differ by state, city, or institution. This supplemental discussion extends questions from the online module related to local rules.

**Setting up the discussion:** Once all your student-athletes have arrived, tell them the topic for today is expanding on the information learned in *myPlaybook* by talking about specific local policies and laws that apply to your state and institution.

**Discussion Questions:**

- Does your team or athletics department have policies about sexual assault? How many times have you heard sexual assault talked about within athletics? In other contexts on campus?
  - **TIP:** If you have time, prepare for this discussion by making copies of or displaying internet information about the relevant policies.

- What does it mean to have a “safe learning environment?”
  - **TIP:** Prompt participants to think of the many things that can make someone feel safe or unsafe – including words, physical actions, the environment

- In what ways do we function as a team to keep one another safe?
  - **TIP:** This is an opportunity to reinforce bystander behavior and willingness to step up for someone else

**Optional Follow-Up:** Ask students to research relevant state laws and institutional policies related to sexual assault and consent. These are typically available online. Students will use the information to answer the following questions. You may want to discuss as a group in a follow up session.

- Is there a definition of sexual assault for this institution?
- Are there clear step by step instructions for reporting sexual assault?
- Are there clear procedures for dealing with sexual assault cases?
- Does your institution have clear instructions for what to do if you are sexually assaulted?
- Do you know what is considered consent on our campus?
- Is there specific information about the laws in our state, including the age of consent?
- Is there data regarding sexual assault on our campus?
- Is there a clear policy related to sexual assault?
- Are there clear and enforceable sanctions for those who commit acts of sexual assault?
- Which of the laws, policies, or sanctions on our campus are surprising? How would you change them?
SAMPLE EVALUATION REPORT

Sample Evaluation Report starts on the next page.
INTRODUCTION
myPlaybook is an evidence-based suite of wellness programming aimed at promoting health and safety among college student-athletes. myPlaybook was developed and evaluated with funding from the National Institutes of Health (NIH) and targets important scientifically established risk and protective factors.

myPlaybook, as well as additionally athlete health and wellness programming is delivered by the Institute to Promote Athlete Health & Wellness located at the University of North Carolina at Greensboro.
myPlaybook targets scientifically established risk and protective factors for preventing AOD misuse, such as:

- Perceived Norms (descriptive and injunctive)
- Self-efficacy for preventing harm
- Positive and Negative Expectancies
- Intentions for non-use.

Using interactive exercises & immediate personalized feedback, myPlaybook provides:

- Content related to alcohol, tobacco, marijuana, prescription and over-the-counter drugs, performance enhancing drugs, nutritional and dietary supplements
- Standardized education around the NCAA Banned Drug Classes and the Drug Testing program (e.g., standard procedures and purpose)
- An easy to follow demonstration of how to use the Resource Exchange Center (REC)
Participants

- # of student-athletes enrolled (90)
- # of student-athletes who completed survey (90)

Average AGE

18

77% were first year student-athletes

Gender

- Male: 63%
- Female: 37%

- Black or African American: 27%
- Hispanic or Latino: 7%
- White or Caucasian: 67%

# of student-athletes who completed the course
RESULTS
NONE of your student-athletes have used anabolic steroids, synthetic cannabinoids, or marijuana in the past 30 days.
MOST of your student-athletes have NOT used any of these substances in the past 30 days.
Lifetime Alcohol Use

When asked “Have you ever had a whole drink of alcohol in your life?”

Most of your student-athletes said “No”
Binge Drinking

14% of your student-athletes reported binge drinking at least once in the past 2 weeks.
85% of your student-athletes did NOT get drunk in the past 30 days.
Past 30 Day ATHLETIC Consequences Due to Drinking or Other Drug Use

*NOTE: N/A = question did not apply to the student-athlete.*

- felt tired/sluggish in a practice:
  - N/A: 2%
  - None: 49%
  - Once or twice: 11%
  - 3-5 times: 2%
  - 6 or more times: 0%

- felt tired/sluggish in a competition:
  - N/A: 6%
  - None: 55%
  - Once or twice: 0%
  - 3-5 times: 0%
  - 6 or more times: 6%

- performed poorly in practice:
  - N/A: 0%
  - None: 38%
  - Once or twice: 7%
  - 3-5 times: 0%
  - 6 or more times: 1%

- performed poorly in a competition:
  - N/A: 7%
  - None: 54%
  - Once or twice: 0%
  - 3-5 times: 1%
  - 6 or more times: 7%

- showed up late or missed a practice or competition:
  - N/A: 3%
  - None: 57%
  - Once or twice: 3%
  - 3-5 times: 0%
  - 6 or more times: 0%
Past 30 Day ACADEMIC Consequences Due to Drinking or Other Drug Use

- Past 30 Day ACADEMIC Consequences
- Due to Drinking or Other Drug Use

*NOTE: N/A = question did not apply to the student-athlete.
Past 30 Day OTHER Consequences Due to Drinking or Other Drug Use

- had a hangover: 38% None, 11% Once or twice, 0% 3-5 times, 0% 6 or more times
- drove a car while under the influence: 39% None, 1% Once or twice, 0% 3-5 times, 0% 6 or more times
- thought I might have a drinking or drug problem: 40% None, 3% Once or twice, 0% 3-5 times, 0% 6 or more times
- had a memory loss/blackout: 40% None, 1% Once or twice, 0% 3-5 times, 0% 6 or more times
- ridden with someone who was drunk or used drugs: 40% None, 3% Once or twice, 1% 3-5 times, 0% 6 or more times
- hurt or injured another person: 39% None, 0% Once or twice, 0% 3-5 times, 0% 6 or more times
- been hurt or injured: 37% None, 6% Once or twice, 1% 3-5 times, 1% 6 or more times

*NOTE: N/A = question did not apply to the student-athlete.
When it comes to drinking while at college, your student-athletes think...

- My parents think that I should drink alcohol (moderately) while I am in college: 57% Strongly Agree, 24% Agree, 13% Undecided, 6% Disagree, 0% Strongly Disagree.
- Most of my close friends think that I should drink alcohol (moderately) while in college: 36% Strongly Agree, 23% Agree, 18% Undecided, 8% Disagree, 0% Strongly Disagree.
- Most of my teammates think that I should drink alcohol (moderately) while in college: 39% Strongly Agree, 26% Agree, 21% Undecided, 10% Disagree, 3% Strongly Disagree.
- My parents think that I should get drunk when I go to college parties: 69% Strongly Agree, 26% Agree, 5% Undecided, 0% Disagree, 0% Strongly Disagree.
- Most of my close friends think that I should get drunk when I go to college parties: 43% Strongly Agree, 23% Agree, 18% Undecided, 14% Disagree, 1% Strongly Disagree.
- Most of my teammates think that I should get drunk when I go to college parties: 44% Strongly Agree, 29% Agree, 13% Undecided, 3% Disagree, 2% Strongly Disagree.
Drug Testing Knowledge

Which of the following will NOT happen if you test positive on an NCAA drug test?

The banned drug classes are: diuretics and masking agents, anabolic agents, peptide hormones, stimulants, and _____.

How does the NCAA test for drugs?

All NCAA schools have banned tobacco use during athletic practices and competitions for which of the following individuals:

What will YOU do before leaving the drug testing site?

Presented here is the % of your student-athletes who correctly answered questions related to the NCAA’s drug testing program after completing myPlaybook.
# Reasons for Non-use of Alcohol

<table>
<thead>
<tr>
<th>Reason</th>
<th>Not at all important</th>
<th>Somewhat unimportant</th>
<th>Somewhat important</th>
<th>Very important</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was worried about the negative effects on my athletic performance in competition</td>
<td>25%</td>
<td>6%</td>
<td>13%</td>
<td>56%</td>
</tr>
<tr>
<td>I was going to drive</td>
<td>25%</td>
<td>6%</td>
<td>13%</td>
<td>56%</td>
</tr>
<tr>
<td>My coach would have disapproved</td>
<td>25%</td>
<td>13%</td>
<td>8%</td>
<td>54%</td>
</tr>
<tr>
<td>Drinking would have interfered with my school work</td>
<td>27%</td>
<td>6%</td>
<td>13%</td>
<td>54%</td>
</tr>
<tr>
<td>I was worried about the negative effects on my athletic performance in practice</td>
<td>23%</td>
<td>9%</td>
<td>15%</td>
<td>53%</td>
</tr>
<tr>
<td>I was worried about being drug tested</td>
<td>35%</td>
<td>10%</td>
<td>6%</td>
<td>48%</td>
</tr>
<tr>
<td>I was not old enough to drink legally</td>
<td>31%</td>
<td>4%</td>
<td>17%</td>
<td>48%</td>
</tr>
<tr>
<td>My teammates would have disapproved</td>
<td>36%</td>
<td>13%</td>
<td>13%</td>
<td>38%</td>
</tr>
<tr>
<td>Alcohol is fattening</td>
<td>33%</td>
<td>15%</td>
<td>15%</td>
<td>38%</td>
</tr>
<tr>
<td>My teammates did not drink</td>
<td>33%</td>
<td>15%</td>
<td>15%</td>
<td>38%</td>
</tr>
<tr>
<td>I did not like the way I act when drinking</td>
<td>35%</td>
<td>13%</td>
<td>15%</td>
<td>37%</td>
</tr>
<tr>
<td>My team had a 24/48 no drinking rule</td>
<td>38%</td>
<td>17%</td>
<td>9%</td>
<td>36%</td>
</tr>
<tr>
<td>My team had agreed to a &quot;dry&quot; season</td>
<td>48%</td>
<td>8%</td>
<td>8%</td>
<td>35%</td>
</tr>
</tbody>
</table>
Reasons for Using Alcohol

- **To celebrate**: 63% Very important, 8% Important, 17% Somewhat important, 11% Not at all important
- **My teammates or friends were drinking**: 63% Very important, 13% Important, 17% Somewhat important, 7% Not at all important
- **To have more fun**: 66% Very important, 13% Important, 15% Somewhat important, 7% Not at all important
- **To get drunk**: 75% Very important, 11% Important, 8% Somewhat important, 6% Not at all important
- **To relax/lower my inhibitions**: 71% Very important, 13% Important, 11% Somewhat important, 5% Not at all important
- **To meet people**: 68% Very important, 14% Important, 14% Somewhat important, 5% Not at all important
- **Nothing else to do**: 83% Very important, 6% Important, 8% Somewhat important, 3% Not at all important
- **My team's dry season had just ended**: 80% Very important, 13% Important, 3% Somewhat important, 3% Not at all important
- **I felt stressed/to manage stress better**: 76% Very important, 7% Important, 14% Somewhat important, 3% Not at all important

Reasons why your student-athletes choose to drink (most important to least important)
After completing myPlaybook most student-athletes intend NOT to use AODs in the next 30 days.
After completing myPlaybook student-athletes reported their intentions to use harm prevention strategies in the next 30 days.
I feel I benefited from taking myPlaybook.

This program has made me think more about how to avoid drug-related problems.

I am more likely to intervene with a friend who is getting in trouble with drugs, since taking this program.

myPlaybook is better than other drug prevention programs I have taken.

I would recommend myPlaybook to a friend.
SUMMARY
Summary of Findings and Recommendations

- The results presented in this report demonstrate the critical need for continued AOD prevention targeting college student-athletes.
- This report also indicates that the myPlaybook AOD Core Course was well received by NCAA student-athletes and is an effective method for meeting the needs of NCAA member institutions.
- Participation rates presented in this report indicate many student-athletes are willing to complete an AOD prevention course online. However, it is imperative school administrators receive implementation training and support during future initiatives.
UNCG Institute to Promote Athlete Health and Wellness

athletewellness.uncg.edu

Drug Free Sport™
Recreation and Wellness

Spring 2015 Late Night Program Names and Descriptions

Zumba Glow Night: January 22\textsuperscript{nd} 8:00 p.m. – 10:00 p.m. and March 10\textsuperscript{th}, 8:00pm-10:00pm Bring your NEON and follow our Zumba instructors in an awesome black light dance party. The SRC will provide glow bracelets and necklaces!

Skiing Trip: January 30\textsuperscript{th}-February 1\textsuperscript{st}, in Winterplace, WV. Total cost is $125 for students and $175 for non-students. The cost includes transportation, ski rentals, lift tickets, and two nights lodging. Trip is limited to 15 people. Registration deadline is January 22\textsuperscript{nd}.

AASDN Nutrition Certification: February 7\textsuperscript{th} – February 8\textsuperscript{th}, 8:00am-5:00pm This is a certification for those interested in nutrition and making nutrition plans for clients. For more information contact 912-344-3089 or megan.feasel@armstrong.edu

Universal Orlando Resort: February 13\textsuperscript{th}– February 14\textsuperscript{th} in Orlando, FL. The cost is $150 for students and $180 for non-students. Trip is limited to 15 people. Price includes transportation, lodging, and 1-day pass to both Universal Orlando and Islands of Adventures. Registration deadline is January 30\textsuperscript{th}.

Habitat for Humanity Service Project: February 28\textsuperscript{th} 8:30 a.m. – 2:30 p.m. Come give back to your local Savannah community by volunteering for the day with Habitat for Humanity’s Savannah chapter! The cost is free and transportation is included.

Peak Pilates Workshop: Saturday, March 7\textsuperscript{th} 11:00am-6:00pm. If you are interested in the Peak Pilates Workshop please contact Megan Feasel for additional information. This workshop is open to everyone.

Skydive Jacksonville: March 7\textsuperscript{th} @ 8:00 a.m., in Jacksonville, FL. Experience the thrill of your life by jumping out of a plane at nearly 13,000 feet! Cost is $180 for students and $200 for non-students. Price includes transportation and jump. You must be 18 years of age or older to participate. Registration deadline is February 27\textsuperscript{th}.

Caving Cumberland Caverns: April 10\textsuperscript{th}-April 11\textsuperscript{th}, in Cumberland Caverns, TN. Join us for an overnight caving adventure in Cumberland Caverns! $45 for students and $60 for non-students. Price includes caving tours and exploration, overnight accommodations in the cave, and breakfast on Saturday morning. Registration deadline is April 2\textsuperscript{nd}.

Kayak and SUP at Tybee: April 25\textsuperscript{th} 10:00 a.m.-3:00 p.m., on Tybee Island, GA. Join us for a fun day of kayaking \textit{and} paddle boarding on Saturday, April 25\textsuperscript{th}. Cost is $35 for students and $50 for non-students and includes transportation. Registration deadline is April 10\textsuperscript{th}.

AFAA Personal Trainer Certification: May 15\textsuperscript{th} – May 17\textsuperscript{th} For 30% discount and registration please contact Megan Feasel at megan.feasel@armstrong.edu

Smoking Cessation Classes: These courses provide successful tools to help individuals quit smoking and/or using tobacco products. There is no cost to attend. Please contact Megan Feasel at 912-344-3089 or megan.feasel@armstrong.edu to arrange a date and time that works for you.

CPR, First Aid, and AED Courses: If you are interested in getting certified in CPR, First Aid, and AED this is the course for you! The cost is $35 for students $45 for non-students. The certification is good for 2 years and is done through ASHI. The dates the SRC will offer these classes are January 24\textsuperscript{th} from 10am-2pm, February 15\textsuperscript{th} from 2-6pm, March 7\textsuperscript{th} from 10am-2pm, and April 12\textsuperscript{th} from 2-6pm. Register at the SRC front desk.
Fall 2015 Late Night Program Names and Descriptions

**Open Rec and Black Light Dance Party:** *August 15th* 9:00 p.m. – 11:00 p.m. Find out what all the buzz is about! This is your introduction to the Student Recreation Center featuring a Dance Party, fun games and activities, snacks and beverages, and information about intramurals, sport clubs, and Armstrong Adventures!

**AFAA Group Fitness Certification and Yoga Workshop:** *August 29th-30th* 9:00 a.m. – 6:00 p.m. For 30% discount and registration please contact Megan Feasel at megan.feasel@armstrong.edu

**White Water Rafting & Paintballing Trip:** *September 4th-September 7th*, in Copperhill, TN. Total cost is $130 for students and $180 for non-students. The cost includes transportation, white water rafting, paintballing, meals and lodging. Transportation is limited to 14 people. Registration deadline is August 31st.

**Paddle Boarding at Tybee Beach:** *September 12th, from 10:00 a.m. – 4:00 p.m.* at Tybee Island. The cost is $35/Students and $50/Non-students. Transportation is limited to 19 people. Registration deadline is September 1st.

**Zumba Glow Night:** *September 22nd 8:00 p.m. – 10:00 p.m.* Bring your NEON and follow our Zumba instructors in an awesome black light dance party. The SRC will provide glow bracelets and necklaces!

**Salsa Lessons:** *September 29th and October 6th 6:00 p.m. – 8:00 p.m.* Join us as we pair up with HOLA and Multicultural Affairs for free salsa lessons in the group exercise room! Guests are welcome with a $5 fee.

**St. Augustine Adventure Day:** *October 3rd at 8:00 a.m.* Join us as we pair up with HOLA and go back in time and explore the Castillo de San Marcos Spanish fort! Afterwards we will eat lunch at The Columbia Restaurant downtown. Total cost is $20 and includes transportation, entrance to fort, and lunch. Transportation is limited to 19 people. Registration deadline is September 26th.

**Savannah River Canoe Trip:** *October 10th at 9:00 a.m.*, on the Savannah River. Help your local environment and enjoy the great outdoors by joining us for a canoe trip that incorporates picking out litter from the river. Cost is free and includes transportation and canoe rental. Registration deadline is October 3rd. Limited to 19 people.

**Zipline Hilton Head:** *October 24th at 11:00 a.m.*, in Hilton Head, SC. Join us for a 2 hour canopy tour eco-adventure through the majestic live oaks and pines that overlook the water and marshes of beautiful Hilton Head. Price is $60 for students and $80 for non-students. Price includes zipline tour and transportation. Registration deadline is October 10th. Limited to 19 people.

**AASDN Nutrition Certification:** *October 24th and 25th 8:00am-6:00pm* at the SRC. The Nutrition Specialist Certification Program is specifically designed for health and fitness/wellness professionals who wish to incorporate a nutrition component into their wellness programming. Contact Megan Feasel for registration at 912-344-3089.

**Fall Spinathon with Black Lights:** *October 28th 9:00 p.m. – 11:00 p.m.* Bring your NEON and follow our Spin instructors in an awesome black light Spin party. The SRC will provide glow bracelets and necklaces! Maximum time on bike is 1 hour due to limited space; first come, first served. Participants are free to come and go as they please.

**Camping Trip in Manatee Springs:** *November 13th - November 15th*. Join us for a fun weekend of camping, kayaking, and viewing Florida manatees! Cost is $35 for students and $50 for non-students and includes transportation, campsite, and food. Registration deadline is October 30th. Limited to 14 people.

**Smoking Cessation Classes:** These courses provide successful tools to help individuals quit smoking and/or using tobacco products. There is no cost to attend. Please contact Megan Feasel at 912-344-3089 or megan.feasel@armstrong.edu to arrange a date and time that works for you.

Smoking Cessation Classes: These courses provide successful tools to help individuals quit smoking and/or using tobacco products. There is no cost to attend. Please contact Megan Feasel at 912-344-3089 or megan.feasel@armstrong.edu to arrange a date and time that works for you.
CPR, First Aid, and AED Courses: If you are interested in getting certified in CPR, First Aid, and AED this is the course for you! The cost is $35 for students $45 for non-students. The certification is good for 2 years and is done through ASHI. The dates the SRC will offer these classes are September 12th from 10am-2pm, October 11th from 1-4pm, and November 14th from 10am-2pm. Register at the SRC front desk.

Spring 2016 Late Night Program Names and Descriptions

Ski Trip: January 28th-January 31st, in Winterplace, WV. Total cost is $195 for students and $200 for non-students. The cost includes transportation, ski rentals, lift tickets, two nights lodging, two days of lunch, and three days of breakfast. Trip is limited to 15 people. Registration deadline is January 19th.

Zumba Glow Night: February 2nd from 8:00pm-10:00pm Bring your NEON and follow our Zumba instructors in an awesome black light dance party. The SRC will provide glow bracelets and necklaces!

Bench Press Competition: February 10th from 4:00pm-9:00pm. One repetition max. competition of bench press. Spotters will be provided. There will be male and female divisions, separated by weight class. Sign up on IMLeagues.com. Each category winner will receive a prize!

Smoking Cessation Classes: February 17th, March 9th, and April 13th from 6:00 p.m. – 7:00 p.m. This 3-session course provides successful tools to help individuals quit smoking and/or using tobacco products throughout the progression of the semester. There is no cost to attend. It is essential to show up to the first session in February in order to ensure a spot in the course.

Black History Month Emanuel African Methodist Episcopal Church Visit: February 21st Join us as we travel to Charleston, South Carolina to honor the victims of the Mother Emanuel Church shooting in observance of Black History Month. Price TBD but includes visit to the church and lunch. Registration deadline is February 7th.

Universal Orlando Resort: February 26th - February 27th in Orlando, FL. The cost is $150 for students and $180 for non-students. Trip is limited to 15 people. Price includes transportation, lodging, and 1-day pass to both Universal Orlando and Islands of Adventures. Registration deadline is February 12th.

Tabata Boot Camp Workshop: March 5th from 9:00am-6:00pm. Registration and questions please contact Megan Feasel for additional information at 912-344-3089. This workshop is open to everyone.

Skydive Jacksonville: March 5th @ 8:00 a.m. in Jacksonville, FL. Experience the thrill of your life by jumping out of a plane at nearly 13,000 feet! Cost is $180 for students and $200 for non-students. Price includes transportation and jump. You must be 18 years of age or older to participate. Registration deadline is March 12th.

SUP at Tybee: April 9th from 10:00 a.m.-3:00 p.m. on Tybee Island, GA. Join us for a fun day of paddle boarding. Cost is $35 for students and $50 for non-students and includes transportation and rentals. Registration deadline is April 2nd.

Savannah Asian Cultural Festival: April 15th – 16th The festival will offer food from local restaurants, performances, vendors and more. It is free for everyone. Located outside of Burnett Hall.

Caving Cumberland Caverns: April 22nd - April 23rd, in Cumberland Caverns, TN. Join us for an overnight caving adventure in Cumberland Caverns! $45 for students and $60 for non-students. Price includes caving tours and exploration, overnight accommodations in the cave, and breakfast on Saturday morning. Registration deadline is April 8th.
CPR, First Aid, and AED Courses: If you are interested in getting certified in CPR, First Aid, and AED this is the course for you! The cost is $35 for students $45 for non-students. The certification is good for 2 years and is done through ASHI. The dates the SRC will offer these classes are **January 23**<sup>rd</sup> from 10am-2pm, **February 21**<sup>st</sup> from 2-6pm, **March 5**<sup>th</sup> from 10am-2pm, and **April 10**<sup>th</sup> from 2-6pm. Register at the SRC front desk.

**Fall 2016 Late Night Program Names and Descriptions**

**Open Rec & Black Light Dance Party**  
**August 12, 9:00 pm – 11:00 pm**  
Discover out what all the buzz is about! This is your taster to the Student Recreation Center and what is has to offer! Featuring a Dance Party, exciting games and activities, snacks and beverages, and information about intramurals, sport clubs, and Armstrong Adventures!

**White Water Rafting & Paintballing Trip**  
**September 2 – 5, in Copperhill, Tennessee.**  
Cost is $130 for students and $180 for non-students. The cost includes transportation, white water rafting, paintballing, meals, and lodging. Transportation is limited to 14 people. Registration deadline is August 20<sup>th</sup>.

**St. Augustine Adventure Day**  
**September 17 at 8:00 am**  
Join us as we pair up with HOLA and go back in time and explore the Castillo de San Marcos Spanish fort! Afterwards grab a bite to each at The Columbia Restaurant downtown. Total cost is $20 and includes transportation and entrance to fort. Registration deadline is September 3<sup>rd</sup>.

**Salsa Lessons**  
**September 20 & 27, 6:00 pm – 8:00 pm**  
Spice up your night as we pair up with HOLA and Multicultural Affairs for FREE salsa lessons in the group exercise room! Guests are welcome with a $5 fee.

**Sunset Kayak Trip**  
**September 24, 4:00 pm – 9:00 pm**  
Enjoy a sunset paddle trip to Cockspur Island Lighthouse. Price is $50 for students and $60 for non-students and includes transportation and kayak rental. Trip is limited to 7 students. Registration deadline is September 10<sup>th</sup>.

**Zumba Glow Night**  
**October 11, 8:00 pm – 10:00 pm**  
Grab your NEON and follow our Zumba instructors in an awesome black light dance party. Glow bracelets and necklaces will be provided by the SRC!

**ACE Group Exercise Certification**  
**September 5 – November 18**  
Have you ever considered becoming a Group X instructor? Now’s your chance! This 11-week study course will prepare you for the final exam. The cost of the study packet is $79.95 and the exam is $199. Meetings will last one hour per week in the Student Recreation Center. The study course is not required to take the exam but is strongly recommended. Email Leigh.Fouts@Armstrong.edu with questions.

**AASDN Nutrition Certification**  
**October 1 & 2, 8:00 am – 6:00 pm**
Do you love nutrition? The Nutrition Specialist Certification Program is specifically designed for health and fitness/wellness professionals who wish to incorporate a nutrition component into their wellness programming. Price is $450 and includes a study book, workshop at the SRC, and exam. Contact Leigh.Fouts@Armstrong.edu to register.

**Zipline Hilton Head**  
*October 29 at 11:00 am*  
Join us for a two hour canopy tour eco-adventure through the majestic live oaks and pines that overlook the water and marshes of beautiful Hilton Head Island in South Carolina. Cost is $60 for students and $80 for non-students. Cost includes zipline tour and transportation. Registration deadline is October 15. Limited to 14 people.

**Canoe Cleanup**  
*November 5 at 9:00 am*  
Help your local environment and enjoy the great outdoors by joining us for a canoe trip that incorporates picking out litter from the Savannah River. Cost is FREE and includes transportation and canoe rental. Registration deadline is October 22. Limited to 14 people.

**YogaFit Certification**  
*September 24 & 25*  
Learn the basic foundation of teaching yoga and earn your Level I Certification. Price is $399. Email Leigh.Fouts@Armstrong.edu with questions.

**Camping Trip in Manatee Springs**  
*November 18 – 20*  
Join us for a fun weekend of camping, kayaking, and viewing Florida manatees! Cost is $35 for students and $50 for non-students and includes transportation, campsite, and food. Registration deadline is November 5. Limited to 14 people.

**CPR, First Aid, & AED Courses**  
*August 28 & October 16 from 1pm – 4pm*  
*September 24 & November 12 from 10am – 2pm*  
If you are interested in getting certified in CPR, First Aid, and AED this is the course for you! The cost is $35 for students $45 for non-students. The certification is completed through ASHI and valid for two years. Register at the SRC front desk.
Sunday, January 25, 2015
Taken
7:00 p.m.
Safety and Security
Personal Issues/Peer Support
Windward Commons (All)
Windward Commons Cove
1. Students will learn the importance of the buddy system.
2. Students will learn how to defend themselves, when alone.
3. Students will learn “street smarts” for downtown and areas around campus.

Sunday, February 15, 2015
Don’t Gamble with Your Life
1:00pm
Alcohol/Drug Awareness
Personal Issues/Peer Support
Windward Commons (All), First Year Students
Windward Commons Cove
1. Students will learn the dangers of different quantities of drugs.
2. Teach students about the help and support available if they find drugs or are worried about someone else.
3. Students will learn about the statistics of drugs and their impact on society.

Tuesday, February 17, 2015
Donut Be Nutty, Come Out and Study!!
12:20pm / 6-8pm
Community Development Activity
Campus Engagement and Involvement
Windward Commons (All), Windward Commons (location specific), Compass Point (All), Compass Point (Location specific), University Terrace I, University Terrace II, University Crossings, University Terrace and Crossings (All), Apartments (All), Housing (All), First Year Students, Upper Class Students, Armstrong General
Compass Point Clubhouse
Residents will learn at least 3 study habits that will help them improve academically.
Residents will be familiar with at least 2 on campus academic resources to aid them in their academic work.
Residents will gain the opportunity of meeting/socializing with others in their fields and receive supplies which will help them achieve academic success.

Friday, February 27, 2015
Armstrong’s Got Talent Sign Up
12-2pm / 6-8pm
Activity
Community Engagement and Involvement
Windward Commons (All), Windward Commons (location specific), Compass Point (All), Compass Point (Location specific), University Terrace I, University Terrace II, University Crossings, University Terrace and Crossings (All), Apartments (All), Housing (All), First Year Students, Upper Class Students, Armstrong General
Compass Point Clubhouse
This is just an event that will engage the apartment communities and some faculty/staff.

Wednesday, March 04, 2015
Humpday Treat Party
7:00pm
Alcohol/Drug Awareness
Personal Issues/Peer Support
Windward Commons (All), First Year Students
Windward Commons Cove
1. Students will learn to be aware of their surroundings in a social context.
2. Students will learn whom to trust in a party environment.
3. Students will learn how to be cautious of situations and other people in a party environment.

Area wide talent show program
Diversity Beads 1:00 PM
Cultural Knowledge and Civility
Personal Issues/Peer Support
Windward Commons (All), First Year Students
Windward Commons Cove
1. Encourage residents to appreciate others' differences and interact with one another in a healthy and positive manner.
2. Help residents find common ground with others to encourage lasting relations with a variety of individuals.
3. Contribute to the sense of community within Windward Commons so that residents will leave at the end of the semester having made meaningful relationships with a number of others.

Don't Be a Fool 8:00 p.m.
Alcohol/Drug Awareness
Personal Issues/Peer Support
Windward Commons (All), Windward Commons (location specific), Compass Point (All), Compass Point (location specific), University Terrace I, University Terrace II, University Crossings, University Terrace and Crossings (All), Apartments (All), Housing (All), First Year Students, Upper Class Students, Armstrong General
Compass Point Clubhouse
Residents will be taught at least two consequences that can come about in relation to drug possession. Residents will be taught how to identify at least two drugs so that they can always be aware of my surroundings.

One Smart Apple 6:00pm
Academic Support
Academic Preparation/Enhancement
Windward Commons (All)
Windward Commons Cove
1. Students will learn how to de-stress before finals.
2. Students will be inspired to perform their best academically.
3. Students will learn effective ways to study.

Spring Blowout 1:00 PM
Physical and Emotional Wellness
Institutional Satisfaction and Fit
Windward Commons (All), Windward Commons (location specific), Compass Point (All), Housing (All), First Year Students
Compass Point Exterior
1. Students will learn about fun, healthy ways to relieve stress and refresh for Finals Week, and in the future.
2. Students will interact with each other while engaging in athletic games such as sand volleyball, Frisbee, soccer, and football.
3. Residents will have the opportunity to mingle with their friends (and make new ones) before parting ways for the summer.

Fear the Walking Dead, not campus living: Survival Training for Residents 8:00 p.m.
Safety and Security
Personal Issues/Peer Support
Apartments (All)
Compass Point Clubhouse
1. Students will learn how to take care of routine home maintenance issues.
2. Students will be better connected to campus resources that will aid in creating a first rate living environment.
3. Students will be better connected to the housing staff and have fun in the process.

One tequila, two tequila, three tequila, floor!! 7pm
Alcohol/Drug Awareness
Personal Issues/Peer Support
Housing (All)
Compass Point Clubhouse
1. alcohol awareness, date rape drugs, and illegal/prescription drugs.
2. Campus police and counseling services and help clinic. 3. making smarter and cautious decisions when consuming alcohol and/or illegal substances.

We will introduce the program as an attempt to help the attending residents get to know each other, find similarities, and appreciate differences. Each personal statement will be represented by a bead that the residents will pick when it applies to them. They will put them in their respective baggies and, at the end, we will all string the bracelets together. There will also be snacks (chips and fruit snacks) and juice for them to enjoy throughout the program.

We will have a cookout style event with music, hamburgers and hot dogs, chips and drinks. We will have a volleyball for those who want to use the sand volleyball court as well as a football, Frisbee, and more. This will be an active and inclusive event to allow students to decompress and enjoy each others' company before they study hard for finals week starting the following Monday.

We will invite guest presenters from throughout campus to come and present. If unable to attend, we will gather resources that we can present to students on topics such as remedial home maintenance, cooking and fire safety tips, cyber security, and routine car maintenance tasks. The program is designed to help students feel more at home and comfortable in their space by taking the steps to treat remedial maintenance tasks themselves. This will lighten the burden on our housekeeping/maintenance staff as well.

The program will be held out on the brick pathway between the clubhouse and windward commons (with the clubhouse reserved encase of rain). The residence will have their choice of going to any one of the four stations. Two informational stations where they will learn about alcohol consumption for weight and sex, and also learn about statistics on driving under the influence. One of the stations will be for food and "mocktails" for refreshments. The last table will be a demonstration using the drunkeness goggles, supplied and supervised by UPD.

The last table will be a demonstration using the drunkeness goggles, supplied and supervised by UPD.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
<th>Location</th>
<th>Target Audience</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, September 3, 2015</td>
<td>Pictionary: So Fun</td>
<td>8:00 p.m.</td>
<td>Safety and Security</td>
<td>Windward Commons (All), First Year Students</td>
<td>Winward Commons Classroom How to protect themselves if they find themselves in a dangerous situation -Specific precautions to take in order to keep their possessions secure -Know the functions of the UPD and how they can help residents We will have different cards which describe criminal scenarios and have the residents draw them out on the whiteboards. Members of each team will then attempt to guess the crime that is being committed in the scene. The person who guesses first will get to be the next person to draw out the scenario. After the game, we will give a short presentation about basic safety and security skills.</td>
</tr>
<tr>
<td>Sunday, September 6, 2015</td>
<td>Flip Cup</td>
<td>7:00 PM</td>
<td>Alcohol/Drug Awareness</td>
<td>Windward Commons (All), First Year Students</td>
<td>Winward Commons Cove 1. Help residents understand the risk of drugs and engaging in drinking games such as Flip Cup and other common games found at parties. 2. Inform residents about the exact health risks of doing drugs, heavy drinking and other concerns that accompany drinking games or other possible college situations. 3. Encourage a sense of community and a network of informed individuals that can help friends or one another if similar situations to that emulated are encountered. We will have a game or two of flip cup (depending on the number of residents that show up). When each person manages to get their cup flipped, a piece of paper will be taped on the inside of each cup and that person will have to run to the banner and match the statistic written with its appropriate sentence. When they have successfully done (on their own or with input from their team) and return to the table, tap it, and the next person can start. Each person who gets a statistic matched correctly will get a “drug candy” with an accompanying fact as a prize. Throughout and afterward, we will offer further advice, situations, and explanations.</td>
</tr>
<tr>
<td>Sunday, September 27, 2015</td>
<td>Coloring Away Stress</td>
<td>7:00 PM</td>
<td>Personal Issues/Peer Support</td>
<td>Windward Commons (All)</td>
<td>Winward Commons Cove 1. Residents will learn about the dangers of stress. 2. Residents will know different activities to distress. 3. Residents will build community through their classmates and potential study buddies. Residents will choose one out the five coloring sheets to color. Facts about stress will be on the back of the coloring sheets. Residents will have access to crayons and markers and we will color the sheets together in the cove.</td>
</tr>
<tr>
<td>Thursday, October 15, 2015</td>
<td>Pirate Bingo</td>
<td>8:00 p.m.</td>
<td>Academic Preparation/Enhancement</td>
<td>Windward Commons (All), First Year Students</td>
<td>Windward Commons Cove 1. Students will gain more knowledge about Armstrong’s resources. 2. Students will become more comfortable with using those resources. 3. Students will learn different study skills. We will play Bingo with the students. The announcer will read off questions relating to different subjects (such as campus services and resources). The answers to the questions will be on each bingo card. To win the game, students will have to know the answers to the questions and mark the bingo card accordingly.</td>
</tr>
<tr>
<td>Saturday, October 17, 2015</td>
<td>Give and Get</td>
<td>3:00PM</td>
<td>Community Service and Volunteerism</td>
<td>Windward Commons (All), First Year Students</td>
<td>Winward Commons Cove Residents will enjoy the opportunity to give back to their everyday community and peers. Residents will realize that volunteering can come in many forms. Greater community events around Savannah are paramount, but so is taking the time to make the immediate world around them is as well. Residents will be informed of the importance of giving back for personal satisfaction and the overall benefit of the community. Residents will learn of the benefit of a consistent history in volunteering when in pursuit of a more “holistic and successful job or graduate school application. We will be making Halloween-related goodie and trick-or-treating bags in order to pass them out at Housing’s Haunted Gym event this year. We will have at least 100 small plastic party favor bags to fill as possible. Remaining candy will be passed out to those who participate and each participant will be given a baggie to either enjoy themselves or hand out to someone they want to say thank you to. At first, we were going to send the bags to a local high school, but we think “everyday” volunteerism or goodwill is highly underrated. A smile and small treat can go a long way in anyone’s life. Due to this, we want to give back to not only peers, but others in the Armstrong community at the Haunted Gym event. A handout at the program will give a list of local volunteer events and organizations to encourage further volunteerism for those in need of volunteer hours or just want to continue with helping others!</td>
</tr>
</tbody>
</table>
Wednesday, October 21, 2015
Drug Mafia 7-8pm
Alcohol/Drug Awareness
Personal Issues/Peer Support
Windward Commons (All), Windward Commons (location specific), Compass Point (All), Compass Point (location specific), University Terrace I, University Terrace II, University Crossings, University Terrace and Crossings (All), Apartments (All), Housing (All), First Year Students, Upper Class Students, Armstrong General
Compass Point Clubhouse
1. As a result of attending this program students will gain knowledge of common abuses of types of drugs (legal/illegal/prescription/non-prescription).
2. As a result of attending this program students will be better connected with resources that could help with coping/withdrawal of drugs such as the counseling center. They also will learn of different foods that could be used as remedies to curve withdrawal symptoms.
3. As a result of attending this program students will have a better understanding of the role they play in noticing drug abuse when present and helping others or themselves get past it.

Activity #1: Play “Mafia”; learn the warning signs of drug addiction/overdose
Activity #2: Have remedies available to students to teach them how to curve dependencies ex: detoxing their bodies, etc.

Sunday, November 08, 2015
Who Are You? 7:00 PM
Career and Off Campus Planning
Campus Engagement and Involvement
Windward Commons (All)
Windward Commons Cove
1. Residents will learn about the Career Services department on campus.
2. Residents will learn what their specific personalities.
3. Residents will learn about potential on campus jobs.
We will have Crystal Goode from Career Services come speak to the residents and give the residents the Myers Briggs test.

Sunday, November 15, 2015
Are you LinkedIn to your Future? 7-8:30PM
Career and Off Campus Planning
Academic Preparation/Enhancement
Windward Commons (All), Windward Commons (location specific), Compass Point (All), Compass Point (Location specific), University Terrace I, University Terrace II, University Crossings, University Terrace and Crossings (All), Apartments (All), Housing (All), First Year Students, Upper Class Students, Armstrong General
Compass Point Clubhouse
1. As a result of attending this program, students will gain knowledge in how to maximize social media for networking and job searches.
2. As a result of attending this program, students will be better connected to resources such as; career services, online resources (LinkedIn, Monster, Career Builder, Indeed).
3. As a result of attending this program, students will have a better understanding of the role they play in future success and professional career.
We will be creating collages/vision boards of what we depict our future to be. Then we will explain to student various resources and provide them information from Career Services

Tuesday, November 17, 2015
Deck the Halls 8:00pm
Community Service and Volunteerism
Campus Engagement and Involvement
Armstrong General
Windward Commons Cove
1. Students will give back to the community by designing holiday cards for sick children in hospitals
2. Students will also have the opportunity to design their own Christmas ornaments
3. Students will interact with each other as they are engaged in doing holiday season activities
The residents will be provided with information on the non-profit called Cards for Hospitalized Kids then they will design a variety of holiday cards that will be distributed to sick children through the organization. They will also have the opportunity to create Christmas ornaments. Last but not least, refreshments will be provided to the residents.

Thursday, November 19, 2015
Around Armstrong in 80 Days 8:50 p.m.
Cultural Knowledge and Civility
Campus Engagement and Involvement
Housing (All)
Windward Commons Cove
1. Students will learn more about the diverse cultures amongst Armstrong’s campus.
2. Students will learn about the different cultural resources Armstrong offers.
3. Students will gain more knowledge about study abroad opportunities
We will have multiple stations set up around the cove offering different activities such as candy sushi, bracelet making, and mosaics creation. We will also ask for representatives from HOLA and from Student Affairs to set up a booth to tell students about the HOLA program and study abroad.

Saturday, December 05, 2015
Beat that Stress 2:00 pm
Physical and Emotional Wellness
Academic Preparation/Enhancement
Windward Commons (All)
Windward Commons Classroom
1. Residents will learn effective methods of stress relief
2. Residents will learn study methods to prepare for finals.
3. Residents will learn ways to release frustration.
We will have a stress pinata with candy and facts, have students write about what’s stressing them and have a discussion about effective stress relief methods.
Wednesday, January 27, 2016
Stick to your Future
8:00 p.m. Career and Off Campus Planning

Academic Preparation/Enhancement Apartments (All)
Compass Point Exterior

1) As a result of attending this program, students will demonstrate knowledge gains in how to use the career services website, Armstrong job site, and an A+ recipe for a resume.
2) As a result of attending this program, students will be better connected to the resources such as: career services, available jobs on campus and links to internship opportunities.
3) As a result of attending this program, students will have a better understanding of the role they play in taking the right steps in planning their future.

We will personally provide apartment residents with a brochure (that consists of items we created as useful), sticky notes, and pens. The brochure will contain information regarding career services, on campus jobs, internship opportunities, and resume do’s and don’ts. At the time of our program, we will go door to door to pass out these items to our residents as well as addressing any questions they may have at that time. We will also use this time to promote our other housing programs.

Sunday, February 07, 2016
Let’s get lei’d
7:00 pm Healthy Relationships and Sexual Health

Personal Issues/Peer Support Windward Commons (All), Compass Point (All), University Terrace and Crossings (All), Apartments (All), Housing (All)
Compass Point Clubhouse

1. Students will be able to see that everyone has different ideas and priorities of what is important in a relationship.
2. Students will learn more about what they want from a relationship and if they exude those characteristics as well
3. Students will leave with a better understanding of how to build successful relationships with others as a whole.

Our program will include two parts, first as residents arrive we will invite them to partake in refreshments and talk among themselves along with island music playing in the background. As people settle in we will start an ice breaker using one or two blow up beach balls. Each ball with several questions on it regarding relationships. The ball(s) will be tossed to someone in the group and what their right thumb is touching will be the question they have to answer.

After the ice breaker we will then explain the main activity. The activity will include the residents making their own lei using different colored flowers that will be represent different characteristics in a relationship. The resident can approach the activity any way they see fit (either building a lei that represents the relationship that they currently have with a friend or partner, or they can build a lei that describes the ideal relationship they desire.)

At the end we anticipate each resident to have a different looking lei, even if two people have similar colors of flowers they will most likely have more of one than another signifying they value that characteristic more. Seeing that each ones point of view of what is important shows diversity and drives home the fact that people need different things in relationships.

Lastly we can ask a few people to share why they chose what they did if they are willing to share just so that the point mentioned above if driven home even further.

Sunday, February 21, 2016
Drug Mafia
7:30 PM Alcohol/Drug Awareness Personal Issues/Peer Support Windward Commons (All), Compass Point (All), University Terrace and Crossings (All), Apartments (All), Housing (All)
Compass Point Commons Cove

1. The dangers of drugs.
2. The side effects of these drugs.
3. That these harmful drugs can kill you.

As a result of attending this program students will have a better understanding of alcohol awareness through games that encourage responsible driving.

We will teach the residents the dangers of these drugs by showing them the effects they have on people, and cases where it has killed a person to show that it really can kill you. We will also tell them the things that make up these drugs and how harmful they are to your body.

Wednesday, February 24, 2016
Happy Hour
7:00:00 PM Alcohol/Drug Awareness Personal Issues/Peer Support Apartments (All), Housing (All)
Compass Point Clubhouse

As a result of attending this program students will gain knowledge of the impact that alcohol can have on the body.

Students will learn healthier methods to have fun and handle everyday emotions
Students will know two more facts about alcohol than they knew before coming to the program.

We will do activities such as; playing drunken Mario kart and pin the cup

Wednesday, March 09, 2016
Do you like pina colada?
6:45 PM Alcohol/Drug Awareness Personal Issues/Peer Support Windward Commons (All), Compass Point Commons Cove

Students will learn facts about the impact that alcohol can have on the body.

Students will learn healthier methods to have fun and handle everyday emotions
Students will know two more facts about alcohol than they knew before coming to the program.

There will be various activities for residents to participate in (water pong, alcohol bingo) which will include facts about alcohol. In the end, there will be a quiz assessing what they learned. In the end, they will be rewarded with a delicious pina colada.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, March 10</td>
<td>Do You have the Luck O’ the Irish?</td>
<td>7:00 PM</td>
<td>All Housing</td>
<td>Compass Point Clubhouse 1. Students will learn how to avoid common spring break safety mistakes, 2. Students will learn some little known St. Patty’s day facts/trivia, 3. Students will understand the history behind the Savannah St. Pat's celebration and why it is important to this community. A little twist on St. Patrick's Day the week before spring break, this program will deliver information in a game format on how to avoid some common spring break issues, and will provide St. Patty's swag that can be later used. All food will be along a green theme. Music will be classical Irish flair such as Flogging Molly. Come out to have a little Irish fun! We will have different “stations” set up around the clubhouse that you would normally encounter at parties. There will be a water pong table, a table with card games, party food, and music and cups being distributed around the room. We will have colored dots placed on the bottom of certain cups and also place sticky notes on the backs of some of the residents without them knowing. At the end of the program, we will cut the lights on and reveal that some residents have been “roofied” or have unknowingly consumed edibles. This program will be a fun and interesting way of showing our residents how to conduct themselves safely in party situations.</td>
</tr>
<tr>
<td>Friday, April 01</td>
<td>Party, Party, Party let's all get.......</td>
<td>5:30 PM</td>
<td>All Housing</td>
<td>Compass Point Clubhouse As a result of attending this program students will gain knowledge about drug awareness and party/social skills. As a result of attending this program students will be better connected with the counseling center, UPD and their procedures and assistance in drug related issues. As a result of attending this program students will have a better understanding of the role they play in being responsible and making better choices in social situations We will have different “stations” set up around the clubhouse that you would normally encounter at parties. There will be a water pong table, a table with card games, party food, and music and cups being distributed around the room. We will have colored dots placed on the bottom of certain cups and also place sticky notes on the backs of some of the residents without them knowing. At the end of the program, we will cut the lights on and reveal that some residents have been “roofied” or have unknowingly consumed edibles. This program will be a fun and interesting way of showing our residents how to conduct themselves safely in party situations.</td>
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<tr>
<td>Sunday, April 03</td>
<td>Spring Cleaning</td>
<td>7:00 PM</td>
<td>All Housing</td>
<td>Compass Point Clubhouse Residents will learn the importance of cleaning out their rooms. Residents will be able to understand how the donations process works. Residents will learn about different volunteer services in Savannah that they can join. We will have a bin to encourage them to clean out their rooms. We will have information on how donations work and where they will go. We will hand out pamphlets with volunteer opportunities.</td>
</tr>
<tr>
<td>Friday, April 08</td>
<td>Do You Have a Game Plan?</td>
<td>8:00 PM</td>
<td>All Housing</td>
<td>Compass Point Clubhouse 1. Residents will obtain information on career services. 2. Residents will learn the importance of flexibility and time management. 3. Residents will enhance their knowledge on how to build connections. Residents will be given a brochure from career services with information about the services they offer and where they are located, along with information for residents to consider when they are thinking about their future. We will show the movie “The Game Plan” and have an ice cream bar available.</td>
</tr>
<tr>
<td>Sunday, April 17</td>
<td>Dorm Procrastinate</td>
<td>7-8 PM</td>
<td>All Housing</td>
<td>Compass Point Clubhouse Residents will learn great study habits and ways to study so that they can succeed in their classes. Residents will gain knowledge about on campus resources such as the writing center and tutoring. Residents will learn about healthy ways to relieve stress during the semester when classes begin to get difficult. We will provide donuts and a hot beverage like coffee to residents along with flashcards, highlighters, and other school supplies to allow for them to study in a quiet environment. We will also inform them about places on campus that aid in academic success.</td>
</tr>
<tr>
<td>Sunday, April 17</td>
<td>Which path will your LIFE take you?</td>
<td>8:00 PM</td>
<td>All Housing</td>
<td>Compass Point Clubhouse Residents will learn about personal issues in unexpected situations, Residents will brainstorm different career paths in depth. Residents will have the opportunity to engage in campus resources and learn about career related assistance on campus. The Game of Life will be played in an in depth scenario in which to show that your future is ever changing and being prepared to face these challenges is very important to understand how to handle career changes.</td>
</tr>
<tr>
<td>Sunday, May 01</td>
<td>Netflix and Chill</td>
<td>6PM</td>
<td>All Housing</td>
<td>Compass Point Clubhouse 1. Emotional wellness 2. Counseling center/ rec and wellness/ disability services. 3. How emotional wellness affects their life Stress ball making station, Netflix playing throughout and a brownie sunday bar</td>
</tr>
<tr>
<td>Sunday, May 01</td>
<td>Minute to Win It: &quot;Let's Get Physical&quot;</td>
<td>2:00 PM</td>
<td>All Housing</td>
<td>Compass Point Clubhouse 1. Nutrition, exercise and preventative measures to fight illness 2. Stress management (coping skills, relaxation, self-care) 3. Food and its influence on your mood/outlook 1. While playing the mini games some of them will involve a low level of physical activity and we will provide information about the positive effects of exercise. 2. We will provide stress management tips between the games 3. We will have a mini-game that involves a super food and we will inform the residents about the benefits of this super food</td>
</tr>
</tbody>
</table>
Saturday, August 27, 2016  
**Safety First**  
5:00:00 PM  
Safety and Security  
Campus Engagement and Involvement  
Apartments (All)  
Other  
1. Students will learn about things they can do to remain safe and secure on campus.  
2. Students will learn about phone numbers and apps that they can get to be connected to the Armstrong Campus and feel more secure.  
3. Students will get to know some of their RA's in a fun, interactive, and educational way.  

Friday, September 02, 2016  
**Study Jam!**  
7:00:00 PM  
Academic Support  
Academic Preparation/Enhancement  
Windward Commons (All), First Year Students  
Windward Commons Cove  
1. Residents will learn about tutoring and academic support resources provided on campus.  
2. Residents will gain knowledge of effective study habits and tips for success in college.  
3. Residents will be informed of different learning styles and preferences (auditory, kinesthetic, etc.)  

Saturday, September 03, 2016  
**Catching Fire**  
7:00:00 PM  
Safety and Security  
Personal Issues/Peer Support  
Windward Commons (All), Housing (All)  
Windward Commons Cove  
1. Students will learn how to properly put out a fire.  
2. Students will learn how to properly respond to a fire alarm.  
3. Students will learn how to prevent fires in their respective living quarters.  

Wednesday, September 07, 2016  
**"DRUNK-opoly"**  
7:00:00 PM  
Alcohol/Drug Awareness  
Campus Engagement and Involvement  
Apartments (All)  
Compass Point Clubhouse  
1. Students will learn more about alcohol awareness.  
2. Students will also learn the consequences of drinking off and especially on campus.  
3. Students will also be able to be provided with resources for dealing with alcohol  

We will be going out to the apartment communities and knocking on doors to see if people have their doors locked. If they do they receive a smarties for being smart and locking their door. If their door is not locked we will give them a dum dum and talk to them about the importance of locking their door. We will also give them a flyer that includes information about fire extinguisher safety, safety numbers (ex. RA duty phone, UPD), and other important safety information. We will also answer any questions and give any advice about campus safety while engaging the residents.

During our program we will hand out information on where to find tutoring services on campus and the days and times that they are offered. We will encourage the residents to take a survey that will let them know what their learning style is. We will also provide flashcards, highlighters, and pencils just in case they would like to stay and study or take notes for one of their classes. We will have popcorn for the residents to add other candy and snacks to, kind of like making their own trail mix.

During our program, we will invite UPD to demonstrate the proper time and way to use a fire extinguisher. We will do a short Q&A involving the officers to establish correct procedures during a fire alarm. The residents will take a short quiz about what they have learn and those who pass will receive fire safety certification on a fancy certificate that we make ourselves. We will make s'mores outside at the grill afterwards (if it rains, we can make s'mores over the stove in one of the kitchens).

We will play a life-size game version of monopoly, called "drunkopoly". In which we will serve butter "beer" and pizza. While playing "drunkopoly" residents will gain more knowledge about alcohol awareness in terms of consequences, resources, and precautions on a off campus.
<table>
<thead>
<tr>
<th>Date</th>
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<th>Time</th>
<th>Types of Engagement</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Thursday, September 15, 2016</td>
<td>Complete the course on Alcohol Awareness</td>
<td>6:00:00 PM</td>
<td>Academic and Involvement</td>
<td>Windward Commons (All)</td>
<td>Students will learn about Alcohol Awareness. Students will have a clearer understanding of the importance of sobriety. Students will be more informed on student engagement by exploring different events that discusses alcohol awareness.</td>
</tr>
<tr>
<td>Friday, September 16, 2016</td>
<td>Battle of the Sexes: Men are from Mars, Women are from Venus</td>
<td>6:00:00 PM</td>
<td>Personal and Peer Support</td>
<td>Apartments (All)</td>
<td>1. Students will learn about safe sex options. 2. Communicating with a partner and building healthy relationships (CCG) 3. Students get the opportunity to learn more about the opposite sex and gain perspective on how to build better relationships.</td>
</tr>
<tr>
<td>Friday, September 30, 2016</td>
<td>Find Your Zen</td>
<td>7:00:00 PM</td>
<td>Physical and Emotional Wellness</td>
<td>Campus Engagement and Involvement</td>
<td>1.) Students will learn how to find a healthy and balanced lifestyle. 2.) Students will get involved with on-campus recreational activities. 3.) Students will learn how to relieve stress and relax their minds.</td>
</tr>
<tr>
<td>Sunday, October 23, 2016</td>
<td>Trick Out Your Treat</td>
<td>7:00:00 PM</td>
<td>Community Service and Volunteerism</td>
<td>Campus Engagement and Involvement</td>
<td>1. Students will learn the value of service and giving to others. 2. Students will become aware of their role in the world by providing service to the community. 3. Students will learn to gratitude and pride in their living environment through service within the residential community.</td>
</tr>
<tr>
<td>Wednesday, October 26, 2016</td>
<td>academic and career jeopardy</td>
<td>8:00:00 PM</td>
<td>Academic Support</td>
<td>Windward Commons (All)</td>
<td>Students will learn about career opportunities as well as other options available after graduation. Even options such as taking the GRE for graduate school and getting employment right out of high school will be mentioned.</td>
</tr>
<tr>
<td>Wednesday, November 09, 2016</td>
<td>Don't Let Drugs Tye You Down</td>
<td>4:00:00 PM</td>
<td>Personal and Peer Support</td>
<td>Apartments (All)</td>
<td>1. Students will learn the negative effects of drug use. 2. Students will learn about different drugs and what they cause. 3. Students will be learning while being creative and interacting with RA's and other residents.</td>
</tr>
<tr>
<td>Sunday, December 04, 2016</td>
<td>“JOBARDY”</td>
<td>4:00:00 PM</td>
<td>Career and Off Campus Planning</td>
<td>Armstrong General</td>
<td>We will have a game set up called “JOBARDY”, based off of the game “JEOPARDY”. The questions will be geared toward career planning, such as “What should you NOT wear to an interview”? We will have snacks for the residents. The winner will win a prize, and everyone will go home with career service brochures.</td>
</tr>
</tbody>
</table>

Residents will wear beer goggles and attempt to complete the obstacle course within a time limit. If they successfully complete the obstacle course they then receive a bag of candy.

- **CUB**
  - **2014 - 2015**
    - Hypnotic Intoxication (Weekend of Welcome Edutainment program) August 17, 2014: 56 attendees
    - Headphone Disco, August 20, 2014: 75 attendees
    - Beach Bash, August 22, 2014: 441 attendees
    - Alpha Art Novelty, August 27, 2014: 77 attendees
    - Comedian Show, August 29, 2014: 151 attendees
    - Paint U Party, September 13, 2014: 73 attendees
    - Comedian Show, September 16, 2014: 134 attendees
    - Open Mic Night, September 30, 2014: 216 attendees
    - Celebrate Festival, October 9, 2014: Estimated 1500 attendees
    - Celebrate Magician, October 10, 2014: 67 attendees
    - Comedian Show, November 17, 2014: 58 attendees
    - Game Night, January 23, 2015: 46 attendees
    - Open Mic Night, February 11, 2015: 237 attendees
    - From the Slave House to the White House Performance, February 25, 2015: 33 attendees
    - Spring Fling Laser Tag, April 7, 2015: 123 attendees
    - Big Show, April 17, 2015: 938 attendees
  - **2015 – 2016**
    - Movie on the Lawn (Weekend of Welcome) August 14, 2015: 156 attendees
    - CUB Concert, Brandon Chase, August 16, 2015: 42 attendees
    - Casino Night, August 19, 2015: 134 attendees
    - Beach Bash, August 21, 2015: 396 attendees
    - Comedian Show, September 2, 2015: 76 attendees
    - Pack the House (Partnership with Athletics), September 16, 2015: 184 attendees
    - Open Mic Night, September 29, 2015: 257 attendees
    - Dueling Pianos, October 9, 2015: 34 attendees
    - Headphone Disco, October 21, 2015: 149 attendees
    - Celebrate Festival, October 22, 2015: Estimated attendance 1800
    - Celebrate Magician, October 23, 2015: 97 attendees
    - Talent for Tots Show, November 6, 2015: 86 attendees
    - Dakaboom (Musical Show), November 11, 2015: 37 attendees
    - Open Mic Night, November 17, 2015: 243 attendees
    - Poetry Jam with Asia Project, December 4, 2015: 31 attendees
    - Welcome Back Game Night, January 13, 2016: 79 attendees
    - Preacher Moss, January 22, 2016: 50 attendees
    - Singles Mixer, February 12, 2016: 26 attendees
    - Lady Caress, February 17, 2016: 37 attendees
    - Spoken Word, G. Yamazawa, March 4, 2016: 33 attendees
    - Throwback Time Machine, March 30, 2016: 104 attendees
    - Big Show, April 8, 2016, 200 in attendance
    - Spring Fling Events, April 4-9, 2016, estimated attendance through all events was 700
• Volunteer Services
  o Volunteer Fair, September 17, 2014: 182 attendees
  o Treasure Savannah, October 11, 2014: 382 attendees
  o Rock and Roll Marathon, November 8, 2014: 47 attendees
  o Treasure Savannah, March 7, 2015: 236 attendees
  o St. Patrick’s Day Parade, March 17, 2015: 45 attendees
  o Graduation Ceremony Volunteering (Spring 2015): 38 volunteers
  o Treasure Savannah, October 17, 2015: 362 attended
  o Rock and Roll Marathon, November 6, 2015: 45 attended
  o Graduation Ceremony Volunteering (Fall 2015): 39 volunteers
  o Treasure Savannah, March 5, 2016: 326 attended
  o St. Patrick’s Day Parade, March 17, 2016: 40 attended
  o Graduation Ceremony Volunteering (Fall 2016): 36 volunteers
  o Volunteer Fair (Fall 2016): 123 attended
  o Rock and Roll Marathon (2016): 64 attended
  o Graduation Ceremony Volunteering (Fall 2016): 51 volunteers
  o Volunteer Fair (Spring 2017): 130 attended

• Parent & Family Programs
  o Inaugural Family Day: 200 attended

• General Student Life Events
  o Late Night Breakfast, December 8, 2014: 398 attendees
  o Greek Sing, April 23, 2015: 336 attendees
  o Late Night Breakfast, May 4, 2015: 405 attendees
  o Leadership Plunge Workshop, September, 26, 2015: 15 attendees
  o Late Night Breakfast, December 7, 2015: 418 attendees
  o Understanding Consent – Tea and Talk, February 23, 2016, 8 attendees
  o Greek Sing, April 14, 2016, 350 attendees
  o Late Night Breakfast, May 2, 2016: 434 attendees
  o Late Night Breakfast (Fall 2016): 536 attendees