

SECTION IV

PLANNING AND MANAGING ACADEMIC AFFAIRS

A. ACADEMIC FREEDOM AND RESPONSIBILITIES

(See Statutes, Section III-E-5)

B. CURRICULUM REVISIONS

Changes in (or additions to) the curriculum may be initiated by individual faculty members, ad hoc committees within divisions, division chairs, the Vice President and Dean of Academic and Student Services, or by the President. Curriculum matters are studied by the Academic Policies Committee, which makes recommendations for curriculum changes to the Executive Council.

Changes in the Core Curriculum must be in accordance with the guidelines established by the Transfer of Credit Committee and the University System Advisory Council and cannot be implemented until approved by these bodies. Development of new programs must follow the procedures outlined in the Policy Manual Board of Regents, Sec. 306.

C. COURSE SYLLABUS

The purpose of the syllabus is to aid the teacher and students in progressing through a course in a planned, informed, and systematic manner. Course syllabi should be reviewed and updated each semester.

During the first week of classes, syllabi should be distributed in all classes. While there may be some variation, essential components of the syllabus are:

1. General information, such as course name and number, required textbook(s), teacher=s name, academic semester, and year;
2. Realistic objectives of the course, basic concepts and skills to be learned;
3. Tentative course outline and schedule, including number of tests, deadlines for work to be turned in, date and time of final exam (if known);
4. Resources, such as books and periodicals students will need to consult;
5. A specific plan for student evaluation, including number and point value of tests, special projects, final exam, etc.;
6. Policies regarding class attendance (see attendance policy in Catalog and Faculty Handbook Sec. IV-3, J), make-up tests, meeting deadlines, writing standards required, etc.

7. Definition of Plagiarism

Plagiarism is prohibited. Plagiarism is defined by Webster as the stealing and passing off of the ideas or words of another as one=s own. Further, the MLA Handbook states, APlagiarism may take the form of repeating another=s sentences as your own, adopting a particularly apt phrase as your own, or even presenting someone else=s line of thinking in the development of a thesis as though it were your own.@ (p. 4)

For further information about plagiarism, see Lester, Writing Research Papers, pp. 49-51. Alleged violations involving plagiarism and other academic misconduct will be handled according to the procedures outlined in the Waycross College Student Handbook.

8. Each faculty member should file two (2) copies of the syllabus with the Division Chair. When library work is required, send a copy to the library.

9. ADA and Section 504 Compliance – Students with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and obligates colleges and universities to make certain adjustments and accommodations to ensure that disabled persons have the opportunity to participate fully in all educational programs and activities.

For ADA and Section 504 compliances see Section P, pp. IV-4&5, ADA and Section 504 Compliance – Students with Disabilities.

10. DROPPING COURSES/WITHDRAWAL

A student who secures the necessary approval may officially drop a course without academic penalty by the designated date published in the Academic Calendar and receive a AW@ grade for the semester. The AW@ grade is not computed in the student=s grade point average. A course is officially dropped by completing the course drop request form and following the prescribed approval process. A non-punitive grade for courses dropped after the published deadline can be assigned only with the approval of the Vice President and Dean of Academic and Student Services and in cases of extenuating personal hardship. No refunds are allowed for reduction in hours unless such is the fault of the College. Forms and procedures for dropping/adding courses and withdrawing from college are identified in the Advising Handbook.

D. EARLY WARNING SYSTEM

The Early Warning System is a way to identify @at risk@ students early each semester in order to help them succeed at Waycross College. Referral forms are made available during the third week of classes. These forms offer identifying items and comments that are completed by the instructor, discussed with the student, and then sent to the Student Life Office for follow-up. Copies of the form are found in the Learning Support and Arts and Sciences workrooms.

E. REGENTS= TESTING PROGRAM

Waycross College and other institutions in the University System are committed to teaching basic skills, especially in reading and writing. This commitment is reflected in the requirement that a student who receives a degree from a state-supported college must successfully complete a competency examination in reading and writing (*See Advising Handbook for procedures concerning Regents' Testing*). (*See Catalog for official policy.*)

F. TEXTBOOK ORDERS

Textbooks are selected by faculty members in consultation with Division Chairs. Textbook orders are made by the Division Chair following procedures established by the Vice President and Dean of Academic and Student Services and the Vice President for Business Affairs. A textbook should be used for a minimum of four (4) semesters before a change is requested. (See Appendix A-6 and A-7.)

G. LIBRARY MATERIALS AND PROCEDURES

Faculty members will assist the library staff in selecting library resources for their discipline by completing the appropriate request forms found on the Library web page (www.way.peachnet.edu/Library/). Faculty will also assist with reviewing current library resources for their usefulness to the collection. Trained library personnel are available to provide bibliographic instruction to classes upon request by faculty members. Faculty members are also asked to supply course syllabi for course assignments requiring use of library resources and materials. Requests for instructional equipment should be made through the Instructional Technology Support Specialist.

H. GRADES AND GRADE REPORTS

Waycross College follows the Uniform System of Grading described in the Catalog. However, a faculty member is responsible for developing specific procedures for evaluating student performance. The following guidelines should be followed:

1. The final grade should be derived from several grades earned throughout the semester, preferably on several kinds of projects.
2. Procedures for evaluation should be clearly outlined in the course syllabus distributed to students during the first week of classes.
3. Final grades should be recorded on the grade sheets provided and turned in to the Student Records Office no later than twenty-four (24) hours after the final exam for the course.
4. Grades may not be posted nor given to students by telephone.
5. Before recording W, WF, or I grades, review Catalog policies on dropping and adding courses, and the grading system. The W or WF grade may be recorded only when an official schedule change or withdrawal form has been processed. The I grade requires the written approval of the Division Chair. (See Appendix A-8 for Request for Incomplete Grade Form.)
6. Grades that have been recorded in the Office of Student Records may be changed to remove an I (Incomplete) or to correct an error. In such cases, the instructor must complete a Request for Change of Grade Form (See Appendix A-9), get written approval from the Division Chair and the Vice President and Dean of Academic and Student Services, and file the form with the Office of Student Records.

I. APPEAL OF GRADE

A student who believes that a grade received in a course does not accurately reflect efforts and achievements should follow the procedure prescribed below.

The first step is for the student to confer with the course instructor to determine the basis for the grade received. If an instructor=s error is detected, the instructor files a Request for Change of Grade Form, following the procedure described in section H above.

If no error is detected and the grade remains in dispute, the student may petition (in writing) the instructor=s immediate supervisor (Division Chair or Vice President and Dean of Academic and Student Services) for a review of the situation. The petition should give relevant information regarding the course, title, number and section, instructor=s name, grade received, and grade anticipated. The petition must be filed with the supervisor within three weeks after final exams.

If, after conferring with the student and the instructor, the supervisor has not resolved the issue to the student=s satisfaction, the student may appeal the case, in writing, to the Vice President and Dean of Academic and Student Services, who may present the case to the Academic Policies Committee. The Committee shall make its recommendation to the Vice President and Dean, who shall notify the student and the instructor of the decision.

J. STUDENT ATTENDANCE

Regular class attendance is the student=s responsibility, and the student is accountable for the material presented in all classes. At the beginning of each semester, all instructors shall inform their classes of college policies regarding class absences. Instructors are also responsible for advising their students regarding the consequences of absences from classes or laboratories.

An instructor may drop a student from any class when a student has missed twenty percent of the regularly scheduled class meetings. If the date of the drop is on or before mid-term a grade of W must be assigned. After mid-term, if such excessive absence is the result of extenuating personal hardship, the withdrawal grade will be either a W or WF, depending on the student=s status at the time of the decision. When excessive absences make this provision applicable, the instructor must notify the student in writing that student is subject to involuntary withdrawal. (See Appendix A-10, Notification of Excessive Absences Form, and Appendix A-11, Request for Drop for Non-Attendance Form.)

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K. OUTSIDE SPEAKERS

A faculty member who wishes to use outside guest lecturers should complete the appropriate form (See Appendix A-13, Approval for Guest Speaker Form) and get approval from the Division Chair at least ten (10) days prior to the scheduled appearance.

L. OFF-CAMPUS ACTIVITIES

The following procedures govern college-sponsored off-campus trips and meetings, including field trips, club meetings, and social events:

1. Each event must be authorized in writing by the Chair of the Division and the Vice President and Dean at least one week prior to the scheduled event (See Appendix A-14, Off-Campus Activity Form).
2. Each event must be attended by one or more faculty members or administrative officers.
3. Events that require students to be absent from classes must be justifiable on grounds consistent with the educational programs of the College. When off-campus activities result in students missing classes, the person in charge of the event or the Vice President and Dean will notify the instructors of participating students.

M. ACADEMIC REGULATIONS

Academic regulations are published in the Catalog. Faculty members should thoroughly understand academic regulations in order to give accurate guidance to students. If there is a problem regarding interpretation, a faculty member should consult the Vice President and Dean of Academic and Student Services or the Division Chair.

N. REPORTS

At the end of each semester faculty members must submit to the Division Chair reports of their professional and academic activities. The Division Chair consolidates faculty reports and sends a composite report of the division to the Vice President and Dean. Appropriate forms and directions are distributed by the Division Chair.

O. FINAL EXAMS

A final examination should be given at the end of the semester at the time indicated on the examination schedule. Any deviations from this schedule must be approved by the appropriate Division Chair and/or the Vice President and Dean.

P. ADA AND SECTION 504 COMPLIANCE – STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability and obligate colleges and universities to make certain adjustments and accommodations to ensure that disabled persons have the opportunity to participate fully in all education programs and activities.

Compliance with ADA and Section 504 requires that:

1. No student may be excluded from any course or any course of study solely on the basis of disability.
2. Modifications or waivers in degree or course requirements may be necessary to meet the requirements of some disabled students (e.g., the laboratory portion of the science requirement for a blind student).
3. Auxiliary aids must be permitted in the classroom when they are required to ensure the full participation of disabled students.
4. Alternate testing and evaluation methods for measuring student achievement will be necessary for students with impaired sensory, manual, or speaking skills (except where those are the skills being measured).

5. Special equipment or devices used in the classroom (and in some cases teaching techniques that rely upon sight, hearing, or mobility of students) may require adaptation in individual cases.
6. It is discriminatory to counsel disabled students toward more restrictive careers than non-disabled students, unless such counsel is based on strict licensing or certification requirements in a profession.

The Office of Student Life assists the instructors who have students with disabling conditions in their classes. Staff will administer tests and provide readers and copying services for the students. Please contact the 504 Coordinator and the ADA Compliance Administrator in that office.

Should a student suspect that he/she has a learning disability, refer that student to the Student Life Office immediately.

Q. SEXUAL HARASSMENT

1. Policy

Waycross College's sexual harassment policy encompasses the policy of the Board of Regents, which states that a Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Waycross College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment under the following conditions:

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- c. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Relationships between a faculty member and a student and a supervisor and employee must be considered one of professional and client in which sexual relationships are inappropriate. Waycross College views sexual relationships between a teacher and a student of that teacher or a supervisor and an employee of that supervisor as unethical and unacceptable behavior.

2. Definition and Types of Sexual Harassment

There are several types of sexual harassment, which range from unwanted teasing, jokes, remarks, or questions of a sexual nature to actual or attempted rape or sexual assault. Sexual harassment usually involves the misuse of authority and power. While behavior by persons in authority is more likely to be labeled sexual harassment, certain behavior from peers may also be sexual harassment.

For the purposes of this policy, sexual harassment consists of overt solicitation of sexual favors for academic or job benefits and persistent, unwanted attempts to change a professional relationship to a personal one. Some types of sexual harassment are employees or students being pressured to trade sexual favors for evaluations or grades, repeated or flagrant sexual advances, and demeaning verbal or other expressive behavior. For example, these situations could be labeled as sexual harassment: unwanted pressure for dates, unwanted letters or phone calls of a sexual nature, unwanted suggestive looks or gestures, unwanted deliberate touching, leaning over, cornering or pinching, unwanted pressure for sexual favors. In general, offensive and unwelcome actions of a sexual nature constitute sexual harassment, as does a hostile or offensive working or academic environment.

3. **Persons Covered by the Policy**

- a. It shall be a violation of this policy for any student or employee to abuse another through conduct or communication of a sexual nature, as defined in Section II.
- b. All students and employees of Waycross College are covered by the sexual harassment policy.
- c. In cases of students and employees, the policy applies to sexual harassment by peers and sexual harassment by persons in authority.

4. **Procedures**

a. **Students**

(1) **Informal Resolution**

Any Waycross College student who feels that the behavior of a peer or a faculty or staff member is interfering with one=s performance or is creating an intimidating, hostile, or offensive environment is encouraged to attempt an informal resolution of the matter by conveying his/her discomfort to the offending person by conversation or letter. When the offending person is a peer and the two parties cannot resolve the matter, the student may talk or write a letter of complaint to the College=s Affirmative Action Officer. In situations in which the offending person is a faculty or staff member, the student should talk or write a letter of complaint to the person=s supervisor. When the offending person is the student=s employer, or when the supervisor is the student=s employer, or when the supervisor fails to take corrective action, the student should talk to or write a letter of complaint to the College=s Affirmative Action Officer.

(2) **Formal Resolution**

If the student=s complaint cannot be resolved informally, a complaint may be filed against the offending person with the College=s Affirmative Action Officer, who will take appropriate action. Action may proceed either through procedures dictated by the College=s formal organizational responsibilities, or through the College=s grievance procedures in the Faculty Handbook and the Classified Employee=s Handbook. The College shall take action to resolve claims even if a discrimination charge has been filed with the EEOC or a state agency.

b. **Employees**

(1) **Informal Resolution**

Any Waycross College employee who feels that the behavior of a peer, supervisor, or visitor is creating an intimidating, hostile, or offensive environment, or interfering with one=s work performance is encouraged to attempt an informal resolution of the matter by conveying his/her discomfort to the offending person by conversation or letter or by talking or writing a letter to the person=s supervisor. When the offending person is the employee=s supervisor, the employee should talk to or send a letter of complaint to the Affirmative Action Officer.

(2) **Formal Resolution**

If the employee=s complaint cannot be resolved informally, a complaint may be filed against the offending person, following the grievance procedures in the Faculty Handbook and the Classified Employee=s Handbook. The College shall take action to resolve claims even if a discrimination charge has been filed with the EEOC or a state agency.

5. **Dissemination**

The College's sexual harassment policy and procedures shall be disseminated to faculty, staff and students annually through official College publications, (Faculty Handbook, Classified Employee's Handbook, and Student Handbook), and through a brochure which includes the policy, procedures, and examples of sexual harassment. Additionally, the policy shall be discussed in faculty and staff workshops and in student orientation sessions.

6. **Review and Revision of Policy and Procedures**

Annually, the Affirmative Action Officer and the EEO Officer shall review the policy and procedures and determine the need for revisions. If revisions are deemed necessary, the revised policy and procedures shall be brought to the faculty for approval.

7. **Records**

Appropriate College personnel (Affirmative Action Officer, EEO Officer, or Chair of the Board of Review) shall keep written records of resolved complaints, but shall take precautions to protect the privacy of all parties involved.

R. SEXUAL ASSAULT POLICY

An Amendment to Section 485 of the Higher Education Act of 1965 (20 W.S.C. 1902 [f]) entitled *ACampus Sexual Assault Victim=s Bill of Rights Act of 1991" effective September 1, 1992*, requires Waycross College to publish the following information and sexual assault victim=s policy statement. All students, faculty members, and staff members should read and familiarize themselves with this policy statement.

It is the intent of this policy to state that the campus-related sexual assault of a student or employee is a serious offense, and that the victim shall be accorded, by the institution, all the rights as contained in the policy. It is also the intent of this policy to empower the victim of any and all campus-related sexual assaults with certain rights and to certify that Waycross College, a unit of the University System of Georgia, complies with the requirements of the above named act.

S. SEXUAL ASSAULT VICTIM=S BILL OF RIGHTS

The following rights shall be accorded by all campus security officers, administrators, and employees of Waycross College to victims of campus-related sexual assaults:

1. The right to have any and all sexual assaults against them treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.
2. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The foregoing shall be in addition to any campus disciplinary proceedings.
3. The right to be free from any kind of pressure from campus personnel that victims not report crimes committed against them to civil and criminal authorities or campus enforcement and disciplinary officials; or report crimes as lesser offenses that the victims perceive them to be.

T. DISABILITY HARASSMENT POLICY

1. **Policy**

Waycross College's disability harassment policy ensures that students will not be denied an equal opportunity to education under Section 504, or Title II, of the Individuals with Disabilities Education Act (IDEA) and that

employees will not be denied equal opportunity in the workplace.

Disability harassment of employees or students at Waycross College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements.

2. Definition and Types of Disability Harassment

Disability harassment under Section 504 and Title II is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the institution's programs.

Some examples of harassment that could create a hostile environment follow.

- Several students continually remark out loud to other students during class that a student with dyslexia is "retarded" or "deaf and dumb" and does not belong in the class; as a result, the harassed student has difficulty doing work in class and her grades decline.
- A professor repeatedly belittles and criticizes a student with a disability for using accommodations in class, with the result that the student is so discouraged that she has great difficulty performing in class and learning.

Disability harassment of employees is intimidation or abusive behavior based on disability that creates a hostile working environment.

3. Persons Covered by the Policy

- a. It shall be a violation of this policy for any student or employee to engage in disability harassment, as defined in Section II.
- b. All students and employees of Waycross College are covered by the disability harassment policy.
- c. In cases of students and employees, the policy applies to disability harassment by peers and disability harassment by persons in authority.

4. Procedures

a. Students

(1) Informal Resolution

Any Waycross College student who feels that the behavior of a peer or a faculty or staff member is interfering with one's performance or is creating an intimidating, hostile, or offensive environment is encouraged to attempt an informal resolution of the matter by conveying his/her discomfort to the offending person by conversation or letter. When the offending person is a peer and the two parties cannot resolve the matter, the student may talk or write a letter of complaint to the College's Affirmative Action Officer. In situations in which the offending person is a faculty or staff member, the student should talk or write a letter of complaint to the person's supervisor. When the offending person is the student's employer, or when the supervisor is the student's employer, or when the supervisor fails to take corrective action, the student should talk to or write a letter of complaint to the College's Affirmative Action Officer.

(2) Formal Resolution

If the student's complaint cannot be resolved informally, a complaint may be filed against the offending person with the College's Affirmative Action Officer, who will take appropriate

action. Action may proceed either through procedures dictated by the College's formal organizational responsibilities, or through the College's grievance procedures in the Faculty Handbook and the Classified Employee's Handbook. The College shall take action to resolve claims even if a discrimination charge has been filed with the EEOC or a state agency.

b. Employees

(1) Informal Resolution

Any Waycross College employee who feels that the behavior of a peer, supervisor, or visitor is creating an intimidating, hostile, or offensive environment, or interfering with one's work performance is encouraged to attempt an informal resolution of the matter by conveying his/her discomfort to the offending person by conversation or letter or by talking or writing a letter to the person's supervisor. When the offending person is the employee's supervisor, the employee should talk to or send a letter of complaint to the Affirmative Action Officer.

(2) Formal Resolution

If the employee's complaint cannot be resolved informally, a complaint may be filed against the offending person, following the grievance procedures in the Faculty Handbook and the Classified Employee's Handbook. The College shall take action to resolve claims even if a discrimination charge has been filed with the EEOC or a state agency.

5. Dissemination

The College's disability harassment policy and procedures shall be disseminated to faculty, staff and students annually through official College publications, (Faculty Handbook, Classified Employee's Handbook, and Student Handbook), Additionally, the policy shall be discussed in faculty and staff workshops and in student orientation sessions.

6. Review and Revision of Policy and Procedures

Annually, the ADA Officer and the EEO Officer shall review the policy and procedures and determine the need for revisions. If revisions are deemed necessary, the revised policy and procedures shall be brought to the faculty for approval.

7. Records

Appropriate College personnel (ADA Officer, EEO Officer, or Chair of the Board of Review) shall keep written records of resolved complaints, but shall take precautions to protect the privacy of all parties involved.

U. COMPUTER RESOURCE ALLOCATION AND SERVICES

Waycross College is committed to management procedures and allocation of computer resources and services that will ensure adequate support for quality instruction, student development, public service and general institutional administrative activities. Defining institutional and unit goals and needs through the college planning process is the first step leading to the best use of all institutional resources. This goal-oriented planning is prerequisite to the allocation of resources and provision of needed services throughout the college. Computing services are separated into academic computing and administrative computing for planning and management purposes.

The college Technology Committee serves as the advisory and planning committee on matters relating to computing. This committee has responsibility for maintaining a Technology Plan for the college which defines and monitors plans, inventories, facilities, standards, priorities, and anticipated needs and/or changes.

Individual institutional units are responsible for the required planning necessary to link their computer needs directly to

the institutional budget, decision making and resource allocation procedures as followed at the college. The administrative organization for computer services and required planning for resource allocation are outlined in the Waycross College Technology Plan.

V. COMPUTER USE

Waycross College is committed to the increased use of instructional technology including computers and all of their peripheral components. Students, faculty, staff, and administration are encouraged to explore and apply the capabilities of computing. Computer resources at Waycross College are available in offices, the computer lab, the portable computer lab, the Academic Support Center, the English computer lab, the foreign language lab, and the library.

As in all situations where shared equipment and other people are involved, the computer user does have responsibilities: to others in an open environment, to the equipment, and to those who are providing the services being used. These policies are intended to comply with legal and University System requirements and to provide guidance to users. However, the constantly changing technical conditions in computing will require that many decisions affecting computer use will have to be made by knowledgeable people at the time they are needed rather than prescribed in advance. If these policies do not provide necessary answers to questions, the user is advised to seek out a person who supervises computer resources. These policies apply to all users of computer equipment at Waycross College.

Computer Use Policies.

1. Users in laboratory rooms must be mindful of other people. Please maintain a quiet environment, unless providing instruction. Avoid disturbing others.
2. Some materials are copyrighted. Users must get permission from the copyright holder and either the class instructor or a computer services administrator before downloading, copying, or installing copyrighted material to Waycross College computer resources. The College reserves the right to remove any materials which are not approved.
3. Users must do their own work:
 - Never copy or delete the work of others. This policy applies both to files independently created and to e-mail messages.
 - Some programs and laboratory material may require passwords. Do not share passwords.
4. Limit materials accessed on the computer, network, or Internet to those items appropriate to classes, research, or writing of reports. College resources are for instructional purposes only.
5. Normally, leave things as you find them in the computer laboratories.
 - Follow proper shut-down procedures. Seek instructions, if necessary.
 - Do not bring viruses or virus-infected disks into any computing area. Always have your disks scanned for viruses.
 - Configurations are set up for the specific uses of classes or instructors. Leave system configurations as they are.
6. Users must back up their work on their own disks. Do not try to store confidential work on College computers. College resources may not be private, and documents may be subject to the Georgia Open Records Act.
7. Use communications systems properly. Consult instructions before using e-mail or other communications that require a modem or network access.
8. Users must check with and obtain permission from the Vice President for Business Affairs before connecting any computer to the College's network, servers, or workstations.
9. All users must share computing resources in accordance with the policies set forth for the computers involved. Priority is given to first come, first served for instructional use. Scheduled classes have first priority on computer labs. All other uses by classes are scheduled on a first come, first served basis through the appropriate individual.

10. Computing resources at Waycross College are made as available as possible to all users. However, there will be times when these resources will be unavailable for general use.
- Prior to attempting to access computing resources, guests and visitors seeking to use computers facilities must secure approval from the Office of Development and Community Services who in turn will check with appropriate persons for validation. Some laboratories may require all users to sign in.
 - Credit and non-credit classes always have priority in laboratories. Computer labs have schedules posted providing information as to availability.
 - Misrepresentation of authorization, identity, or relationship with the College for the purpose of obtaining or using computer or network resources will lead to expulsion from the campus.
11. E-mail
- The Electronic Communications Privacy Act of 1986 constitutionally guarantees the privacy of e-mail and provides for prosecution of violators who access financial or personal data.
 - However, Waycross College cannot guarantee that individual e-mail messages are private or secure. Confidential information should not be placed in computers without protecting it.
 - Users must use e-mail only in support of academic pursuits or College business.
 - Occasional monitoring for maintenance and problem resolution of the e-mail system may be expected. System administrators will respect privacy in so far as possible.
 - Remember that your Apassword@ is secret and should not be given out.
 - If you are using college resources to send material that would embarrass you or hurt others - don=t send it.
 - Avoid fraudulent, defamatory, harassing, obscene, or threatening messages or any other communications which might cause harm or be prohibited by law.
 - It is relatively easy to identify not only the institution but also the individual sending inappropriate messages.
 - Be aware that the Internet is not a secure network.
 - Do not attempt to access files or accounts other than your own.
 - Students must fill out and sign the Student E-Mail Account Request form (Appendix A-16).
12. **World Wide Web**
- Waycross College has established a presence on the world wide web to promote the institution, to provide information about the school, and to extend its educational reach beyond the physical campus. Documents placed on the Waycross College Website must adhere to the following guidelines:
- All pages should be approved by the Technology Committee before being placed on the World Wide Web.
 - Pages should not violate copyrights or other restrictions. Production will be limited to faculty/staff authorized to act for their departments/ divisions/organizations.
 - Required for compatibility:
 - Link to the Waycross College home page
 - Date of last update
 - Name and e-mail address of person responsible for the page
 - Full name of department/division/organization in title or document text
 - Navigational aids if needed due to size of documents
 - Use a spell checker and have someone read your document(s)
 - Active links to mentioned Web sites
 - Check finished document with appropriate browsers
13. Users must comply with the regulations and policies of news groups, mailing lists, and other public forums through which they may disseminate messages.
14. Administrators of College computing systems will perform their duties fairly, in cooperation with the user community, the appropriate higher-level administrators, University System policies, and funding sources. System administrators will respect the privacy of users as far as possible and will refer all disciplinary matters to appropriate authorities. Student violations of these policies will be considered a violation of the student conduct code.

15. Students, faculty, and staff who believe they have been unfairly denied access to computing resources at Waycross College may appeal to the Vice President and Dean or the Vice President for Business Affairs.
16. These policies shall be posted in appropriate locations across the campus. Copies will be distributed to all faculty and staff.