

**VOLUME XXIV**

**AUGUST 2020**

**LAGRANGE COLLEGE**

**GRADUATE BULLETIN**

**LAGRANGE, GEORGIA**

**2020-2021**

<b>COMMUNICATIONS DIRECTORY</b>	<b>3</b>
<b>MISSION</b>	<b>4</b>
<b>HISTORY AND DESCRIPTION</b>	<b>5</b>
<b>ACCREDITATION</b>	<b>6</b>
<b>THE LAGRANGE COLLEGE CAMPUS</b>	<b>7</b>
<b>ADMISSION AND ENROLLMENT</b>	<b>12</b>
<b>FINANCIAL INFORMATION</b>	<b>18</b>
<b>FINANCIAL AID</b>	<b>23</b>
<b>STUDENT ENGAGEMENT</b>	<b>31</b>
<b>ATHLETIC PROGRAM</b>	<b>63</b>
<b>INFORMATION TECHNOLOGY AND ACADEMIC SUPPORT</b>	<b>65</b>
<b>ACADEMIC POLICIES</b>	<b>70</b>
<b>ACADEMIC PROGRAMS</b>	<b>85</b>
<b>ACADEMIC DEPARTMENTS, PROGRAMS, AND COURSES</b>	<b>88</b>
<b>FACULTY</b>	<b>125</b>
<b>BOARD OF TRUSTEES</b>	<b>126</b>
<b>PRESIDENT'S CABINET</b>	<b>128</b>
<b>ADMINISTRATIVE STAFF</b>	<b>129</b>

## CHANGE OF REGULATIONS

The College reserves the right to make modifications in the degree requirements, courses, schedules, calendar, regulations, fees, and other changes deemed necessary or conducive to the efficient operation of the College. Such changes become effective as announced by the proper College authorities.

*BULLETIN EFFECTIVE DATE:* August 24, 2020, for current (2020-2021) academic year

*Note:*

For information, regulations, and procedures for undergraduate study, see the *LaGrange College Bulletin*.

For information, regulations, and procedures for evening study, see the [Evening College Bulletin](#).

## COMMUNICATIONS DIRECTORY

LaGrange College  
601 Broad Street  
LaGrange, Georgia 30240-2999  
706.880.8000  
<http://www.lagrange.edu/>

**For prompt attention, please address inquiries as indicated below:**

LaGrange College (general information)	706.880.8000
Office of the President	706.880.8240
Vice President for Academic Affairs	706.880.8236
Registrar	706.880.8024
Vice President for Student Engagement	706.880.8976
Director of Career Development Center	706.880.8185
Director of Communications and Marketing	706.880.8246
Director of Financial Aid	706.880.8249
Chief Information Officer	706.880.8050
Vice President for External Relations	706.880.8223
Vice President for Enrollment Management	706.880.8253
Vice President for Finance and Operations	706.880.8223

The administrative offices in Banks Hall are open 8:00 a.m. to 5:00 p.m. Monday through Friday. Saturday visits may be arranged by appointment. Visitors desiring interviews with members of the staff are urged to make appointments in advance.

LaGrange College admits qualified students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, color, race, national or ethnic origin, disability, or sex, sexual orientation, gender identity, or gender expression in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **LAGRANGE COLLEGE GRADUATE BULLETIN, VOLUME XXIV**

PRESIDENT: DR. SUSANNA L. BAXTER

*LaGrange College Graduate Bulletin*, the official publication of LaGrange College for current and future graduate students, is published annually.

*Challenging the mind. Inspiring the soul. Transforming lives.*

## MISSION

**LaGrange College challenges the minds and inspires the souls of its students. Founded in 1831 and committed to its relationship with the United Methodist Church and its Wesleyan and liberal arts traditions, the college supports students in their search for truth. An ethical and caring community that values excellence, service, civility, diversity and inclusion, LaGrange College prepares its students to become successful, responsible citizens who aspire to lives of integrity and moral courage.**

LaGrange College challenges the minds and inspires the souls of its students.

Through an interdisciplinary, broad-based general education curriculum, rigorous study in the major disciplines, innovative learning opportunities and integrative co-curricular programs, LaGrange College students encounter experiences that challenge and inspire them to develop intellectually, socially, and spiritually.

Founded in 1831 and committed to its relationship with the United Methodist Church and its Wesleyan and liberal arts traditions, the college supports students in their search for truth.

- The oldest private college in the state of Georgia, the institution has been affiliated with the United Methodist Church for more than 150 years.
- Firmly rooted in the Christian faith and grounded in the Wesleyan and liberal arts traditions, both of which are devoted to the unfettered pursuit of truth, the college encourages students to deepen their understanding of their faith and empowers them to engage in free intellectual inquiry.
- Welcoming students from widely diverse backgrounds and a variety of faith traditions, the college fosters an environment of respect and humility and is committed to the ideals of religious and academic freedom.

An ethical and caring community valuing civility, diversity, service and excellence, LaGrange College prepares students to become successful, responsible citizens who aspire to lives of integrity and moral courage.

- Understanding the necessity of informed thought directed toward responsible decision making, the academic programs of the college provide opportunities for students to grow in their ability to communicate effectively, to encounter the world with critical insight, and to approach problems and opportunities with creativity.
- Committed to the success of students as members of the college community and as alumni, the institution encourages students to see life and work as deeply related and to engage themselves in rich opportunities for meaningful service.
- Aware of the global nature of 21st -century learning and living, the college provides multiple opportunities for students to experience distant cultures and diverse peoples through study-away options, language study, internships, and a wide exposure to cultural-enrichment events – all in the context of academic study and action that foster responsible, sustainable stewardship.

**Adopted by Faculty, Administration, and Board of Trustees, 2010.**

## **HISTORY AND DESCRIPTION**

The history of LaGrange College is closely associated with the history of the City of LaGrange and Troup County. When the vast tract of land lying between the Flint and Chattahoochee Rivers was secured by the Indian Springs Treaty of 1825 and was opened for settlement in 1827, one of the five counties formed on the western border of the state was named Troup in honor of Governor George Michael Troup.

An act was passed by the Georgia Legislature on December 24, 1827, providing for the selection of a county seat. It was named "LaGrange" after the country estate of the Marquis de Lafayette, the American Revolutionary War hero who had visited the region in 1825 as the guest of Governor Troup. The site for the town of LaGrange was purchased in 1828, and the town was incorporated on December 18, 1828. On December 26, 1831, the charter for the LaGrange Female Academy was granted at the state capitol, then in Milledgeville.

In 1831 Andrew Jackson was president of the United States. Abraham Lincoln was 22 years old. The Creek Indians had been moved out of this area of the state only six years earlier. The only other college in the state was Franklin College, now the University of Georgia.

In 1847 the charter for the school was amended and the school became the LaGrange Female Institute with power to confer degrees. The name was changed to LaGrange Female College in 1851, and in 1934 it was changed to LaGrange College. The College became officially coeducational in 1953.

The first location of the school was in a large white building at what is now 406 Broad Street. The school moved to its present location on "the Hill," the highest geographical point in LaGrange, after the construction of the building now known as Smith Hall in 1842. The College was sold to the Georgia Conference of the Methodist Episcopal Church South in 1856. Today it is an institution of the North Georgia Conference of the United Methodist Church.

LaGrange College offers the Bachelor of Arts degree with nineteen (19) majors, the Bachelor of Science degree in six (6) areas, the Bachelor of Music, the Bachelor of Business Administration, and the Bachelor of Science in Nursing degree. The graduate programs offered are the Master of Arts degree in Teaching, the Master of Education degree in Curriculum and Instruction, the Specialist in Education degree in Teacher Leadership, and the Master of Arts in Clinical Mental Health Counseling. The Evening program offers the Bachelor of Arts degree.

LaGrange College operates on the modified (4-1-4) semester system. The summer session is composed of two (2) part-sessions and one full through-session. All credits earned are semester hour credits.

The College draws more than half of its student body from Georgia. However, students from at least one-third of the other states in the U.S. and from abroad nourish a rich cosmopolitan and international community that includes various religious and ethnic backgrounds.

Students also are provided diversity opportunities through travel courses, field study programs, service-learning, and internships. Students in the College's Education and Nursing departments receive supervised learning experiences in many area schools and medical facilities, respectively. Campus art exhibitions, lectures, concerts, and varsity and intramural sports add to the cultural enrichment and recreational opportunities offered by the College.

The College is located in the town of LaGrange, Georgia, which has a population of 26,000. Nearby are Callaway Gardens, the Warm Springs Foundation, and Franklin D. Roosevelt's Little White House. The West Point Dam on the Chattahoochee River provides one of the largest lakes in

the region, with waterfronts and a marina within the city limits of LaGrange.

#### **ACCREDITATION**

LaGrange College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees as well as the educational specialist degree. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of LaGrange College.

LaGrange College is also approved by the United Methodist University Senate. It has membership in the National Association of Independent Colleges and Universities and the Georgia Independent College Association.

LaGrange College's teacher education (undergraduate and graduate) programs are accredited by the Georgia Professional Standards Commission to recommend candidates for initial teacher certification in the areas of elementary education, music education, middle grades education, and secondary education.

The Bachelor of Science in Nursing (BSN) and the online RN to BSN programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326; Marsal Stoll, EdD, Chief Executive Officer; 404-975-5000, [mstoll@acenursing.org](mailto:mstoll@acenursing.org)

The undergraduate programs in Business and Accountancy are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

## **THE LAGRANGE COLLEGE CAMPUS**

### ***BANKS HALL***

Originally built in 1963, the building served the campus as its library until the Frank and Laura Lewis Library opened in February 2009. Renovated in 2009, the building now houses Admissions, Financial Aid, the Business Office, the Registrar's Office, the Vice President for Enrollment, the Vice President for Academic Affairs (VPAA), the Vice President for External Relations, the Vice President for Finance and Operations, and the President.

### ***J. K. BOATWRIGHT HALL***

Completed in 1962, this three-story brick building serves as a men's dormitory. J. K. Boatwright Hall is named in memory of a longtime member of the College's Board of Trustees and chairman of the board's executive committee from 1956-1962. New designs were incorporated in renovations to the building in 2003.

### ***BROAD STREET APARTMENTS***

Originally constructed in 1936 and fully renovated in 2012, the Broad Street Apartments, located two blocks east of the main campus, and presented to the College as a gift from the Callaway Foundation, Inc., now house the Servant Scholars Program.

### ***FULLER E. CALLAWAY ACADEMIC BUILDING***

Completed in 1981 and renovated in 2000, the Fuller E. Callaway Academic Building houses the History, Political Science, Sociology, and Psychology programs.

### ***CALLAWAY AUDITORIUM***

Built in 1941, Callaway Auditorium was originally designed as a multipurpose venue, and it served ably in that capacity for well over half a century, hosting countless basketball games, volleyball matches, dances, children's recitals, luncheons, and other varied events. Though versatile, the facility was severely limited in its ability to provide an accommodation that was greatly needed by the community and LaGrange College: an acoustically pleasing music performance venue.

The demand for such a facility was satisfied in 2005 with the auditorium's transformation from a "gym with a stage" to a state-of-the-art concert hall. Funded jointly by LaGrange College and Callaway Foundation, Inc., the \$5.5 million renovation called for an almost complete internal makeover and a new roof. And while the hall's visual appearance has changed dramatically, the single most important improvement is the superior sound quality that the Auditorium now delivers.

### ***CALLAWAY CAMPUS***

Acquired by the College in 1992 as a gift from Callaway Foundation, Inc., the campus includes three buildings of brick and concrete construction. Callaway Foundation, Inc. donated funds to build a state-of-the-art lighted soccer field there in 1995. The Callaway Campus also includes a softball complex, tennis courts, swimming pools, and a football practice field.

### ***CALLAWAY EDUCATION BUILDING***

Built in 1965, renovated in 1994, and given a \$2 million, 17,000-square-foot addition in 2006, the building houses the offices of Intercollegiate and Intramural athletics, offices of Health and Physical Education, a weight room, an athletic training room, and a football locker room.

### *CASON J. CALLAWAY SCIENCE BUILDING*

Built in 1972 and renovated in 2017, this three-story brick building primarily provides for instruction in Math and Physics. The building is named in memory of a former member of the college's Board of Trustees and houses the Charter Computational Mathematics Lab.

### *WARREN A. CANDLER COTTAGE*

Completed in 1929 as a home for the College president, Candler Cottage now houses offices in External Relations.

### *LEE EDWARDS CANDLER AND HAWKINS RESIDENCE HALLS*

Lee Edwards Candler and Hawkins Residence Halls were completed in 2002. Each apartment-style hall houses 124 students. Arranged in either two- or four-bedroom floor plans with one bathroom per two students, the apartments are fully furnished and have a full kitchen. A community room also is located at the end of one wing in each building. Candler Hall is named in memory of Mrs. Lee Edwards Candler. Hawkins Hall is named in honor of Annie Carter Hawkins and in memory of Allen Willard Hawkins, Sr., parents of Scott Hawkins '74.

### *THE CHAPEL*

The materials used in the construction of the Chapel in 1965 link it with Christian worship in LaGrange and other parts of the world. Included in the structure are two stained glass windows made in Belgium more than 100 years ago; a stone from the temple of Apollo at Corinth, Greece; a stone from the Benedictine Monastery in Iona, Scotland; and a stone from St. George's Chapel in Windsor, England. Regular worship services are held when the College is in session.

### *CLEVELAND FIELD*

Cleaveland Field opened in 2000 as LaGrange College's new \$2.21 million baseball facility. Callaway Foundation, Inc. gave a challenge grant as well as the land to honor Philip Cleaveland, who served the College as a trustee for 19 years.

### *HAWKES HALL*

Completed in 1911, this four-story brick building is named in memory of Mrs. Harriet Hawkes, mother of College benefactor A.K. Hawkes. Following a \$1.4 million renovation, the building now houses women students on its second, third, and fourth floors. Faculty offices and classrooms for the Department of Education occupy the ground floor. Also on the second floor is the Nixon Parlor, named in honor of longtime College supporter Winifred Adams Nixon '33.

### *WAIGHTS G. HENRY, JR., RESIDENCE HALL*

Completed in 1970, this five-story brick building provides student housing. The structure is named in honor of the late Dr. Waights G. Henry, Jr., who served as president of the College from 1948-1978 and as chancellor from 1978 until his death in 1989. The building also houses a 24-hour computer lab open to all students.

### *CHARLES D. HUDSON NATATORIUM*

The swimming pool was constructed in 1947 as an oversized pool with dimensions of 80 by 150 feet. The cabana and bathhouse were built in 1956. Today, the oversized pool has been divided into an outdoor pool and a natatorium, and the complex is now equipped for a year-round aquatics program. The Natatorium is named in honor of Dr. Charles D. Hudson, longtime chair of the

Board of Trustees and retired chair of the Board's Executive Committee.

#### *IDA CALLAWAY HUDSON LAB SCIENCES BUILDING*

Opened in February 2017, this state-of-the-art, 40,000-square foot facility, Hudson Lab Sciences Building, houses laboratories for instruction in anatomy/physiology, biology, chemistry, ecology, cell and molecular biology, microbiology and organic chemistry and designated space for undergraduate research. It includes a nuclear magnetic resonance machine and an atomic absorption spectrophotometer.

#### *LAMAR DODD ART CENTER*

Completed in 1982 and fully renovated and modernized in 2011, this building provides a physical environment and the equipment needed for art instruction as well as gallery space for the College's outstanding art collection. The building is named in honor of the late Lamar Dodd, a Georgia artist who grew up in LaGrange and whose paintings won international recognition.

#### *FRANK AND LAURA LEWIS LIBRARY*

The Frank and Laura Lewis Library at LaGrange College is a 45,000 square foot facility located at the center of campus. Built in 2009, the Library is named for Frank and Laura Lewis and is LEED silver certified; Frank Lewis was the first African American Director of the Library at LaGrange College, while Laura Lewis was a librarian for Ethel Kight Elementary School in Troup County. The Library has over 80,000 print resources and over 500,000 electronic resources. In addition to the print resources, the Library houses individual and group study rooms, an auditorium, a multi-media classroom, a media lounge, a computer lab, and research study carrels. The Library also has a 24-hour study center with a coffee and snack bar.

#### *LOUISE ANDERSON MANGET BUILDING*

Built in 1959 and completely renovated in 2001, the Louise Anderson Manget Building houses the Humanities Department, including the programs of English, Latin American Studies and Modern Languages, and Religion and Philosophy.

#### *ALFRED MARIOTTI GYMNASIUM*

Built in 1959, the Mariotti Gymnasium houses the exercise science laboratory, physical education classrooms, and facilities for indoor athletics. The facility is named in memory of Coach Alfred Mariotti, the College's basketball coach from 1962 until 1974 and a member of the faculty until his retirement in 1979.

#### *MITCHELL BUILDING*

The Mitchell Building is located on the grounds of Sunny Gables Alumni House. It was named in memory of Evelyn Mitchell, a trustee of the Arthur Vining Davis Foundations.

#### *MARGARET ADGER PITTS DINING HALL*

Completed in 1962 and renovated most recently in 2012, this two-story brick building houses the dining area and kitchen on the main floor, and the College Bookstore, post office, and printing center on the bottom floor. The building is dedicated in honor of the late Margaret Adger Pitts, a former College trustee.

### *PITTS RESIDENCE HALL*

Completed in 1941, this two-story brick women's dormitory was renovated in 1990. Pitts Hall was rededicated in memory of Mr. and Mrs. W. I. H. Pitts and in honor of their daughter, the late Margaret Adger Pitts, a former College trustee. The members of the Pitts family were longtime supporters of the College.

### *PRESIDENT'S HOME*

Acquired by the College in 1964, this home originally was occupied by local attorney and former trustee Hatton Lovejoy. The first College family to live in the house was that of Dr. Waights G. Henry, Jr., who moved from the former president's residence in Candler Cottage. Designed in 1934, the home represents a combination of Georgian and Neoclassical elements.

### *PRICE THEATER*

Completed in 1975 and renovated in 2013, this building features a 280-seat proscenium theater with 36 fly lines, 8 electrics (including 4 beam positions over the auditorium), and a hydraulic orchestra pit. It also houses the Theatre Arts program, including faculty offices, a scenery workshop, dressing rooms, a costume shop, an actors' lounge, classroom, and the Lab Theatre.

### *QUILLIAN BUILDING*

Built in 1949 and named in memory of former president Hubert T. Quillian, who served from 1938-1948, this building currently provides offices for Human Resources and the Department of Information Technology.

### *SMITH HALL*

Smith Hall is the oldest building on the campus. The main portion of the building was constructed in 1842 of handmade brick formed from native clay. An addition was built in 1887, and a major renovation was completed in 1989 at a cost of over \$2.5 million. The building now houses offices, classrooms, and seminar rooms. Smith Hall was named in memory of Mrs. Oreon Smith, wife of former College president Rufus W. Smith, who served from 1885 until his death in 1915. The building is listed in the National Register of Historic Places.

### *TURNER HALL*

Built in 1958 (not long after the institution became co-educational), this three-story brick building was first used to provide campus housing for men, and later, women. In 2003, the structure was renovated and enlarged. The Mabry Gipson Student Center features large and small meeting rooms, a student grill, and the Jones Zone on the first two floors. Student housing on the third floor is known as the William H. Turner, Jr., Residence Hall. It is named in memory of Mr. Turner, a textile executive of LaGrange, who was a benefactor of the College, a longtime member of the Board of Trustees, and chairman of the board's executive committee from 1929 until 1950.

### *SUNNY GABLES ALUMNI HOUSE*

Built by Mary and Julia Nix in 1925, Sunny Gables Alumni House is an outstanding example of early 20th century Tudor Revival architecture. Designed by P. Thornton Marye, it is now part of the National Register of Historic Places' Vernon Road Historic District. This multipurpose facility serves as the permanent home for alumni. The facility extends entertainment space to the College's constituents for specific programming purposes.

*WEST SIDE*

Formerly a Troup County magnet school for the arts, West Side was purchased in 2014 and extensively renovated to house the college's Nursing, Music and Digital Creative Media (film) programs. The facility features state-of-the-art equipment for all areas, as well as a 150-seat recital hall, live recording studio and rehearsal space for chamber choir, percussion ensemble and marching and concert bands.

## **ADMISSION AND ENROLLMENT**

LaGrange College welcomes applications from goal-centered students who embrace the challenge to learn and to serve others. The application and admission process at LaGrange College is selective and focuses on each applicant's interests, goals, academic readiness for college-level work, and college expectations. We seek applicants who have the potential to be successful academically and who will contribute to our community in meaningful ways.

Admission Counselors are available to advise prospective students and families about the admission process and requirements, financial aid and scholarships, and arranging a campus visit. The Office of College Access and Admission will also provide admission and financial aid publications and other pertinent information, as well as the appropriate application packet upon request.

Prospective students are strongly encouraged to visit the campus and to interview with an Admission Counselor. Campus visits and interviews may be scheduled Monday through Friday at 10:00 AM or 2:00 PM during the academic year. To arrange an appointment, call the Office of College Access and Admission at 800-593-2885 or 706-880-8005, e-mail the office at [admission@lagrange.edu](mailto:admission@lagrange.edu), or visit the College's website at [www.lagrange.edu](http://www.lagrange.edu).

## **ADMISSION AS A TRANSFER STUDENT**

LaGrange College welcomes applications from qualified students who wish to transfer from other regionally accredited colleges and universities, provided that they are eligible to return to their current institution at the time of entry to LaGrange College. Accepted applicants may enroll at the beginning of any semester. Applications for admission are reviewed on a rolling basis and admission decisions are reached upon receipt of all official documents and transcripts.

### **Basis of Selection**

For the purpose of admission, a transfer student is defined as a student who is enrolled and is in good standing in a graduate program at a regionally accredited college or university after having graduated from an undergraduate program, and who is seeking enrollment in a graduate program at LaGrange College. Applicants who do not meet this definition must meet the same admission criteria as all other new graduate students. In order to be eligible for regular admission to LaGrange as a transfer student, one must have earned a minimum of a 3.0 or higher GPA on all work attempted at the graduate level.

A transfer student must be in good academic standing at all previously attended institutions. Transfer applicants under academic or disciplinary suspension or dismissal from a previous institution cannot be admitted to LaGrange until such sanctions are lifted. Transfer applicants not meeting the requirements listed above will be reviewed by the Faculty Admission Committee. A student may be provisionally admitted under the criteria for provisional admission as determined by each program. Prior to the student's admission to LaGrange College, the Office of College Access and Admission must receive all necessary documents, including official transcripts of all college coursework and any required examination scores. Any applicant who intentionally withholds information about college coursework previously attempted, either by failing to report that coursework or by failing to provide an appropriate transcript, will be subject to a revocation of admission extended by LaGrange College.

### Transfer Application Procedures

To apply for admission as a transfer student, a student should submit the following:

1. A completed application for admission. Applications must be signed and dated by the student, or students must electronically sign the application if they are completing an online application;
2. Official score reports of any pertinent and required examinations as specified by each program.
3. An official transcript from each college or university attended. If currently enrolled, a second transcript will be required indicating completion of the semester and eligibility to return to the institution. To be considered an official document, a transcript should be submitted directly to the Office of College Access and Admission at LaGrange College in a sealed envelope from the sending institution. Institutional records personally delivered to LaGrange College by a student must also be in a sealed envelope in order to be considered official. Photocopies, faxes, or transcripts in unsealed envelopes are not considered official.

### Enrollment Verification Procedures—Transfers

An admitted graduate transfer student must notify the program coordinator and the Office of Admission of their intent to enroll by the priority notification deadline as specified by each graduate program.

During the orientation session(s) hosted by each graduate program, each student will meet with an academic advisor to discuss the program requirements, the curriculum, and course selections for the semester. If all official final college and university transcripts have not been received and evaluated by the College, a transfer student's first semester of enrollment may be affected.

Before classes begin, transfer students must finalize their financial arrangements with the Office of Financial Aid and Affordability in regard to tuition and other fees.

### Admission of International Graduate Students

LaGrange College is pleased to receive and review applications for admission from international students. Increasing international understanding is valued at LaGrange College. In promoting that understanding, LaGrange College seeks to enroll an internationally diverse student body. The College serves as a host or home base institution for short-term international visitors and has executed a cooperative agreement Instituto Laurens in Monterrey, Mexico. Since correspondence for international admission can be extensive and time consuming, it is strongly recommended that students apply by May 15th for the Fall Semester, and by October 15th for the Spring Semester.

### Basis of Selection

LaGrange College is authorized under the United States Citizenship and Immigration Services (USCIS) to enroll non-immigrant alien students. Admission to LaGrange College requires submission of the international student application, application fee, and translated and certified documents attesting to the student's academic performance in university studies. These students are required to follow the prescribed admission procedures below and to take either the Test of English as a Foreign Language examination (TOEFL), the GRE (as required), and to provide an official statement of financial resources sufficient to support educational costs. Students should consult the specific graduate programs for additional admission requirements.

### Academic Preparation

An international graduate applicant must meet all clear and unconditional admission requirements as specified by each graduate program. International graduate applicants cannot be conditionally or provisionally admitted to the college.

### Entrance Examinations

LaGrange College does not offer English as a Second Language (ESL) courses and therefore requires evidence of English proficiency for consideration of admission. If the native language is not English, proficiency should be substantiated by a minimum score on the written Test of English as a Foreign Language (TOEFL), computer-based TOEFL, or a minimum reading, listening, and writing score on the Internet-based TOEFL as determined by each program. International graduate applicants must also meet the standardized test scores for clear admittance as specified by each graduate program.

### Financial Verification

All international students must have sufficient funds to cover tuition, fees, textbooks, living expenses, transportation expenses, and other incidental expenses while attending college in the United States. An applicant should be realistic in determining the extent of his or her personal financial resources relative to the total cost. International students must submit an affidavit of support and financial statements demonstrating the ability to pay the cost of attendance for at least one (1) year of study. If the prospective student is in the United States, then an interview at the College is desirable. The Vice President for Enrollment should be contacted for an appointment as well as for the current interpretation of regulations with regard to obtaining an F-1 student visa.

Federal and State financial aid is not available to international students.

### International Student Application Procedure

Upon completion of the application sequence described below, a student's credentials will be evaluated, and a decision will be communicated to the student as quickly as possible. An international student should submit the following items:

1. A completed Application for Graduate Admission. Applications must be signed and dated by the student. **All sections, including financial information, must be completed, certified, and signed;**
2. A nonrefundable application fee of \$20.00 (U.S. Currency);
3. Official academic transcripts from all post-secondary schools (colleges or universities) attended. Transcript(s) in languages other than English must include official, certified English translations, authentic verifying statements, and signatures. **Note: LaGrange makes every effort to evaluate the transcripts of international students. However, in some cases, it may be necessary to obtain a certified evaluation of the transcript(s). If such an evaluation is required as part of the admission process, transfer of credit evaluation, or athletic eligibility certification process, the student must bear the cost of this professional evaluation. Information regarding this process may be obtained by contacting the Office of Admission.**
4. Official entrance examination scores (i.e. TOEFL, IELTS, GRE, GMAT, etc.) must be mailed directly to the Office of Admission.

### International Graduate Transfer Students

International graduate transfer students must meet all graduate transfer admission requirements as specified in the sections above.

### Enrollment Verification Procedures—International Students

An accepted international student must acknowledge his or her decision to enroll at LaGrange College by submitting the following items:

- A record of immunization and proof of health insurance must be sent to the Housing Office. If a physician's statement is sent in addition to the Health Form, it must be mailed directly from the physician to the Housing Office.
- An Enrollment Deposit, sent to the Business Office, equal to one semester's tuition, fees, room and board (if applicable), books and miscellaneous fees and expenses.

Upon receipt of the above items a Certificate of Eligibility—Non-Immigrant F-1 Student Status (Form I-20) will be provided to the admitted student. At this point, the Office of Global Engagement will assume responsibility for communication with the accepted international student and will make all further necessary arrangements for a smooth transition to campus.

The International Student Handbook, published by the Office of Global Engagement, is available from <http://passport.lagrange.edu>.

All new students participate in orientation activities organized by the Office of Global Engagement. Before classes begin, international students must finalize their financial arrangements with the Business Office in regard to tuition, room and board (if applicable), and other fees. Information on Orientation will be sent from the Office of Global Engagement as plans are finalized.

### Additional Responsibilities of International Students

It is the student's responsibility to comply carefully with all non-immigrant alien requirements as stated in the United States Citizenship and Immigration Services laws and regulations.

Upon receipt of the Form I-20, the international student should pay their SEVIS fee and apply for a student F1 visa. They will need to contact the United States Embassy or Consular Office in their country to schedule an interview and determine what supporting documents they should submit during the visa interview. Passport and visa processing can be quite lengthy. It is important to apply for them well in advance of the departure date.

### READMISSION TO LAGRANGE COLLEGE

Former graduate students of LaGrange College who wish to return to LaGrange College must submit an application for readmission to the Office of College Access and Admission. Following an absence from LaGrange College of two (2) or more semesters, or following any period of time during which a student was not in good standing during the last term in attendance at LaGrange College, or in the case of any student wishing to return to attempt additional coursework, submission of an Application for Readmission is required. This form is available in the Office of College Access and Admission. Students seeking readmission to LaGrange College must be cleared by the following Offices: Office of the Registrar, Business Office, Student Accounts,

Office of Financial Aid and Affordability, Office of Student Engagement, and be approved by the appropriate program coordinator. Any student absent from LaGrange College for less than two semesters, who was in good standing when he/she last attended LaGrange College, may re-activate his/her file in the Registrar's Office. These students do not need to apply for readmission.

In the event that a student seeking readmission has attended another institution as a transfer student (not transient) since he or she left LaGrange College, then the student, if readmitted, is treated as a new graduate transfer student. Students fitting this description are subject to the Bulletin in force at the time of transfer back to LaGrange College. Students who have not attended another institution are generally governed by the Bulletin in force at the time of their initial admission. However, students who have been out of school for four (4) calendar years or more re-enter LaGrange College under the Bulletin in force at the time of readmission and resumption of study.

#### ADMISSION REQUIREMENTS FOR SPECIAL STUDENT ENROLLMENT (NON-DEGREE SEEKING)

Students not working toward a graduate degree may register as non-degree graduate students in any course for which they have the necessary prerequisites. An application for non-degree graduate student status may be obtained through the Office of College Access and Admission. Students classified as non-degree graduate students may become regular, degree-seeking students by meeting requirements for regular admission. All non-degree seeking students, designated as special graduate students, may register for regular courses through the Office of the Registrar after being admitted through the Office of College Access and Admission. Registration is subject to the following restrictions:

1. All prospective special graduate students must affirm completion of an undergraduate degree and provide all official college transcripts.
2. An individual denied admission to LaGrange College as a degree-seeking graduate student is not eligible to register as a special student.
3. After completing four courses as a special graduate student, a person must have a cumulative grade point average of 3.0 or higher to continue as a special graduate student.
4. Exemptions from any of the above restrictions may be granted only by the Vice President for Academic Affairs.
5. All payment arrangements for special graduate students must be made in accordance with the policies set forth for regular graduate students as defined in this document.
6. All special graduate students will be charged at the same rate per credit hour as regular graduate students.
7. Special graduate students are not eligible to live in the residence halls, to participate in intercollegiate athletics, or to have fraternity or sorority membership.
8. Special graduate students are not eligible for any LaGrange College scholarships, Title IV federal funds, or Veteran's Affairs (VA) benefits.
9. Should the special graduate student subsequently meet regular admissions requirements and choose to become a degree seeking graduate student, official transcripts from all previous colleges and universities and official score reports will be evaluated.
10. No more than six (6) credit hours earned while designated as a special graduate student are applicable toward a degree sought at LaGrange College.
11. All special graduate students will have to adhere to the same institutional academic policies (except as noted above) as regular graduate students.

For further information on special graduate student applications, contact the Office of College Access and Admission.

## TRANSIENT STATUS

Transient status is available to students regularly enrolled and in good standing at another college or university who desire to attend LaGrange College. A transient student must submit a letter of good standing or a transient form indicating good standing and pre-approved courses from their home institution. Approval of coursework must be authorized by the primary institution on the Transient Application for Admission, which is available in the Office of College Access and Admission. A permission letter from the student's home institution certifying status and granting permission for specific transient coursework may also be sent. This information, and valid photograph identification, must be presented to the Office of the Registrar at LaGrange College at the time of enrollment.

Transient students may only be permitted to enroll in programs similar to programs in which they are enrolled at their primary institution or by permission of the program coordinator.

## ACADEMIC CREDIT POLICIES - INCOMING STUDENTS

### Transfer of Credit from Other Institutions

LaGrange College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone: 404-679-4501) to award degrees of Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Business Administration, Bachelor of Science in Nursing, Master of Education in Curriculum and Instruction, Master of Arts in Teaching, Specialist in Education degree in Teacher Leadership, and Master of Clinical Mental Health Counseling. Accordingly, the college accepts coursework from similarly regionally accredited colleges and universities.

When transfer applications are accepted, the Registrar will review and evaluate all coursework taken at institutions outside of LaGrange College. Assignment of transfer credit is based on course descriptions from the submitting institutions, recommendations from the academic departments, and previously established equivalencies already in place. The report, indicating courses and credit hours for which transfer credit will be accepted by LaGrange College, will be mailed to the student prior to registration for the upcoming term. If the student does not agree with the awarded credit for a particular course, he/she may petition the academic department offering the course.

With the approval of the Department Chair, up to six semester hours of credit in appropriate courses taken within the last five years from a regionally accredited degree program may be applied toward a degree as transfer credits at admission. Petitions for approval of transfer credit should be made to the Department Chair.

## FINANCIAL INFORMATION

### EXPENSES

#### Payment of Charges

All charges for the semester are due and payable at the beginning of the term, and each candidate is expected to make satisfactory arrangements at that time. Candidates who pre-register and pay in advance of the deadline each semester are not required to attend final registration. Invoices not paid by the due date will be assessed a Late Payment Fee as enumerated below. The College offers a deferred payment option that allows candidates to make monthly payments to cover educational costs. Interest will be assessed to candidates utilizing this option.

All charges for the semester are due and payable at the beginning of the term, and each student is expected to make satisfactory arrangements at that time. Students who pre-register and pay in advance of the deadline each semester are not required to attend final registration. Students completing registration after the posted deadline will be assessed a Late Registration Fee as enumerated below. Realizing that some families prefer to pay on a monthly basis, the college has an arrangement with a third-party vendor to offer families this option. This plan is between the family and the vendor, and there is no involvement by LaGrange College in the agreement. For additional information on this plan, contact the Business Office. The college also offers a deferred payment option that allows students to make monthly payments to cover educational costs. Interest will be assessed to students utilizing this option.

The college accepts American Express, Discover, MasterCard, and VISA as payment on a student's account. Online payments are accessed through the Quick Links on the college's website.

#### Charges

Financial information and requirements are specific to each program and will be discussed further in each of the graduate disciplines: Clinical Mental Health Counseling and Education, however, standard charges to each student are listed below.

#### Fees - Miscellaneous

Late Payment Fee	\$ 50.00
Personal checks failing to clear	\$ 30.00
Student Identification Card replacement fee	\$ 25.00
Document Fee (International Students)	\$175.00
Parking Permit	\$ 50.00
Graduation Fee	\$200.00
Health Fee	\$160.00

#### Miscellaneous

Depending upon individual requirements, a student may expect to spend \$1,000 per year on books. Textbook charges for the fall term are normally higher than for the spring term.

The above charges are applicable to an academic year of two semesters. Summer charges and Interim Term fees, and curriculum, are published in other college documents.

Official transcripts and diplomas are withheld for any student who owes a financial obligation to

the college.

## VEHICLE REGISTRATION

To ensure efficient control of traffic and parking on campus and the safety of all persons and vehicles, every vehicle must be registered and must have a parking permit. These permits are issued to students, along with a copy of existing parking regulations. Failure to adhere to published policies may result in vehicles being ticketed and towed.

## CREDIT BALANCES

Students who have a credit balance on their student accounts may obtain a credit balance refund within fourteen (14) calendar days, whichever is the latest of:

- the date the balance occurs;
- the first day of classes of a payment period or enrollment period, as applicable; or
- the date the student rescinds authorization given the school to hold the funds.

## REFUND AND REPAYMENT POLICIES

No refund of any nature will be made to any student who is suspended or dismissed for disciplinary reasons.

## RETURN TO TITLE IV REFUND AND LAGRANGE COLLEGE FEE REFUND POLICIES

Financial aid funds are awarded with the expectation that the student will attend classes for the entire term for which the assistance was awarded. In the event a student withdraws or ceases attendance in all registered classes in a term, the student may not be eligible for the full amount of financial aid that was originally disbursed. The Higher Education Act of 1965, as amended in 1998, requires institutions to calculate a Return to Title IV Refund, and a refund of institutional charges, when a student withdraws or otherwise ceases attendance after beginning classes. These calculations determine if the student earned all the awarded aid and if the student is due a refund on assessed institutional charges for the term. The Return of Title IV Funds Policy applies to Federal aid such as Federal Direct Loan, Direct PLUS, and TEACH Grant. LaGrange College applies the same policy to State and institutional aid programs.

The Return of Title IV Refund applies only to students who completely withdraw from all registered classes after beginning attendance. This policy does not apply if the student withdraws from an individual course but not all classes in a term or if the student never began class attendance.

## LAGRANGE COLLEGE WITHDRAWAL PROCESS AND EFFECTIVE DATE

*It is the responsibility of the student to initiate a complete withdrawal from the college.* The withdrawal date for refund calculation purposes will be the date the student initiated or expressed his/her intention to withdraw from all courses by notifying the Registrar's Office, located on the second floor of Banks Hall. It is recommended that the student consult with the Financial Aid Office to determine the impact a withdrawal may have on future financial aid eligibility.

A student who receives grades of W or F in ALL classes and is determined to have ceased attendance before the end of the term will be considered an unofficial withdrawal. In the event of an unofficial withdrawal, the Financial Aid Office will contact the instructor to obtain a last date of

attendance at an academically-related activity. The withdrawal date will be the later of the last date of attendance documented by the instructor, or the midpoint of the term, if a date cannot be determined.

Any student who does not attend all of his or her classes for two weeks – without a medical reason – may be administratively withdrawn at the discretion of the VPAA.

#### LAGRANGE COLLEGE INSTITUTIONAL REFUND POLICY

Based on the date of withdrawal, the student may be eligible for a full or partial refund of their charges for the term. The Business Office will apply the college's Refund Policy to determine if a refund is due—see refund details below. A student who completely withdraws from all classes can receive a refund up to the 60% point of the term which is measured in calendar days, not business days. Any withdrawal after the 60% point will not result in any adjustment to fee charges. This refund policy will not impact the Return of Title IV Refund calculation but does affect the amount of money a student may owe to the college as result of the withdraw

#### TUITION AND FEES REFUND POLICY

Tuition, course-related fees, and books purchased through the college will be refunded on a prorated basis measured by the number of calendar days the student attended up to the date of withdrawal divided by the number of days in the term. Federal regulations require that any break of five days or more be excluded from the number of days in the term. The begin date of a term is defined by the academic calendar of the program, even if the student does not have a scheduled class on that date, and ends on the last day of final exams. Parking permits are non-refundable. The resulting percentage is used to determine the amount of tuition and fee charges the college earned. The difference in the original refundable tuition and fees less the amount earned by LaGrange College will be credited to the student's account as unearned charges.

#### ROOM AND BOARD REFUND POLICY

There is no refund on campus housing (room charge) once the student has taken occupancy of campus owned residential housing. Board charges (meal plans) will be prorated at a rate of \$15 per calendar day of attendance.

#### RETURN OF TITLE IV REFUND POLICY

In the event of a complete withdrawal, the Financial Aid Office must calculate the amount of Federal, State, and institutional financial aid the student earned as of the date of withdrawal. Any financial aid that exceeds the earned amount must be returned as unearned aid to the respective federal program from which it originated. LaGrange College and the student are jointly responsible for returning the unearned aid. The college applies the same policy to State and institutional aid awarded.

The amount of Federal aid *earned* is determined by dividing the number of calendar days the student attended prior to withdrawal by the number of calendar days in the term, excluding any break of five days or more. The number of days in the term begins on the first day of classes as indicated on the academic calendar of the program, even if the student does not have a scheduled class on the first day of the term, and ends on the last day of final exams. (The Return of Title IV Refund Policy applies to students that withdraw on or before the 60% point of the term. Therefore,

if the resulting percentage is greater than 60%, the student is considered to have earned all disbursed aid and no adjustment to financial aid programs is required.) If the resulting percentage is less than or equal to 60%, the amount of federal aid awarded for the term will be multiplied by the percentage to determine the amount of aid earned. The earned amount will be subtracted from the original disbursed aid to determine the unearned aid that must be returned to the applicable financial aid programs. The portion of the unearned aid LaGrange College must return is determined by multiplying the original refundable institutional fee charges by the unearned percentage. LaGrange College must return the unearned aid, for which it is responsible, in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Graduate Student)
4. TEACH Grant
5. Other Title IV Aid
6. State, institutional, and private assistance programs
7. Student

If the school portion of the unearned aid is less than the total unearned aid that must be returned to the financial aid programs, the student will be responsible for returning those funds and paying any balance created from the complete withdrawal. The student will receive a notification from the Financial Aid Office detailing the aid returned by the College and any aid for which the student is responsible for repaying. The Business Office will send a statement of any account balance due.

The Student portion of the Return of Title IV Aid is calculated by subtracting amount of unearned aid repaid by LaGrange College from the total unearned aid. Depending on the remaining program sources of aid due a refund after the school portion is applied, the student portion is distributed as follows:

- If the funds must be returned to a loan program, the student will repay those funds under the terms and conditions of the loan program when the student enters repayment. The student will not be billed for loan funds that must be returned as a result of a refund calculation upon withdrawal.
- If funds are due to a federal grant program, the student will be responsible for repaying 50% of the refund due to the grant program. This adjustment is made in an effort to reduce the impact of withdrawing on students receiving grant assistance. LaGrange College will return these funds on the student's behalf, but the student is responsible for reimbursing the college.

#### REFUND OF INSTITUTIONAL GRANTS

Students receiving non-federal aid are required to return any unearned aid received from these programs. Funds will be returned in the following order:

1. LaGrange College Grants/Scholarships
2. LaGrange College Tuition Courtesy

## WITHDRAWALS AND FUTURE FINANCIAL AID ELIGIBILITY

Withdrawal from classes can impact a student's eligibility for financial aid. Financial aid recipients must maintain Satisfactory Academic Progress for continued eligibility for financial aid programs. A recipient of student loans may have to begin repayment on his/her Federal Loan. If the student fails to make required loan payments, the student can go in to default, which makes the student ineligible for future financial aid. Also, if a student owes a refund to a federal grant or state grant, these funds must be repaid before further financial aid can be received.

## FINANCIAL AID

Recognizing the significant investment that students and families make when choosing a private college, LaGrange College offers a variety of assistance and payment options. We expect students and families to use a combination of scholarships, grants, loans, and work to meet college costs. These resources may come from family, college, community, and state or federal sources. Payment plans are available to distribute required payments over the course of an academic year or for longer terms using Federal loan programs. Students should apply for financial aid and scholarships as early as possible to maximize eligibility access to all available types of assistance.

## FINANCIAL AID ELIGIBILITY REQUIREMENTS

*In general, to be eligible for financial assistance, the applicant must:*

- be a U.S. citizen or eligible non-citizen;
- be enrolled or accepted for enrollment in an eligible degree or certification program;
- have a high school diploma or a General Education Development (GED) certification, or have completed a high school education in a home school setting that is recognized as a home school or private school under state law;
- be making Satisfactory Academic Progress towards the completion of their degree program;
- not be in default on any federal educational loan or have made satisfactory arrangements to repay the loan;
- not owe a refund on a federal or state grant;
- not have borrowed in excess of federal loan limits;
- not have a drug conviction for an offense that occurred while receiving federal student aid (grants, loans, and work);
- be registered with Selective Service, if required.

## FINANCIAL AID APPLICATION PROCEDURES

Applicants for financial aid must:

- complete and submit a Free Application for Federal Student Aid (FAFSA), available at <http://www.fafsa.gov/> beginning October 1, annually by April 1;
- submit all required documents for verification, if selected.

## VERIFICATION

Verification is the process of evaluating the accuracy of financial information provided on the Free Application for Federal Student Aid. The U.S. Department of Education randomly selects financial aid applications for verification. The Financial Aid Office may select additional applications for verification if conflicting or incomplete information exists. A financial aid award cannot be provided until the verification process is completed.

Students selected for verification will be asked to verify specific data information as determined by the Department of Education annually, the following data information must be verified currently: adjusted gross income, federal income tax paid, income earned from work, family size, number of family members in college, untaxed income, and child support paid. Most students will be asked to complete a verification worksheet and provide an IRS tax transcript or complete IRS Data Retrieval

through FAFSA on the Web. IRS Data Retrieval allows financial aid applicant to import actual tax information from the IRS into their FAFSA, which satisfies verification requirements if the IRS data is not modified. If discrepancies are found during verification, the Financial Aid Office will transmit the corrected information to the Central Processing System (CPS). The results are usually received within 3-4 days. Once the corrected financial aid information is received and provided all other eligibility requirements are met, an official financial aid award letter will be sent.

## DETERMINING FINANCIAL NEED FOR GRADUATE STUDENTS

Students seeking financial assistance must complete the federal need analysis form, the Free Application for Federal Student Aid (FAFSA). The FAFSA collects student and spouse income and asset information needed to determine eligibility for financial aid. This information is used in a federal need-analysis formula to determine the Expected Family Contribution (EFC). The Expected Family Contribution (EFC) is deducted from the Cost of Attendance at LaGrange College to determine whether a need for financial assistance exists. If the family's EFC is less than the Cost of Attendance, then a financial need is established. The Office of Financial Aid attempts to meet the demonstrated financial need of applicants with federal, state, and institutional grants and scholarships, work programs, and student loans.

The Financial Aid Office is required under federal regulations to establish a Cost of Attendance Budget annually that reflects an estimate of the cost of attending their institution for an academic year, which includes an estimate of the following expenses: tuition, fees, books and supplies, and living expenses. Although a cost of attendance budget must include these specific expenses, this does not mean that you will be billed for these expenses. For most graduate students, LaGrange College will bill/invoice the student only for actual tuition and fees. Room and board charges are invoiced only if the student resides on campus by special arrangement.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require institutions of higher education to establish Satisfactory Academic Progress (SAP) standards for recipients of financial aid. The purpose of satisfactory academic progress standards is to measure a student's progress toward the completion of his or her educational program. The Office of Financial Aid is responsible for ensuring that all students receiving federal, state, and institutional financial aid are meeting these standards by conducting an evaluation at the end of each semester. The satisfactory academic progress standards established in this Policy apply to all financial aid programs including, but not limited to,

Federal aid programs—TEACH Grant, Federal Direct Loan, Federal Direct Graduate PLUS Loan for Graduate Students (PLUS), Federal Work Study;

LaGrange College institutional aid—LaGrange College grants, departmental scholarships, and LaGrange College graduate assistantships.

A satisfactory academic progress policy is comprised of a qualitative (grade-based) and quantitative (pace and time frame) standard. The qualitative standard assesses the quality of the academic work as measured by an overall grade point average. The quantitative standard establishes the pace at which the student must progress to ensure completion of the degree program within the allowable maximum timeframe. Financial aid recipients must meet all of these standards

to be making satisfactory academic progress and to receive financial aid. For additional financial information, contact the Business Office at 706 880-8278 or Financial Aid at 706 880-8217.

#### Qualitative Standard

A student is expected to adhere to the Academic Standing and Probation grade point average (GPA) requirements outlined in this *Graduate Bulletin* in order to be considered in good academic standing and to qualify for financial aid. The cumulative grade point average is based on all courses taken at LaGrange College. LaGrange College defines good academic standing as maintaining a 3.0 cumulative GPA.

The Vice President for Academic Affairs (VPAA) monitors the grade point average component of the SAP policy each semester. Any student whose cumulative GPA is below the established minimum standard may be placed on academic probation or academic suspension.

#### Quantitative Standard

A student receiving financial aid is expected to progress through the degree program of study at a pace that ensures the completion within the maximum timeframe defined below. The rate of progress (pace) is computed by dividing the cumulative number of hours that the student has *successfully completed* (earned credits) by the cumulative number of hours that the student has *attempted*. A student is considered to be making measurable progress toward the completion of a degree program by maintaining an overall rate of progress of 67%. This standard applies to all financial aid recipients, regardless of full-time or part-time enrollment status.

Attempted hours are those credit hours for which the student is registered on or after the conclusion of late registration (drop/add). Earned hours are completed courses in which grades of A+, A, A-, B+, B, B-, C+, C, C-, D+, D or P are awarded, so long as credit is earned. Grades of D, D+, F, Incomplete (I), Withdrawal (W), Not Reported (NR), Audit (AU), or Audit Withdrawn (AW) do not count as successful completion of a course and are not counted as satisfactory progress toward the degree. Grades of F, and No credit (NC) are considered to be failures and unsuccessful completions in a course. In evaluating the rate of progress, please note the following:

Withdrawals, incompletes, and failed courses are considered attempted hours but not earned hours. If an incomplete course impacts a student's satisfactory academic progress standing, then it is the student's responsibility to notify the Office of Financial Aid when a final grade is reported.

Audited courses are not considered attempted or earned credit hours.

Transfer credits, including courses taken as a transient student, *do not* count in the calculation of LaGrange College GPA, but are included in the attempted hours, earned hours, and maximum time frame standards.

Repeated courses, for which a passing grade was previously awarded, are included in attempted hours and grade point average calculation but not in earned hours.

#### Maximum Time Frame

By federal regulation, a student is expected to complete the degree program within 150% of the

credit hours required to complete the degree program. Frequent withdrawals from courses or school, changes of degree program, failed or repeated courses, or taking courses that are not related to the degree program could jeopardize financial aid eligibility. All attempted hours at LaGrange College and transfer credits accepted into the degree program will count toward the maximum time frame. A student's eligibility for financial aid will terminate at the time the student has completed the required coursework in the degree program or when it is determined that the student has exceeded the 150% maximum time frame, or it is determined that it is mathematically impossible for the student to complete the degree program within the maximum timeframe.

A transfer student's compliance with the time frame component of the satisfactory academic progress policy will be based on the sum of the attempted hours at LaGrange College **plus** the credit hours accepted on transfer from previous institutions toward the student's degree program.

#### Satisfactory Academic Progress Evaluation

After final grades are reported for the semester, the academic history from all periods of enrollment, regardless of full-time or part-time enrollment status, will be reviewed to determine if the student is maintaining the standards established in the Satisfactory Academic Progress Policy. This includes all courses attempted, regardless of whether financial aid was received. *Transfer grade point averages are not considered in either of the standards*; however, accepted transfer credit hours will be included in attempted hours, earned hours, and the maximum time frame. Once evaluated, the student will be placed into one of the following Satisfactory Academic Progress statuses and notified, if applicable:

*Good Standing*—status assigned to a student who is in full compliance with the satisfactory academic progress standards. The student will not be notified.

*Financial Aid Warning*—status assigned to a student who is deficient in the grade point average and/or rate of progress standards of the satisfactory academic progress policy. A student on —financial aid warning is eligible for financial aid for one (1) additional semester. The Office of Financial Aid will notify the student of his or her status and the area(s) of deficiency that must be resolved by the end of the next semester.

*Financial Aid Suspension*—status assigned to a student who remains deficient in grade point average and/or rate of progress standards after being placed on financial aid warning or has exceeded the 150% time frame for complete his or her degree program. A student placed on academic suspension by the VPAA is also placed on financial aid suspension, regardless of actual satisfactory academic progress status. A student on financial aid suspension will be notified of his or her ineligibility for future financial aid and the appeal process (See —Appeal Procedures below.)

*Financial Aid Probation*—status assigned to a student who has failed to make satisfactory academic progress and who has appealed and had eligibility for financial aid reinstated. A student placed on financial aid probation is eligible for financial aid and has one (1) semester to comply with the satisfactory academic progress standards or meet the requirements of an academic plan developed by the student and Vice President for Academic Affairs (VPAA).

### Appeal Procedures

A financial aid recipient who is placed on financial suspension loses eligibility for financial aid. The student can appeal to the Financial Aid Appeals Committee for reinstatement of financial aid eligibility, provided that there is a mitigating circumstance that affected the student's academic performance. Mitigating circumstances are those events that are beyond the student's control, such as serious injury, illness or mental health condition involving the student or an immediate family member, death of an immediate family member, and other extenuating circumstances. An Appeals Form must be submitted to the Director of Financial Aid with a written statement detailing the mitigating circumstance, documentation of circumstance (i.e., letter from physician or health care provider detailing the onset and the duration of the illness, statement from a law enforcement agency or social services agency, etc.), and an explanation of the manner by which the deficiency was or will be resolved and of how that deficiency will not interfere with future terms of enrollment. Appeals without supporting documentation will not be considered. Appeals must be submitted within two (2) weeks of notification of ineligibility for financial aid.

The Director of Financial Aid will convene the Financial Aid Appeals Committee to review the request for reinstatement of financial aid eligibility. The Director of Financial Aid will notify the student in writing at the student's home address or campus e-mail account of the decision of the Committee and of any conditions associated with reinstatement within two (2) weeks of receiving the appeal. The decision of the Financial Aid Appeals Committee is final. A student whose appeal is approved will receive financial aid on —financial aid probation status for one (1) additional semester and his or her academic performance will be reviewed at the end of that next semester for continued financial aid eligibility.

### Reestablishing Financial Aid Eligibility

A student who is unsuccessful in appealing for reinstatement of his or her financial aid, or a student who does not have a mitigating circumstance that warrants an appeal, can regain eligibility only by complying with the satisfactory academic progress policy. The student is encouraged to consult with their program coordinator and take advantage of counseling, tutoring, and study skills resources available through the College's Counseling Center, Panther Academic Center for Excellence (PACE), and the Writing and Tutoring Center.

It should be noted that taking courses at the student's expense, sitting out a semester, or taking courses at another institution does not automatically restore a student's eligibility for financial aid. If the student has resolved the satisfactory academic progress deficiencies that resulted in the termination of financial aid eligibility, then the student should contact the Office of Financial Aid and request a satisfactory academic progress review.

### STUDENT FINANCIAL AID POLICIES

Students seeking financial aid must submit a Free Application for Federal Student Aid (FAFSA) annually. The application is available at <http://www.fafsa.gov/> beginning October 1.

LaGrange College awards aid to eligible students on a first-come, first-served basis. In awarding, first priority is given to students pursuing their first graduate degree. Transient and non-degree seeking students are not eligible for financial assistance.

All financial aid applications and documentation for verification must be submitted before an

official financial aid award letter is mailed.

In constructing a financial aid award, funding is awarded in this order: grants and scholarships, student loans, and student employment.

External sources of financial aid available to a financial aid recipient must be considered in the awarding of federal and LaGrange College need-based financial aid programs. LaGrange College reserves the right to cancel or reduce financial aid awards in the event that these resources result in financial aid in excess of financial need.

Financial aid awards are made assuming full-time enrollment. Most LaGrange College and federal financial aid programs require full-time enrollment; however, financial assistance is available to students who enroll half-time.

A student's enrollment status will be based on the credit hours for which the student is registered at the conclusion of late registration. All financial aid awards will be calculated using final registration information. If it is later determined that attendance in all or some courses cannot be documented, the financial aid awards will be adjusted. The student will be responsible for repaying any ineligible funds received.

Financial aid awards will be disbursed on the first day of classes, provided that all required documents and eligibility requirements are met.

## SOURCES OF FINANCIAL AID

There is a variety of financial aid resources available to assist students with funding their graduate education. These resources are in the form of scholarships, grants, loans, or student employment and are made possible by funding from federal and institutional sources. Although financial need is a primary factor in financial aid eligibility, there are financial aid programs available to students who do not demonstrate financial need. These programs may be awarded based on the discretion of the program coordinator.

*The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program* provides grant assistance to full-time undergraduate and graduate students who intend to teach in a public or private elementary or secondary school that serves students from low-income families in a designated high-need field. In exchange for the TEACH Grant award, the recipient agrees to serve as a full-time teacher for four (4) academic years within in eight (8) calendar years of completing the program for which the TEACH Grant was received. For more information on this program, contact the Office of Financial Aid or the LaGrange College Department of Education.

## Loans

*The Federal William D. Ford Direct Loan* is a low-interest, repayable loan available to undergraduate and graduate degree-seeking students made through the U.S. Department of Education, the lender. The Federal Direct Loan Program consists of a subsidized and an unsubsidized loan.

*Subsidized loans* are awarded on the basis of financial need, with the federal government paying interest on the loan while enrolled in school at least half-time, and has a fixed interest rate to be set

on July 1, 2019 for loans disbursed between 07/01/2019 and 06/30/20. An unsubsidized loan is available to students regardless of financial need. However, interest accrues from the time the loan is disbursed until it is paid in full. Unsubsidized loans have a fixed interest rate to be set on July 1, 2019 for loans disbursed between 07/01/2019 and 06/30/2020. The borrower has the option to pay the accruing interest or to allow the interest to accrue and capitalize. Federal Direct Loans are subject to an origination fee of 1.073% that will be deducted from the loan amount.

Graduate students may borrow up to \$20,500 per year in Direct Unsubsidized Loans. Furthermore, graduate students may borrow up to a cumulative loan amount of \$138,500 (including loans from an undergraduate degree) with no more than \$65,500 in Direct Subsidized Loans. Likewise, if a student desires to return to LaGrange College for an additional graduate degree, the aggregate (cumulative) federal loan limit for Direct Subsidized and Direct Unsubsidized loans (for all undergraduate and graduate loans) cannot exceed \$138,500. However, credit worthy graduate students may also apply for a Graduate PLUS loan up to the overall cost of attendance in addition to a Direct Unsubsidized Loan to assist with paying for any additional costs not covered through the Direct Unsubsidized Loan program.

Repayment of a Federal Direct Loan begins six (6) months after the borrower graduates, withdraws, or ceases enrollment as at least a half-time student. Although the standard repayment period for a Federal Direct Loan is ten (10) years, the Department of Education offers several repayment plans designed to make repayment affordable.

#### Student Employment

There are part-time job opportunities available to eligible students through the Federal Work-Study Program and LaGrange College's Work Aid Program. Jobs are available on campus and off-campus in community service activities. Funding in these programs is limited. Students interested in student employment must complete the FAFSA. The average student assignment is 8 to 10 hours per week. Student employment awards are made on a first-come, first-served basis until funds are depleted.

*Federal Work-Study*, a federally-funded student employment program, provides employment opportunities for undergraduate and graduate students with financial need to defray educational expenses through employment in on-campus departments or off-campus community service activities.

#### DISBURSEMENT OF FINANCIAL AID

All financial aid funds are credited directly to the student's account. The funds are applied towards current tuition, fees, room, board, and other charges as authorized by the student. Financial aid funds are for educational expenses and those students who fail to enroll or attend classes are not eligible for their financial aid award. Disbursements will only be made to students who have submitted all required documents for disbursement, are registered and have begun attendance in all classes, are meeting Satisfactory Academic Progress standards, and are enrolled for the appropriate number of credit hours to establish eligibility for individual financial aid programs. Financial aid disbursements are based on the recipient's enrollment status at the conclusion of late registration.

#### Repeated Coursework

Federal regulations now limit the number of times a student may repeat a course that was

previously passed and receive financial aid to cover the cost of the class. Effective July 1, 2011, a previously passed course may be repeated only once and be counted in a student's enrollment status, full-time, part-time, for financial aid. Once a course is successfully passed for the second time, the course will not count in a student's enrollment status and aid will not be awarded for the course. A course that was previously failed and repeated is not limited by financial aid coverage.

#### Disbursement Of Excess Financial Aid

Students with residual financial aid funds after tuition, fees, room, board, and other authorized charges are paid will receive a refund of the remaining credit balance within 14 days of the first day of classes or 14 days from the date the credit occurs (if after final registration). All refunds must be retrieved from the Business Office and requires a picture ID before disbursement. If the student wishes to leave the credit balance on their account for subsequent terms, he/she must sign an authorization form with the Business Office.

#### Student Financial Aid And Federal Tax Implications

Students receiving scholarships and grants that exceed their tuition, fees, books and supplies should be aware that these funds are taxable under federal and state tax law. It is important that students maintain records of their grants and scholarships and documentation of educational expenses for reporting purposes.

Federal tax law allows for only qualified scholarships and grants to be excluded from income. Qualified scholarships are any amount of grant and scholarship received that is used for tuition, fees, books, supplies, and equipment required for course instruction. Scholarships and grants that are specifically designated for educational expenses other than those described under qualified scholarships (room, board, transportation, or living expenses) are taxable.

For information, please read IRS Publication 970, *Tax Benefits for Education*, for more details on reporting requirements or consult a tax professional.

#### Suspected Fraud

Institutions are required to report cases of suspected fraud to the Office of the Inspector General of the Department of Education, or, if more appropriate, to the state or local law enforcement agency having jurisdiction to investigate these allegations. Fraud may exist if the institution believes the applicant misreported or altered information in order to increase their financial aid eligibility or fraudulently obtained federal funds.

## **STUDENT ENGAGEMENT**

### **MISSION**

The Office of Student Engagement supports the College's mission of challenging the minds and inspiring the souls of its students by providing opportunities for co-curricular learning that complement and enhance traditional classroom education. Student Engagement sponsors programming that is intentionally designed to support the College's four pillars of civility, diversity, service, and excellence.

#### **Civility**

##### Goals

- Students will be exposed to the College's mission and expectations for student conduct.
- Students whose behavior is not reflective of the College's expectations for appropriate conduct will receive individual mentoring designed to promote the personal and ethical development of the student.
- Targeted programming that offers opportunity for student interaction will be sponsored to stimulate community building and the development of interpersonal relationships.

#### **Diversity**

##### Goals

- Targeted programming designed to promote multicultural appreciation and intercultural sensitivity among students will be sponsored.
- Student Engagement will serve as a clearinghouse for the campus community on issues pertaining to diversity-based educational programming, student mentoring, and campus climate.

#### **Service**

##### Goals

- Direct opportunities for individual and group community service projects will be sponsored.
- Student Engagement will serve as a clearinghouse for the campus community on matters related to connecting students with opportunities to engage in service both on campus and in the surrounding community.

#### **Excellence**

##### Goals

- Based on the Greek concept of Areté, students will have opportunities to explore, discover, and reach their potential; these opportunities include programming and available individual mentoring targeting students' career aspirations, leadership, hobbies, identity, spiritual life, and personal choices.

- Student Engagement will serve as a clearinghouse for the campus community on co-curricular programming, student concerns, and personal development.

## STUDENT ENGAGEMENT UNITS

*For more information about individual programs and opportunities, please visit the College Website and/or the Student Handbook*

Career Development Center  
 Counseling Center  
 Greek Life  
 Leadership Development  
 Multicultural Programming  
 Orientation  
 Residential Education & Housing  
 Service  
 Spiritual Life & Chaplain  
 Student Conduct  
 Student Government Association Advising  
 Student Organizations

## STUDENT CONDUCT AND THE SOCIAL CODE

As an institution whose mission is to challenge the mind and inspire the souls of its students, LaGrange College is committed to both the intellectual and ethical development of students. To promote moral development and ensure a safe environment conducive to learning, the College has established formal expectations for conduct as well as processes for resolving allegations of student misconduct. Like the Honor Code, promotion and enforcement of the Social Code is a community responsibility shared by students, faculty, and staff. Not only are community members expected to hold one another accountable for their behavior but known violations of the Social Code should be reported to the Dean of Student Engagement or the Social Council.

In general, the College's jurisdiction for formally adjudicating allegations of misconduct is limited to instances that occur on College property. The College and/or Social Council may, however, initiate the disciplinary process against a student for prohibited conduct that occurs while the student is participating in off-campus activities sponsored by or affiliated with the College (e.g., field trips, Jan Term, internships, clinical assignments, a campus organization social) or for any conduct that is deemed to potentially threaten the health/safety of the campus or disrupt the learning environment of the College no matter where such behavior may occur. College disciplinary action may be instituted against a student charged with conduct that potentially violates both criminal/civil law and College policy without regard to the pendency of civil or criminal litigation in court or arrest. The College's disciplinary process may be initiated prior to, simultaneously with, or following criminal/civil proceedings off campus and any disciplinary sanctions reached under the College's process will not be reevaluated based on the results of a criminal/civil legal proceeding.

Although the College seeks to use the student conduct process as an educational experience that is grounded in promoting moral development, sanctions up to suspension and dismissal can be levied

in appropriate situations. As a private institute, the College reserves the right to remove any student whose continued presence in the community is deemed detrimental to the student, the student body, or the College itself on either an interim or permanent basis.

A complete description of the Social Code, its policies, and its processes can be found in the Student Handbook. Copies of the Handbook are available in the Office of Student Engagement as well as on the College's [PantherNet](#) website under "Academic Resources."

#### ADMINISTRATIVE WITHDRAWAL POLICY

As an academic institution committed to challenging the minds and inspiring the souls of its students, LaGrange College treats with great seriousness any situation where a student exhibits behaviors indicating that the student may be a potential threat to self, others, or property, and/or engages in conduct that threatens to interfere with the academic processes of the institution. Threats to oneself exist along a continuum, ranging from suicidal behavior with lethal intent or self-injurious behavior without lethal intent. No matter the type of potentially threatening behavior, even statements made in jest, are considered serious matters and will receive appropriate clinical attention from authorized personnel as they pose a threat to the academic processes of the College.

LaGrange College's Administrative Withdrawal Policy may be utilized in the following situations: (a) when the student engages in behavior or threatens to engage in behavior that poses a potential threat to self, others, or property; (b) when the impaired functioning of a student is sufficiently disturbing so as to interfere with the educational process of other constituents and/or the orderly operation of the College; and (c) when a student has failed to satisfy requirements of a prior Interim Disciplinary Action issued by the College.

It must be noted that the College's administrative withdrawal policy is intended to apply to all students in a nondiscriminatory fashion. Students with documented disabilities on file with the institution or who later provide such documentation to the institution will receive an individualized assessment. This assessment may first be conducted by a qualified College employee such as a licensed counselor to make determinations based on observations of the student's conduct, actions, as well as statements, and not stereotypes or unfounded fears. The College may also require consultations with qualified healthcare professionals to assist the institution judge the risk of substantial harm. Such assessments will enable the institution to determine if the individual is "otherwise qualified" to remain on campus or take classes based on the student's observed conduct, actions, and statements; decisions will not be based on a slightly increased, speculative, or remote risk of substantial harm. Throughout the evaluation process, College officials and consulting qualified healthcare professionals will also evaluate what reasonable accommodations, if justified by law, may be offered to the student.

Determinations as to when the circumstances meet the conditions of this policy shall be made by the Dean of Student Engagement in consultation with the Director of the Counseling Center, the Vice President for Academic Affairs (VPAA), or any other appropriate College personnel. In the situation that the Dean of Student Engagement seeks to implement the Administrative Withdrawal Policy, one of the following actions may occur:

1. Voluntary or Involuntary Referral for Evaluation – The student may be referred for clinical services by a licensed physician and/or mental health provider in the community. Any costs associated with the evaluation will not be covered by the College. If such occurs, the student must submit the identity and credentials of the professional to the Dean of Student Engagement for approval. The student must also authorize the College to have permission to speak with the professional prior to and following the evaluation and/or treatment. In the case of an evaluation, the student must permit the professional to provide the College with a copy of the evaluation results as well as any treatment plan recommended. The College may mandate that the student follow any treatment plan recommended as a condition of continued enrollment. Any student who fails to complete the evaluation process as required is subject to withdrawal as noted below. After receiving the evaluation, the Dean of Student Engagement may at his discretion:
  - a. Allow the student to continue with no mandated treatment.
  - b. Allow the student to continue pending on-going treatment (failure to comply with required treatment may result in withdrawal) or other accommodations deemed appropriate if applicable.
  - c. Allow the student to take a medical withdrawal from the College.
  - d. Implement an interim administrative withdrawal.
  - e. Dismiss the student from the College.
  - f. Determine other actions deemed appropriate under the circumstances.
  
2. Medical Withdrawals – A student who elects to take a medical withdrawal after being contacted with conditions under this policy may be required by Admissions to submit documentation from the Dean of Student Engagement or designee verifying that the student is eligible to reenroll.
  
3. Interim Administrative Withdrawal – The Dean of Student Engagement or designee may place a student on an interim administrative withdrawal at his/her discretion under this policy. The College may also place a student on an interim administrative withdrawal pending the completion of a referral for evaluation and corresponding decision by the institution and/or for failure to meet any conditions issued under a Disciplinary Interim Action. Notice of the withdrawal may be issued in person, over the phone, via certified mail, or an e-mail to the student's College e-mail account. The Dean of Student Engagement or designee has the discretion to issue the interim administrative withdrawal for a designated period of time, until the completion of conditions issued, or a combination of the two. During the period of withdrawal, the student may be denied access to College property without written permission from the Dean of Student Engagement, access to the residence halls or academic classes, or privileges for which the student may be otherwise eligible.

After an interim administrative withdrawal, re-enrollment may be requested after demonstrated evidence that the conditions stipulated have been met or after the expiration of any time limit imposed at the time of the withdrawal - whichever is longer. An on-campus interview with appropriate personnel may be required before authorization for re-admittance is issued to Admissions, if necessary.

4. Administrative Withdrawal – If, based on the evidence available and/or submitted for consideration by the student, it is the opinion of the Dean of Student Engagement, in consultation with the Director of the Counseling Center, Vice President for Academic Affairs (VPAA), or other appropriate medical personnel, that the student constitutes a potential risk, the student may be placed on an administrative withdrawal for a designated period of time (typically a period of semesters or years). Following an administrative withdrawal, authorization from the Dean of Student Engagement or designee must be issued before the student can be considered for readmission from the College’s admission staff.
  
5. Dismissal of Student – If, based on the evidence available and/or submitted for consideration by the student, it is the opinion of the Dean of Student Engagement, in consultation with the Director of the Counseling Center, VPAA, or other appropriate medical personnel, that the student constitutes a substantial risk, the student may be permanently dismissed from the institution without the potential to reenroll.

## LAGRANGE COLLEGE SEXUAL MISCONDUCT POLICY

Effective August 14, 2020

### INTRODUCTION

- I. SCOPE OF POLICY
  - A. Persons Covered
  - B. Locations Covered
- II. PROHIBITED CONDUCT & DEFINITIONS
  - A. Sex or Gender-Based Discrimination
  - B. Sexual Harassment
  - C. Additional Definitions
- III. CONFIDENTIALITY
  - A. Privileged and Confidential Communicators
  - B. Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond
- IV. TITLE IX COORDINATOR, DEPUTY COORDINATORS AND RESPONSIBLE EMPLOYEES
  - A. Designated Title IX Coordinator, Deputy Coordinators and Responsible Employees
  - B. Responsible Employees
- V. REPORTING
  - A. Emergency & External Reporting Options
  - B. Campus Reporting Options
  - C. Anonymous Reporting
- VI. SUPPORTIVE MEASURES
- VII. PREVENTION, AWARENESS PROGRAMS AND TRAINING
- VIII. RESOLUTION OF GRIEVANCE
  - A. Intake Meeting
  - B. Notice of Charges
  - C. Investigation
    - i. Notice of Preliminary Report and Response

- ii. Final Report
- D. Informal Resolution
- IX. Hearing and Appeal
  - A. Hearing Panel
  - B. Appeal
- X. Recordkeeping

## Introduction

It is the policy of LaGrange College (“the College”) to maintain an environment for students, faculty, administrators, staff, volunteers, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The College has enacted this Sexual Misconduct Policy (the “Policy”) to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, intimate partner violence, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy. All the foregoing conduct shall be referred to as “Prohibited Conduct.”

LaGrange College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title IX, Title VII of the Civil Rights Act of 1964, and other applicable statutes. This Policy prohibits sexual harassment against LaGrange College community members of any sex, sexual orientation, gender identity, or gender expression in the context of education or employment.

Upon receipt of a formal written complaint, the College will take prompt and equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects. In addition, the College will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) in response to reported Prohibited Conduct. Students or employees who are found to have violated this Policy may face disciplinary action up to and including expulsion (students) or termination of employment (faculty or staff).

LaGrange College also prohibits other forms of discrimination and harassment addressed in the Statement of Non-Discrimination.

Prior to the articulation of the Policy, it is important to note options for assistance following an incident of sexual violence. Whether or not an individual chooses to formally report an incident, **receiving immediate medical attention and/or counseling is vital to the individual’s overall health and wellness**. Likewise, seeking immediate medical attention is vital to preserve evidence

if an investigation is to follow. More detailed information on resources is also available at the end of this Policy.

#### I. *Scope Of Policy*

This Policy applies to all reports of Prohibited Conduct received on or after the effective date of this Policy (August 14, 2020).

When used in this Policy, “Complainant” refers to an individual who is alleged to be the victim of conduct that could constitute sexual harassment. “Respondent” refers to an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A “Third-Party” refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

The process begins with a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment. The process could begin with an anonymous complaint, however, the ability of the College to process this complaint could be compromised.

At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the College.

Nothing in this Policy derogates the legal right of a parent or guardian acting on behalf of the Complainant, Respondent, or Third-Party, including, but not limited to filing a Formal Complaint.

A possible violation of the Sexual Misconduct Policy is handled through this process. A Complainant may also pursue criminal or civil legal recourse concurrently. One is not dependent upon another.

#### *A. Persons Covered*

This Policy applies to all LaGrange College community members, including students, faculty, administrators, staff, volunteers and visitors.

The College strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct. Even if the College does not have jurisdiction over the Respondent, the College will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

The College will provide supportive measures with or without a Formal Complaint.

#### *B. Locations Covered*

This Policy applies to the College’s educational program or activity which includes locations, events, or circumstances over which the College exercises substantial control over both the Complainant and Respondent and the context in which the sexual harassment occurs.

This Policy applies to all on-campus conduct. The College strongly encourages reports of Prohibited Conduct. Even if the Policy does not apply to the conduct because of its location, the College will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community under applicable College policies.

**On-Campus Conduct.** This Policy applies to conduct that occurs on-campus, including conduct which occurs on property owned or controlled by the College. This policy also applies to any building owned or controlled by a student organization that is officially recognized by the College.

**College Programs.** This Policy applies to conduct that occurs in the context of College employment or education programs or activities, including, but not limited to, internship programs, graduate assistantships, or athletic travel.

**Off-Campus Conduct.** This Policy may apply to conduct that occurs off-campus and has continuing adverse effects on, or creates a hostile environment for, any member of the LaGrange College community on-campus or in any College employment or education program or activity.

## II. Prohibited Conduct & Definitions

### *A. Sex or Gender-Based Discrimination*

Sex or gender-based discrimination refers to the disparate treatment of a person or group because of that person's or group's sex, gender identity or gender expression.

### *B. Sexual Harassment:*

Sexual harassment is conduct on the basis of sex that satisfies one or more the following

- (1) An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity.
- (3) Sexual Assault (defined below); or Dating Violence (defined below); or Domestic Violence (defined below) or Stalking (defined below).

Sexual harassment quid pro quo occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, employee/student, student/employee, and employee/employee. Here and subsequently, "employees" refers to faculty, staff, and administration. Because of the inherent differential in power between College employees and students, sexual relationships between employees and students are prohibited.

A hostile, demeaning, or intimidating environment exists when sexual harassment is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity. A hostile environment can be created by anyone involved in a College's program or activities (*e.g.*, administrators, faculty members, staff members, campus visitors).

Explicit behaviors constituting sexual harassment include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or

brushing against another's body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur, or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories or images.

These behaviors may range from the most egregious forms, such as sexual violence, to more subtle forms. The College defines acts of sexual violence as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the individual's age or use of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give consent; For full definition of consent, please refer to Section II. C).

### *C. Additional Definitions:*

**Complainant.** Complainant refers to an individual who is alleged to be the victim of conduct that could constitute sexual harassment

**Coercion.** Coercion is inappropriate pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When a person makes clear that they do not want sex, wants to stop, or that going past a certain point of sexual interaction is unwanted, continued pressure beyond that point can be coercive.

**Consent.** Consent is a clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. Instead, consent is affirmatively given. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity. Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment. In Georgia, minors under the age of 16 years of are generally unable to provide consent, with narrow exceptions. See Georgia Code Ann. Section 16-6-3, Statutory Rape. The College recognizes the following aspects regarding **consent**:

(a) consent is a voluntary agreement to engage in sexual activity, (b) someone who is incapacitated cannot consent; (c) past consent does not imply future consent, (d) silence or an absence of resistance does not imply consent, (e) consent to engage in one form of sexual activity does not imply consent to engage in other forms of sexual activity; (f) consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another; (g) consent can be withdrawn at any time, and (h) coercion, force, or threat of either invalidates consent.

**Dating violence.** The term "dating violence" means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship. [34 USC 12291(a)(10)]

**Domestic violence.** The term “domestic violence” includes felony or misdemeanor crimes 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 cohabitated 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 receiving grant monies, 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. [34 U.S.C. 12291(a)(8)]

**Formal complaint.** A formal complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that LaGrange College investigate the allegation of sexual harassment. At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of LaGrange College with which the formal complaint is filed.

**Gender identity:** A person’s deeply felt internal sense of being male or female, regardless of their sex assigned at birth.

**Gender expression:** The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.

**Incapacitation.** Incapacity can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated, constitutes a violation of this Policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another’s ability to give consent (see full definition of “consent” above).

**Retaliation:** No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

**Reasonable Person.** Reasonable person refers to an ordinary person who exercises care while avoiding extremes of boldness and carefulness (Replevin, Black’s Law Dictionary, 10<sup>th</sup> ed. 2014).

**Respondent.** Respondent refers to an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment

**Sexual Assault.** “Sexual Assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, as defined in 20 U.S.C. 1092(f)(6)(A)(v).

#### CRIME DEFINITIONS FROM THE NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) USER MANUAL FROM THE FBI’S UCR PROGRAM

##### 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. 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.
- B. Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C. Rape - The carnal knowledge of a person, 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 or physical incapacity.
- D. Sexual Assault with an Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.
- E. Sodomy - Oral or anal sexual intercourse with another person, 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 or physical incapacity.
- F. Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

**Stalking.** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B)

suffer substantial emotional distress. [34 USC 12291(a)(30)]

**Student.** The term student means any person pursuing academic studies at the College; this includes: (a) a person not currently enrolled but who was enrolled in the fall, spring, or summer terms preceding the alleged violation; (b) a person who, while not currently enrolled, was previously enrolled at LaGrange College and who is reasonably anticipated to seek enrollment at a future date; (c) a person who has applied to or been accepted for admission to LaGrange College

and has accepted an offer of admission or may reasonably be expected to enroll; or (d) a person enrolled in a LaGrange College program on a credit or non-credit basis.

### III. Confidentiality

The College encourages individuals who have experienced what they believe could constitute sexual harassment to speak with someone about what happened so that support can be offered, and the College can respond appropriately. Different individuals associated with the College have different abilities to maintain confidentiality in this area.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “**privileged communication.**”
- Some employees are required to report all the details of an incident (including the identities of both the reporting party and responding party to the Title IX Coordinator. A report to these employees (called “Responsible Employees”) constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation. Additionally, officials with authority to implement corrective measures (Title IX Coordinator and Deputy Title IX Coordinators) must report to the Title IX Coordinator.
- It is also possible to report to a third-party counselor or advocate off campus who may maintain confidentiality and only inform the school that an incident has occurred. As reporting requirements vary, it is important to discuss confidentiality with the third party prior to speaking with that individual.

This Policy is intended to make individuals aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn if an incident occurs. The College encourages individuals to talk to someone identified in one or more of these groups. The options include:

#### *A. Privileged and Confidential Communications*

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a Complainant’s permission. Following is the contact information for these on-campus individuals:

1. **Pamela Tremblay**, Ed.S., LPC - Director of the Counseling Center (706-880-8313; [ptremblay@lagrange.edu](mailto:ptremblay@lagrange.edu)) – for students.
2. **Brandi Cameron**, Ed.S., LPC – Counselor, Counseling Center (706-880-8177; [bncameron@lagrange.edu](mailto:bncameron@lagrange.edu)) – for students.
3. **Rev. Adam Roberts** – Chaplain and Director of Spiritual Life (706-880-8004; [aroberts@lagrange.edu](mailto:aroberts@lagrange.edu)) – for students and employees.

While these professional and non-professional counselors and advocates may maintain a Complainant's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

If the College determines that the responding party poses a serious and immediate threat to the College community, Campus Security, the President, or Dean of Students may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the Complainant.

*B. Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond*

If an individual discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all LaGrange College community members, including the reporting individual.

If the College honors the request for confidentiality, an individual must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the responding party may be limited.

Although rare, there are times when the College may not be able to honor an individual's request in order to provide a safe, non-discriminatory environment for all LaGrange College community members.

The College has designated the following individual to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual harassment or sexual violence:

- **Karen Pruett**, Associate Dean of Student Development & Title IX Coordinator (706-880-8997; [kpruett@lagrange.edu](mailto:kpruett@lagrange.edu))

When weighing an individual's request for confidentiality or that no investigation or discipline be pursued, The Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the responding party will commit additional acts of sexual or other violence, such as:
  - Whether there have been other sexual harassment or sexual violence complaints about the same responding party;
  - Whether the responding party has a history of arrests or records from a prior school indicating a history of violence;
  - Whether the responding party threatened further sexual violence or other violence against the Complainant or others;
  - Whether the sexual harassment or sexual violence was committed by multiple responding parties;
- Whether the sexual harassment or sexual violence was perpetrated with a weapon;
- Whether the Complainant is a minor;

- Whether the College possesses other means to obtain relevant evidence of the sexual harassment or sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the Complainant's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the Complainant's request for confidentiality.

**If the College determines that it cannot maintain a Complainant's confidentiality**, the College will inform the Complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

The College will remain ever mindful of the Complainant's well-being and will take ongoing steps to protect the Complainant from retaliation or harm and work with the Complainant to create a safety plan. Retaliation against the reporting individual, whether by students or College employees, will not be tolerated. The College will provide supportive measures as described in Section VI of this policy.

Because the College is under a continuing obligation to address the issue of sexual harassment and sexual violence campus-wide, reports of sexual harassment and sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

**If the College determines that it can respect a Complainant's request for confidentiality**, the College will also take immediate action as necessary to protect and assist the Complainant.

#### IV. Title IX Coordinator, Deputy Coordinators, & Responsible Employees

*A. LaGrange College has designated the following Title IX Coordinator and Deputy Coordinators:*

*Karen Pruett:* Title IX Coordinator; 706-880-8997, [kpruett@lagrange.edu](mailto:kpruett@lagrange.edu)

*Ryan Cook:* Title IX Deputy Coordinator; 706-880-8112, [rcook2@lagrange.edu](mailto:rcook2@lagrange.edu)

*Lucinda Muncy:* Title IX Deputy Coordinator; 706-880-8277; [lmuncy@lagrange.edu](mailto:lmuncy@lagrange.edu)

*Brian Carlisle:* Appeal Officer; 706-880-8976, [bcarlisl@lagrange.edu](mailto:bcarlisl@lagrange.edu)

LaGrange College's Title IX Coordinator oversees college compliance regarding all Title IX related matters, including the investigation of complaints. Responsibilities include, but are not limited to, the following:

- Ensuring Title IX compliance
- Overseeing Deputy Coordinators
- Assessing initial intake reports
- Understanding college policies and procedures

- Providing information about resources available to both the Complainant and Respondent
- Assigning appropriate investigators to individual cases
- Identifying the appropriate college Policy to resolve the complaint in a prompt and equitable manner
- Tracking and monitoring incidents of sex discrimination and sexual misconduct
- Providing information on options for complaint resolution
- Coordinating education and prevention efforts
- Providing information to the Clery Act administrator regarding Clery Act reportable crimes

LaGrange College’s Deputy Coordinators are trained to receive initial intake and, if designated by the Title IX Coordinator, investigate complaints. Deputy Coordinator responsibilities include the following:

- Supporting and assisting the Title IX Coordinator
- Understanding college policies and procedures
- Providing information about resources available to both the Complainant and Respondent
- Hearing and/or receiving initial intake (fact-gathering)
- Reporting intake reports to Title IX Coordinator for assessment
- Investigating complaints (if designated by the Titles IX Coordinator)
- Providing information to the Clery Act administrator regarding Clery Act reportable crimes

#### *B. Responsible Employees*

The College has Responsible Employees who are required to share reports of allegations of Prohibited Conduct with the Title IX Coordinator or a Title IX Deputy Coordinator. A

“Responsible Employee” includes any employee who

- Has the authority to take action to redress the harassment
- Has the duty of report to appropriate College official sexual harassment or any other misconduct by students or employees
- An individual could reasonably believe has the authority or responsibility to take action. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College.

A responsible employee, excluding confidential resources, must report to the Title IX Coordinator all relevant details about the alleged sexual harassment or sexual violence shared by the individual and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

All College employees who do not have legally protected confidentiality are considered Responsible Employees.

## V. Reporting

**The College strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.**

The College also strongly encourages all individuals or third-party witnesses to report any incident to the College and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and criminal reports may be made simultaneously.

In order for the process to begin, the College must have actual knowledge. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any College official who has authority to institute corrective measures on behalf of the recipient. Making a report means telling the Title IX Coordinator, Title IX Deputy Coordinators, or Responsible Employee what happened—in person, by telephone, in writing, or by email. At the time a report is made, a Complainant does not have to request any particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The College provides support that can assist Complainants in making these important decisions and will respect a Complainant's autonomy in deciding how to proceed to the extent possible. In this process, the College will balance the Complainant's interest with its obligation to provide a safe and non-discriminatory environment for all members of the College community.

The College will investigate and resolve all formal complaints of Prohibited Conduct in a fair and impartial manner. The Parties will be treated with dignity and respect. In response to all reports of Prohibited Conduct, the College will make an immediate assessment of any risk of harm to the Parties, or the broader campus community and will take steps necessary to address those risks. These steps may include supportive measures and/or emergency removal of the respondent to provide for the safety of the Complainant and the campus community.

### *A. Emergency and External Reporting Options*

Complainants have the right to notify or decline to notify law enforcement. The College strongly encourages all individuals to seek assistance from law enforcement immediately after an incident of sexual misconduct. The College will help any LaGrange College community member to get to a safe place and will arrange transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

The College has Campus Security (Securitas) on duty twenty-four (24) hours a day. You may report crimes or other emergencies by calling:

Emergency Assistance:	911
LaGrange Police	706-883-2603
Campus Security (Securitas):	706-880-8911

If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. Additional assistance is available through the following:

Confidential Report – LaGrange College Counseling Center 706-880-8013

Confidential Report – LaGrange College Chaplain & Director of Spiritual Life 706-880-8004  
Harmony House (LaGrange, GA): 24/7 hotline 706-885-1525 / General 706-882-4173  
Sexual Assault Support Center, Inc. (Columbus, GA): Crisis line 706-572-6010 / General 706-221-1033  
West GA Rape Crisis Center (Carrollton, GA): Crisis line 770-834-7273 / General 770-834-8905  
National Domestic Violence Hotline: 1-800-799-7233 (SAFE)  
Domestic Abuse Helpline for Men & Women: 888-7HELPLINE (888-743-5754)

#### *B. Campus Reporting Options*

The College recommends that individuals report Prohibited Conduct to an Official with Authority or Responsible Employee or any of the following offices or individuals:

Campus Safety)  
Ext 8911, Turner Hall  
[security@lagrange.edu](mailto:security@lagrange.edu)

Karen Pruett, Associate Dean of Student Development, Title IX Coordinator  
Ext 8997  
[kpruett@lagrange.edu](mailto:kpruett@lagrange.edu)

Ryan Cook, Associate Dean of Campus Life, Title IX Deputy Coordinator  
Ext 8112  
[rcook2@lagrange.edu](mailto:rcook2@lagrange.edu)

Lucinda Muncy, Human Resources Director, Title IX Deputy Coordinator  
Ext 8277  
[lmuncy@lagrange.edu](mailto:lmuncy@lagrange.edu)

The College reserves the right to grant amnesty from drug, alcohol, or other violations of the Social Code for parties reporting allegations under this Policy (i.e., if alcohol was involved in the incident, the reporting party would not then be charged with an alcohol infraction). Decisions regarding amnesty under the Policy will be made by the Title IX Coordinator.

Cases of sexual violence may also be reported to the LaGrange Police Department; the College's Title IX Coordinator can assist individuals with contacting the Police Department. If an incident is criminal in nature, the College may be mandated to share certain information with law enforcement.

#### *C. Anonymous Reporting*

Although the College encourages victims to talk to someone, the College provides an alternative option for anonymous reporting. Campus Conduct Hotline , 866-943-5787, is a confidential, independent call-in service that provides all college community members a simple and anonymous way to report any incident.

## VI. Supportive Measures

Upon receipt of a report of alleged Prohibited Conduct, the College will provide reasonable and appropriate supportive measures designed to eliminate any existing hostile environment and protect all Parties involved. The College will make reasonable efforts to communicate with the Parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Supportive measures may be implemented regardless of whether formal disciplinary action is sought by the Complainant or the College, and regardless of whether a crime is reported to Campus Safety or local law enforcement. Supportive Measures are non-disciplinary services offered as appropriate, as reasonably available, and without fee or charge to both the Complainant or Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. These Supportive Measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening Complainant and Respondent, including measures designed to protect the safety of all Parties or the College's educational environment, or deter sexual harassment. Supportive measures may include no-contact directives, changes in class or work schedules, changes in College-owned living arrangements, or any other supportive measures that the College deems appropriate. Likewise, the College may work with a reporting student to provide access to on-campus counseling services, provide information regarding off-campus services, increased security monitoring, additional academic support or even withdrawal from class (or classes) without penalty.

The College will maintain the privacy of any supportive measures provided under this Policy to the extent practicable and will promptly address any violation of the supportive measures. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by a supportive measure. The College will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.

Employees are encouraged to utilize the College Chaplain or their health insurance to identify counselors in their community.

### **Emergency Removal**

Nothing in this Policy precludes the College from removing a Respondent from the College's education program or activity on an emergency basis, provided that the College undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

### **Administrative Leave**

Nothing in this Policy precludes the College from placing a non-student employee Respondent on administrative leave during the pendency of this process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

## VII. Prevention, Awareness Programs And Training

LaGrange College is committed to preventing sexual harassment. To that end, this Policy and these procedures will be printed in appropriate College publications. In addition, educational programs will be conducted annually by the College to (1) inform students, faculty, staff and administration about identifying sexual harassment and the problems it causes; (2) advise members of the College community about their rights and responsibilities under this Policy; (3) train personnel in the administration of this Policy. The Sexual Misconduct Policy and Procedures will be issued to all incoming students and personnel.

## VIII. Resolution Of Grievance

The Title IX Team (Coordinator and/or Deputies) will coordinate resolution of all allegations of Prohibited Conduct defined in the Sexual Misconduct Policy using the procedures in this section. Prohibited Conduct (e.g., discrimination, harassment, retaliation) based on protected status other than sex (e.g., race, color, age, disability, other classification protected by federal or state law) is prohibited by other College policies. In the event of such complaints, the College will identify, based upon the allegation, the appropriate office to coordinate resolution of the report.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

All investigations will be conducted in a timely and impartial manner. The Parties will be informed of the projected timeline for conclusion of the process. There may be temporary delays of the process and limited extensions of time frame for good cause. Parties must submit any request for an extension to the Title IX Coordinator in writing. The Parties will be provided written notice of the delay and reasons for such delay.

If the conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in this Policy even if proved, did not occur in the College's education program or activity, or did not occur against a person in the United States, then the College must dismiss the Formal Complaint with regard to that conduct for purposes of sexual harassment under this Policy. However, such a dismissal does not preclude action under another provision of the College's Social Code.

The College may dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; the Respondent is no longer enrolled or employed by the College; or specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Upon dismissal of the Formal Complaint either required or permitted, the College will promptly send written notice of the dismissal and reasons for the dismissal simultaneously to each Party.

The College may consolidate Formal Complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against another Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

#### *A. Intake Meeting*

Upon receipt of a report of alleged Prohibited Conduct, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to supportive measures, and explain the Complainant the process for filing a Formal Complaint.

The Title IX Team will conduct an Intake Meeting with the Complainant as soon as possible. At that meeting, the Coordinator or Deputy Coordinator will address the following topics, as appropriate:

- Address immediate physical safety and emotional well-being needs
- Notify the Complainant of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence
- Notify the Complainant of confidential and non-confidential reporting options on and off campus
- Provide the Complainant with information about:
  - On and off campus resources, including counseling, health, mental health, victim advocacy, and legal assistance
  - The range of supportive measures, including changes to academic, living, transportation, and/or working situations, or other protective measures, which are available to the Complainant regardless of whether the Complainant files a formal complaint with the College, Campus Security or local law enforcement
- Provide an overview of the procedural options and process, including the filing of a Formal Complaint, Informal Resolution and Formal Resolution. This overview should include explanation that the Complainant and Respondent will receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Complainant to prepare to participate.
- Explain the right to object to the assignment of the Title IX Coordinator, Deputy Coordinator or Investigators based on bias or conflict of interest within 2 business days of a decision to proceed through the process
- Explain the right to a timely investigation and resolution
- Explain the right to inspect and review evidence
- Explain that the Complainant has a right to an Advisor of their choice during the process
- Explain the College's policy on retaliation
- Provide notice of any provision in the College's Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process
- Explain the right to appeal
- Provide statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process

At the Intake Meeting, the Coordinator or Deputy Coordinator will provide the Complainant with the above-listed information in writing. If the initial Intake Meeting is conducted by a Deputy Coordinator, the meeting report will be submitted to the Coordinator for consideration. As described in the Sexual Misconduct Policy, the Complainant has the right to request that the Title IX office not share the Complainant's name (or other identifiable information) with the Respondent, or that the Title IX office take no formal action in response to the report. If the Complainant makes such a request, the Coordinator will balance the request with the dual

obligation to provide a safe and nondiscriminatory environment for all College community members, and to remain true to principles of fundamental fairness that require the College to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent.

Absent a request for confidentiality as described above, the Coordinator or Deputy Coordinator will ask the Complainant questions to get a basic understanding of the reported Prohibited Conduct. The interview will include, but is not limited to, questions to understand the key facts upon which the Complainant bases the report (i.e., the who, what, where, and when) to appropriately assess how to proceed. At the conclusion of the Intake Meeting, and if the Complainant wishes to move forward with a formal complaint, the Coordinator and Deputies will decide:

- Does the Complainant's report state facts that, if true, could constitute a violation of the College's Sexual Misconduct Policy?
  - If yes, the College must proceed with the process.

#### *B. Notice of Charges*

The College will provide written notice to the Complainant and Respondent of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Additionally, the following must be provided in writing to the Parties:

- Notify the Parties of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence
- Notify the Parties of confidential and non-confidential reporting options on and off campus
- Provide the Parties with information about:
  - On and off campus resources, including counseling, health, mental health, victim advocacy, and legal assistance
  - The range of supportive measures, including changes to academic, living, transportation, and/or working situations, or other protective measures
- Provide an overview of the procedural options and process, including Informal Resolution and Formal Resolution. This overview should include explanation that the Parties will receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Parties to prepare to participate.
- Explain the right to object to the assignment of the Title IX Coordinator, Deputy Coordinator or Investigators based on bias or conflict of interest within 2 business days of a decision to proceed through the process
- Explain the right to a timely investigation and resolution
- Explain the right to inspect and review evidence
- Explain that the Parties have a right to an Advisor of their choice during the process
- Explain the College's policy on retaliation
- Provide notice of any provision in the College's Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process
- Explain the right to appeal

- Provide statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process

The Complainant and the Respondent are each permitted to select an Advisor to accompany his/her during any investigative meeting, pre-hearing conference and/or at any time following the filing of a formal complaint. The Advisor may be a mentor, family member, friend, attorney or any other supporter so long as they are not in any way involved in the resolution process, such as serving as a witness. Their role is to support the Complainant or the Respondent and, as such, are not permitted to speak in investigative meetings. However, during a live hearing, Advisors are permitted to cross examine the parties and witnesses. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other does not, or cannot afford an attorney, the College is not obligated to provide one.

### **Role of the Advisor of Choice**

Both the Respondent and Complainant have the right to have an Advisor of choice. It is the responsibility of the Complainant and Respondent to communicate with the Advisor regarding allegations, times and dates of meetings, hearings, outcomes and any other information regarding the case. The Investigators, Title IX Coordinator and Deputy Coordinators will not discuss the case with any Advisor. The Advisor may:

- attend any meeting or hearing with the respective Complainant or Respondent regarding the case, if invited by the respective Complainant Respondent;
- may provide advice to the Complainant or Respondent he/she is advising through quiet conversation or written notes in any meeting or hearing related to the case;
- may be a member of the College community, but is not required to be. May be an attorney, but, is not required to be;
- during meetings with Investigators and the Title IX Team, Advisors may not represent the Complainant or Respondent; Parties are expected to respond to questions from investigators and the Title IX team directly;
- during a live hearing, advisors may cross-examine the Parties and the Parties witnesses.

### *C. Investigation*

After the Notice of Charges has been provided to the Parties, the Title IX Coordinator or Deputy will select a trained internal or external investigator or a two-person investigative team to conduct a reasonable, impartial, and prompt investigation of the complaint (“Investigation”). The Coordinator will select an Investigator based on several factors, including the Parties involved, the complexity of the complaint, the need to avoid any potential conflict of interest, and who may best conduct a fair and equitable investigation for all Parties involved. The Coordinator will notify the Complainant and Respondent, in writing, of the name of the designated Investigator(s). The Parties will have 2 business days to object to the Investigator’s selection on the basis of bias or conflict of interest. If the Complainant or Respondent objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Investigator the Coordinator finds to have a bias or conflict of interest against either party.

The Investigator will contact both Parties with a request to meet within 3 business days. The Investigator will continue the investigation once the 3 business days has expired, or sooner if both

Parties respond. The Investigator, in consultation with the Coordinator, will establish an expected, reasonable timeframe for the Investigation process and notify the Parties of any delays.

The Investigator will interview both Parties and relevant witnesses and gather documentary evidence provided by the Parties and any identified witnesses. The Investigator will prepare a summary of each interview (“Interview Summary”). The College does not restrict the ability of either the Complainant or Respondent to discuss the allegations under investigation or to gather and present relevant evidence.

The Investigator(s) will review the documentation from the preliminary investigation and will prepare a Preliminary Report. The Preliminary Report is a written summary of the evidence gathered in the course of the Preliminary Investigation. This evidence will include both inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the Parties. The Investigator will state specific factual findings in the Preliminary Report (e.g., “Complainant was incapacitated” or “Respondent believed that Complainant was not incapacitated”). The standard for determining each factual finding is the “preponderance of the evidence,” (i.e., that it is more likely than not that the factual finding is true). The Investigator will not state ultimate findings as to whether the Respondent has, or has not, violated one or more of the College’s policies. The Investigator will attach as exhibits to the Preliminary Report all Interview Summaries and any documentary evidence gathered and relied upon in the Preliminary Investigation that is directly related to the allegations in the Formal Complaint, including any evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and any inculpatory or exculpatory evidence whether obtained from a Party or other source. The College cannot access, consider, disclose, or otherwise use a Party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the College obtains that Party’s voluntary, written consent to this evidence. When the Investigator determines that the Preliminary Investigation is complete, the Investigator will submit the Preliminary Report to the Coordinator. The Coordinator may require the Investigator to conduct additional investigation; if so, the Investigator will conduct additional investigation consistent with the following procedures:

- The Investigator may conduct follow-up interviews with both Parties and witnesses based upon testimonial and documentary evidence gathered during the Preliminary Investigation. The Parties and witnesses can expect that, in these follow-up interviews, the Investigator will seek responses to specific allegations or evidence. To the extent additional material, witnesses or evidence are identified during Rebuttal Fact-Gathering, the Investigator will conduct additional interviews and gather additional evidence. Rebuttal Fact-Gathering may be repeated as necessary to ensure a complete gathering of evidence.

#### **i. Notice of Preliminary Report and Response**

Once the Coordinator has agreed that the Investigation is complete, the Coordinator will provide the Preliminary Report to the Parties for review, as soon as possible after receipt of the Preliminary Report from the Investigator.

The Parties may respond to the Preliminary Report; the Parties will submit any response within 10 calendar days of being notified of their opportunity to review the report. The Parties may respond

in one or both of the following ways:

- The Parties may provide a written response to the Preliminary Report, or any portion of it, including each Interview Summary. The Investigator will consider any written response provided by the Parties in preparing the Final Report.
- The Parties may submit a written request for additional investigation. Such requests may include, but are not limited to, the following:
  - a. Request(s) for follow-up interview(s) with existing witnesses to clarify or provide additional information, including offering questions to the Investigator to pose to witnesses
  - b. Request(s) to consider new evidence. Any request for additional investigation shall explain the reason for the request (e.g., new witnesses).

If neither of the Parties requests additional investigation, the Investigator will prepare the Final Report. If either (or both) Parties request additional investigation, the Investigator will review the request(s) in consultation with the Coordinator. The Investigator will conduct the requested additional investigation if the Coordinator determines that the request(s) will assist the Investigator in completing the investigation.

If the Investigator conducts additional investigation, the Investigator will prepare an Addendum to the Preliminary Report (“Addendum”). The Investigator will submit the Addendum to the Coordinator. The Coordinator may require the Investigator to conduct additional investigation before the Addendum is complete. Once the Coordinator has agreed that the Addendum is complete, the Coordinator will provide the Addendum to the Parties.

## **ii. Final Report**

Once the investigation is complete, the Investigator will prepare a Final Report. The Final Report, if different from the Preliminary Report, will have attached as exhibits the testimonial and documentary evidence from the Investigation, the Preliminary Report, the Addendum (if applicable), and all of the Parties’ responses throughout the Formal Resolution proceeding. Once the Investigator is satisfied that the Final Report is complete, the Investigator will submit the Final Report to the Coordinator. The Coordinator will send to each Party and the Party’s Advisor, if any, a copy of the Final Report in an electronic format or hard copy, for their review and response.

No earlier than 10 calendar days after sending the Final Report, the Coordinator will meet with the Complainant and Respondent individually. Using the Final Report, the Title IX Coordinator, and Deputy Coordinators will determine and notify the Complainant in writing as to whether the College should proceed through Formal or Informal Resolution using the following guidelines:

1. Any Formal Complaint that alleges sexual misconduct, including sexual assault and nonconsensual sexual contact, or other forms of physical violence can proceed through the informal resolution process.
2. Complaints involving allegations that an employee sexually harassed a student are not permitted to proceed through an Informal Resolution process.

3. Some complaints that allege harassment may be appropriate for informal resolution. If the Coordinator determines that the complaint may appropriately be resolved through Informal Resolution, the Coordinator will ask the Complainant and Respondent, separately, whether they would agree to pursue resolution of the complaint informally. Any resolution reached through Informal Resolution will be confirmed in writing and provided to the Parties as soon as possible after reaching a resolution. If either party does not agree to pursue Informal Resolution, or if the Complainant, Respondent, or Coordinator, at any time, determines that Informal Resolution is no longer appropriate, the Coordinator will promptly inform the Complainant and Respondent in writing that the complaint will proceed through Formal Resolution.

#### *D. Informal Resolution*

If both Parties wish to resolve the case without an adjudication, the Coordinator can facilitate an Informal Resolution of the Formal Complaint that does not necessitate a full adjudication. The Parties must agree to this Informal Resolution in writing. At the conclusion of an Informal Resolution, and upon receipt of official notification via College email, the Complainant and the Respondent have 2 (two) Business Days to change their mind about the resolution of the case. If either the Complainant or the Respondent changes their mind regarding the agreed upon resolution, they must do so in writing and submit it to the Title IX Coordinator. Should the Party's request not be received in writing (including electronically), or does not submit within 2 (two) Business Days, the informal resolution will be considered final and binding.

If either of the Parties do not wish to participate in the Informal Resolution prior to an adjudication by the hearing panel, the Coordinator will schedule a hearing on the case not less than 10 (ten) Business Days from the meeting to discuss the Final Report with the Coordinator.

If the parties involved in the Informal Resolution process fail to reach a mutually agreeable outcome for the alleged conduct, the allegation will be resolved via a live Hearing. In that event, the Title IX Coordinator will so notify the Parties in writing and will describe next steps and timeframes for the Hearing.

Any Party (including the Title IX Coordinator) may terminate the Informal Resolution process at any time.

### *IX. Hearing And Appeal*

#### *A. Hearing (Hearing Panel)*

If the Parties desire a live hearing, the Coordinator will set the date and time of the hearing, appoint a hearing panel consisting of three (3) trained hearing panelists and notify the Parties of the hearing date and option to call witnesses to the proceeding. One (1) panelist will serve as the panel chair and is responsible for maintaining order during the hearing panel proceeding. The hearing panel will ultimately make the determination by majority opinion as to whether or not, by the preponderance of the evidence the Respondent is responsible for the alleged Sexual Misconduct Policy violation.

The hearing will be recorded. The hearing will be live, but, may be conducted with all parties physically in the same geographical location or, at the College's discretion or request of either

Party, , any or all of the Parties may appear at the live hearing virtually, with sufficient technology to enable participants to simultaneously see and hear each other.

The hearing will not be conducted as a court proceeding. The Parties have the right to present their opening and closing statements as well as to present their factual position and for the Panel to question the Parties and witnesses presented. However, the Parties may not cross-examine each other. The Advisor for both Parties have the right to cross-examine the other Party and all witness and ask all relevant questions and follow-up questions, including those challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Chair of the hearing panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If a party does not have an Advisor present at the live hearing, the College will provide without fee or charge to that party, an Advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the hearing panel must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the hearing panel cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

### **Hearing Panel Determination**

A written determination is required to be submitted by the hearing panel to the Title IX Coordinator, who will meet with the Respondent and Complainant separately to deliver the written determination. The written determination must include: (a) Identification of the allegations potentially constituting sexual harassment, (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held, (c) Findings of fact supporting the determination, (d) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant, (e) the College appeal process.

Possible sanctions which may be assigned by the Hearing Panel after a finding of Responsibility are those articulated in the Social Code of the LaGrange College Student Handbook for students. This list is not exhaustive and may be modified to meet the particular circumstances of any given case:

**Students**

1. Expulsion - Permanent severance of the student's relationship with the College. This severance includes being barred from campus.
2. Disciplinary Suspension - Temporary severance of the student's relationship with the College for a specified period of time.
3. Limited Suspension - A student may be denied certain privileges for a specified period of time. These privileges may include, but are not limited to, class attendance, housing, parking on campus, participation in extracurricular activities, ID card privileges, access to institutional facilities, and access to the campus.
4. Disciplinary Probation - Notice to the student that any further, major disciplinary violation may result in suspension. Disciplinary probation might also include one or both of the following: the setting of restrictions or the issuing of a reprimand.
5. Reprimand (either oral or written.)
6. Counseling - The committee may request that a student meet a specified number of counseling sessions with the campus counselor for issues including, but not limited to, anger management, substance abuse, and extenuating personal circumstances.
7. Community Service - A specified number of hours of work to be performed by the student. The work will be determined and supervised by the Vice President and Dean of Students or a designee.

## Employees

Employee discipline may include, but is not limited to, suspension with or without pay, written reprimand, termination, and/or loss of privileges. Employees are encouraged to review their respective handbook for more information on disciplinary actions.

If either Party objects to the decision on the findings and/or the sanctions and request a live hearing, the Coordinator will schedule a hearing on the case.

### *B. Appeal (Appeal Officer)*

Both Parties may appeal a determination made by the Hearing Panel. If the Respondent or the Complainant chooses to appeal either the Sanctions or the hearing panel's decision, they may do so by submitting a written appeal statement to the Title IX Coordinator within 3 business days of the date the hearing report is sent to the parties. The Title IX Compliance Officer serves as the Appeal Officer. The three grounds for appeal are:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, investigator(s), or Hearing Panel member(s) had a conflict of interest or bias for or against Complainants or respondents generally or the individual Complainant or respondent that affected the outcome of the matter.

The appeal statement must identify the ground(s) for appeal. Note that an appeal is not a re-hearing

of the case.

If the Appeal Officer determines that a ground of appeal is substantiated, the Appeal Officer will return the case to the Coordinator. When a case is returned to the Coordinator, the Coordinator may decide to dismiss the case (e.g., based on insufficient information to believe that a policy violation may have occurred), send the case to the original hearing panel for reconsideration, send the case to a new hearing panel with the same or different charges, and/or (re)implement any aspect of the disciplinary process. A different decision (i.e., the decision of responsibility and/or sanctions) may subsequently result. If the Appeal Officer finds the appeal is not substantiated, the decision of the hearing panel stands.

#### X. Recordkeeping

LaGrange College shall maintain for a period of seven years records of— (A) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under this policy, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to LaGrange College’s education programs or activities; (B) Any appeal and the result therefrom; (C) Any informal resolution and the result therefrom; and (D) All materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process. LaGrange College shall make these training materials publicly available on its website.

LaGrange College shall create, and maintain for a period of seven years, records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of sexual harassment. In each instance, LaGrange College will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to LaGrange College’s education program or activity. If LaGrange College does not provide a complainant with Supportive Measures, then LaGrange College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit LaGrange College in the future from providing additional explanations or detailing additional measures taken.

#### **Definitions:**

**Coercion.** Coercion is inappropriate pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When a person makes clear that they do not want sex, wants to stop, or that going past a certain point of sexual interaction is unwanted, continued pressure beyond that point can be coercive.

**Consent.** Consent is clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one’s responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to their age.\* Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

\* In Georgia, minors under the age of 16 years of are generally unable to provide consent, with narrow exceptions. See Georgia Code Ann. Section 16-6-3, Statutory Rape.

**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; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Domestic violence.** A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Georgia, or 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 state of Georgia.

**Incapacitation.** Incapacity can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated, constitutes a violation of this policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another's ability to give consent.

**Sexual abuse** occurs when a person employs, uses, persuades, induces, entices, or coerces a minor who is not that person's spouse to engage in any act that involves: (a) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex; (b) Bestiality or masturbation; (c) Lewd exhibition of the genitals or pubic area of any person; (d) Flagellation or torture by or upon a person who is nude; (e) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude; (f) Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts; (g) Defecation or urination for the purpose of sexual stimulation; or (h) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.

**Sexual Assault** is a broad term and is used in Georgia to encompass any of the thirty-one (31) individual offenses listed in Title 16 (Crimes and Offenses) Chapter 6 (Sexual Offences) of the Georgia Code.

**Sexual Exploitation** occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to the following:

- invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-recording of sexual activity or circulation of such video and video or audio recording;
- going beyond the boundaries of consent;
- observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts;

- knowingly transmitting an STI or HIV to another student;
- exposing one's breasts, buttocks, groin, or genitals, in non-consensual circumstances; inducing another to expose their breasts, buttocks, groin, or genitals;
- sexually-based stalking and/or bullying may constitute a form of sexual exploitation, as well as a form of sexual harassment, as discussed above.

**Stalking.** Behavior where a person follows, places under surveillance, or contacts another person without the consent of that person for the purpose of harassing and intimidating him or her. The term “contact” means to make or attempt to make any communication, including, but not limited to, communication in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. “Harassing and intimidating” refers to a course of conduct or communications directed at a person that causes the person to suffer emotional distress that would cause a reasonable person to fear for personal safety or the safety of others, and which serves no legitimate purpose. It does not require that an overt threat of death or bodily injury be made.

**Student.** The term student means any person pursuing academic studies at the university. The term also includes: (1) a person not currently enrolled who was enrolled in the fall, spring, or summer term preceding the alleged violation, or (2) a person who, while not currently enrolled, was previously enrolled at LaGrange College and who is reasonably anticipated to seek enrollment at a future date, (3) a person who has applied to or been accepted for admission to LaGrange College and has accepted an offer of admission or may reasonably be expected to enroll, or (4) a person enrolled in an LaGrange College program on a credit or non-credit basis.

#### *DISABILITIES SERVICES*

The Counseling Center assists in attaining accommodations for students with physical, mental, and learning disabilities and helps students successfully create both short- and long-term goals towards their academic, personal, and career objectives. Students can call the Counseling Center at 706-880-8925 and set up a weekly appointment to resolve issues when time slots are available. All discussions are confidential in keeping with professional standards.

The Counseling Center works to ensure that educational programs are accessible to all qualified students in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and as expanded by Title III of the Americans with Disabilities Act of 1990. Reasonable and appropriate accommodations, academic adjustments, or auxiliary aids are determined on a case-by-case basis for qualified students who have a demonstrated need for these services. Brandi Cameron is the Section 504 coordinator. She collects proper documentation for learning and attention disorders, psychiatric disorders, chronic health impairments, physical disabilities, and any other physical or mental condition that substantially limits a major life activity.

#### COLLEGE RESIDENCY REQUIREMENT

As a member of a graduate program, there is no college residency requirement. If a student is interested in seeking housing while a graduate student, contact Ryan Cook, Associate Dean of Campus Life at [rcook2@lagrange.edu](mailto:rcook2@lagrange.edu) (706.880.8112).

#### SPIRITUAL LIFE

The Office of Spiritual Life facilitates the college's mission of “challenging the mind and inspiring the soul.” The college's historic connection to the United Methodist Church serves to strengthen this dual mission of rigorous academic pursuit, paired with a vibrant and maturing faith. Methodist

pioneer and hymn writer Charles Wesley once spoke of our need to “unite the two so long disjoined, knowledge and vital piety.” The Office of Spiritual Life fulfills this mission by providing opportunities for inspirational worship, community service, learning opportunities, theological reflection, leadership development, Bible study, prayer and relationship-building.

#### Chaplain, Director of Spiritual Life

The Chaplain and Director of the Office of Spiritual Life is an ordained United Methodist minister who serves as a spiritual advisor to students, faculty and staff of all faiths. The Chaplain is responsible for the overall spiritual health of the college and supports and coordinates the activities of all student spiritual life groups on campus. The Director works closely with the Church Relations Coordinator to prepare and schedule student-led worship teams and groups to visit area United Methodist Churches.

The Chaplain and Director of Spiritual Life's office is located on the ground floor of Smith Hall.

#### Church Relations Coordinator

The primary responsibilities of the Church Relations Coordinator are to strengthen the college's relationship with the church, especially the United Methodist Church and its North Georgia Conference; to engage pastors and church leaders in the life of the college; and to facilitate the outreach of students, faculty, staff and administration with the church.

### STUDENT GOVERNMENT AND OTHER ORGANIZATIONS

The Student Government Association exists to serve as a medium for student expressions, to coordinate campus activities, to promote good citizenship, and to govern within the parameters granted by the President of the College. The SGA is an important part of student engagement. Upon acceptance into the College, a student automatically becomes a member of the association. All students are encouraged to become active members, so that the association is a truly representative body of student thought and opinion, voicing the needs and concerns of the student body.

The SGA, as a voice of the student body, promotes diversity and involvement through activities, entertainment, and service at LaGrange College and in the surrounding community.

In addition, Student Engagement works with numerous on-campus organizations in order to foster student growth, leadership, and involvement.

### STUDENT HEALTH SERVICES

LaGrange College offers students the ability to attend the WeCare clinic which is designed to provide urgent medical care and be a first stop for minor injuries and illness. Operated by WeCare TLC, Health Services is located at the corner of Forrest Avenue and Dallis Street (directly across from the College's soccer complex). The clinic provides urgent care office visits with a physician or nurse practitioner, urgent care prescriptions (antibiotics), and in-house lab work. A required fee of \$150 per semester is assessed for the use of the facility. Services do not include visits for chronic medical conditions or prescriptions for birth control or other maintenance medications. Because the staff is dedicated to serving a small population, doctor visits usually take up less time.

And the clinic staff generally spends about 20 minutes with each patient, on average, compared to the seven minutes usually provided in other settings. The campus clinic offers a convenient health benefit to students. However, these services do not replace the need to carry a personal health insurance policy. Students are encouraged to call for an appointment at (706) 298-4914 option 1. However, a drop in is acceptable if the student is willing to wait and be worked into the schedule.

## STUDENT APPEAL OF DECISIONS

Recognizing that decisions must be made and that some students may feel aggrieved by some decisions, LaGrange College provides the following procedures:

A student must first attempt to resolve an issue with the College staff member first rendering a decision. If this does not resolve the issue, then a decision rendered by a College staff member may be appealed by a student as follows:

### I. *Student Engagement*

- A disciplinary decision rendered by the Social Council may be appealed according to the Social Code appellate procedure. The Social Code may be found in full in the *Student Handbook*.
- Any student who disagrees with a disciplinary decision reached by a member of the student engagement staff acting in their official capacity during a disciplinary conference may choose to have the disciplinary case sent to the Social Council for resolution.
- Other grievances in the area of Student Engagement may be appealed to the Vice President for Student Engagement. If the grievance involves an original decision rendered by the Vice President for Student Engagement, then the decision may be appealed to the Vice President for Academic Affairs (VPAA).

II. *Financial Aid*. See the “Financial Aid” section.

III. *Academic Matters*. See the “Academic Policies” section.

## **ATHLETIC PROGRAM**

LaGrange College is a member of the National Collegiate Athletic Association (NCAA) Division III and the USA South Athletic Conference. The College colors are red and black. Intercollegiate teams compete in women's basketball, beach volleyball, cross country, lacrosse, softball, swimming, tennis, and volleyball; men's baseball, basketball, cross country, football, golf, lacrosse, soccer, swimming, and tennis. It is the philosophy of LaGrange College that the team participants are attending college primarily for a quality education, and no athletic scholarships are offered. The coaching staff is a group of highly qualified teachers who stress the educational aims of the College.

As an institution that does not award financial scholarships based on athletic success, LaGrange College is committed to a full program of non-scholarship athletics that encourages the student-athlete to reap the benefits of educationally sound activity that encourages and promotes a strong academic regime. Students are given the opportunity to participate fully in their given sport and to compete with other teams locally, statewide, and regionally.

## **LAGRANGE COLLEGE ATHLETICS MISSION STATEMENT**

The athletic department exists for the purpose of challenging student-athletes at LaGrange College in their search for excellence and respect in both academic and athletic performance. Student-athletes are expected to develop and show respect, sportsmanship, and commitment, as well as pride in the traditions of LaGrange College. Our aim is the transformation of the whole student—body, mind, and soul.

## **LAGRANGE COLLEGE ATHLETICS STATEMENT OF PHILOSOPHY**

Intercollegiate athletics at LaGrange College provide students with an integral complement to their overall educational experience. Recognizing the importance of athletics to the individual student while seeking to strike an appropriate balance between the life of the mind (academics) and participation in co-curricular offerings, the college is committed to providing a program of intercollegiate athletics that is student-centered for both participants and spectators. The college believes that the primary function of intercollegiate athletics at a church-related, liberal arts college is to provide a high quality co-curricular complement to its overall mission. As such, academics will always have priority over athletics or other co-curricular pursuits.

LaGrange College seeks to recruit and retain student-athletes who understand the balance of priorities between academics and co-curricular programs, whether the latter are athletics, the performing arts, or other student activities. The college employs coaches who understand that balance of priorities, and its coaches seek to recruit students who will be successful student-athletes. As an institution that does not award financial scholarships based on athletic success, our coaches work as part of the enrollment team to identify students who will be both successful on the field, in the classroom, and in life following graduation.

The College embraces a commitment to instill and develop the values of superlative ethical conduct and fair play among its athletes, coaches, spectators, and other constituents. Further, LaGrange College recognizes that student-athletes are role models to their peers as well as representatives of the college, and the college actively encourages student-athletes to conduct themselves in a manner that befits those roles.

Consistent with the College's Statement on Non-Discrimination, LaGrange College is committed to gender equity and values cultural diversity. The college will invest sufficient resources to ensure that medical and athletic training services are available to all student-athletes at appropriate times. It shall strive to ensure that all individuals on all teams are treated with the same level of fairness,

resources, and respect so that all athletes are afforded an equal opportunity to develop their potential as a student-athlete.

The LaGrange College Athletic Department uses the NCAA manual of rules and regulations as guide for conduct and action. The department follows and supports the USA South Conference and the LaGrange College policies and procedures as well.

### INTRAMURAL SPORTS

Overseen by Athletics, intramurals provide opportunities for wholesome recreation and competition among members of the campus community. Teams representing campus organizations and independents compete in organized tournaments and events throughout the year. Competitive events include flag football, volleyball, basketball, softball, dodge ball, and Ultimate Frisbee.

Many opportunities are available for recreational use of the facilities in the LaGrange College Aquatics Complex: recreational swimming and lap swimming all year round in the indoor pool, the Aquarius water work-out stations, water aerobics, aqua exercise, or aqua exercise class (non-credit).

The facilities and equipment of the Department of Physical Education also are available for student recreational use when these are not scheduled for instructional, athletic, or intramural sports use. The use of outdoor equipment (backpacks, tents, stoves, lanterns) requires the payment of a small deposit, which is refunded upon the safe return of the equipment. The fitness center, gymnasium, and pools are available for student/faculty/staff use during posted hours. A valid LaGrange College ID is necessary for admittance to all facilities.

## INFORMATION TECHNOLOGY AND ACADEMIC SUPPORT

### LAGRANGE COLLEGE POLICY FOR THE RESPONSIBLE USE OF INFORMATION TECHNOLOGY

The purpose of this policy is to ensure a computing environment that will support the academic, research, and service mission of LaGrange College. Simply stated, continued and efficient accessibility of campus computing and network facilities depends on the responsible behavior of the entire user community. The College seeks to provide students, faculty, and staff with the greatest possible access to campus information technology resources within the limits of institutional priorities and financial capabilities and consistent with generally accepted principles of ethics that govern the College community. To that end, this policy addresses the many issues involved in responsible use of the College's information technology resources, including systems, software, and data. Each authorized user of information technology assumes responsibility for his or her own behavior while utilizing these resources. Users of information technology at LaGrange College accept that the same moral and ethical behavior that guides our non-computing environments also guides our computing and networking environment. Any infraction of this policy may result minimally in loss of computer and network access privileges, or may result in criminal prosecution.

### USE

All users of the College's information technology resources agree to abide by the terms of this policy. Information technology resources include, but are not limited to, College-owned computers and information technology hardware, the College Campus Network, information sources accessible through the Campus Network, and Internet access. When accessing any remote resources utilizing LaGrange College information technology, users are required to comply with both the policies set forth in this document and all applicable policies governing the use and access of the remote resource. The College, through a review and amendment process directed by the Instructional and Information Technology Round Table (IITR), reserves the right to amend this policy. For the most up-to-date version of this "Responsible Use" policy, see the Information Technology Helpdesk ([helpdesk.lagrange.edu](http://helpdesk.lagrange.edu)). As far as possible, changes will be made only after consulting with the user community. LaGrange College computing resources and associated user accounts are to be used only for the College activities for which they are assigned or intended. The computing systems are not to be used for any non-college-related commercial purpose, public or private, either for profit or non-profit. Unless placed in public domain by their owners, software programs are protected by Section 117 of the 1976 Copyright Act. It is illegal to duplicate, copy, or distribute software or its documentation without the permission of the copyright owner. Copyright protection of text, images, video, and audio must also be respected in all uses of College technology resources. The LaGrange College Campus Network must not be used to serve information outside of LaGrange College without written permission approved by the IITR.

### USER ACCOUNTS

Many technology resources at LaGrange College are accessed through user accounts. No user accounts should be used to execute computer software or programs or attempt to gain access to resources other than software, programs, or resources specifically granted and offered for use by LaGrange College. All users are responsible for both the protection of their account passwords and the data stored in their user accounts. Sharing a password is prohibited. Users must change their password periodically to help prevent unauthorized access of their user account. When working on

computers that are in general access areas (laboratories and public access), users must log off or lock the computer before leaving to protect the security of their data and the Network. Leaving the Web-based e-mail page open on an accessible computer, especially outside of campus, leaves the account available to anyone who passes by, and allows the changing of the user's password, giving the passerby access to the LaGrange College Network. Before leaving a computer, users must log off the Web-based e-mail. If students become locked out of their accounts or for other reasons need to have their passwords reset, then they must either make the request in person to an Information Technology staff member and present a valid LaGrange College ID, or use the self-service password reset tool at <http://laid.lagrange.edu>. Any suspected unauthorized access of a user's account should be reported immediately to the Director of Information Technology or another College authority. User accounts will be deactivated when the user's affiliation with the College is terminated, and all files and other data will be removed from those accounts.

### COLLEGE E-MAIL ACCOUNTS

The College provides e-mail accounts for students, faculty, and staff. All course- and advising-related e-mail and other official College electronic communication with students must be sent to the student's campus e-mail address or via the on-line Learning Management System (LMS). Official College e-mail communications with faculty and staff will use their College e-mail address. E-mail must not be used for purposes inconsistent with the mission of the College. Users may not conceal, mask, or misrepresent their identity when sending e-mail or other electronic messages. Transmission of abusive, harassing, or libelous electronic messages is forbidden. Deliberate transmission or propagation of malicious programs such as viruses, worms, Trojan Horses, or data mining programs or participation in denial of service attacks are subject to disciplinary and possible criminal action.

LaGrange College maintains faculty and staff mail groups (distribution lists or aliases) for the purposes of communications concerning the operation of the College. The College maintains a Community mail-list for communications of a less formal nature. Users must make appropriate use of the subject line in postings to all College-related mail groups (distribution lists or aliases) and mail-lists. Announcements to faculty and staff about campus events should be made through '@lagrange'. These announcements should be sent to the Communications and Marketing staff for inclusion in '@lagrange'. A single reminder close to the date of the event may be made to the faculty and staff mail groups. Exceptions to this policy may be made by approval of the Instructional and Information Technology Round Table. Daily reminders of an upcoming event are inappropriate. Examples of messages appropriate for the FYI/e-mail reminder procedure are Cultural Enrichment Events, Faculty Meetings, Staff Council Meetings, Faculty-Staff Coffees, and Sports Events. Messages not directly related to the operation of the College should be posted to the Community mail-list. For example, items for sale, contests, fund-raisers, sports scores, humorous items, and commentaries belong on the Community mail-list rather than being sent to the faculty and staff mail groups. Users can subscribe or unsubscribe to the Community mail list as they desire by submitting a request to the IT Helpdesk. Submissions to the Community mail list must be approved by Human Resources.

Posting of messages to the e-mail group containing all students must be cleared through the appropriate Vice President's Office or their delegates. Use of campus digital signage, posters, and flyers are suggested alternative means of reaching all students. Messages to the student body

should not be made through the faculty mail group. Messages to faculty containing variations on “Please announce to your class” are ineffective in reaching all students.

### CAMPUS COMPUTING FACILITIES

Computer labs on the LaGrange College campus are available for general use by students, faculty, and staff except during the periods when the rooms have been reserved for teaching purposes. Additional computers are placed in public access areas for student, faculty, and staff use. It is the responsibility of every user to use lab and public access facilities in a responsible manner. Accidental damage or damage caused by other parties should be reported as soon as possible so that corrective action can be taken. Use of laboratory or public access facilities to view material that may be considered offensive to others—which includes, but is not limited to, racially hateful and sexually explicit material—is considered a form of harassment. The viewing of harassing material is inconsistent with the mission of LaGrange College. Viewing such harassing material in a lab or public access area may result in disciplinary action.

### CAMPUS NETWORK

The College provides Network access in classrooms, laboratories, the library, offices, public access locations, and student dormitory rooms. While the College is committed to free speech and open access to information and communication, these must be tempered by the need to respect others’ rights to speech, access, and communication. Each user is expected to balance their needs with the needs and expectations of the College community as a whole. The College reserves the rights to limit bandwidth to users and access to non-academic, resource-intensive applications if they threaten to interfere with academic uses of the Campus Network.

Users on the Network must not attempt to conceal, mask, or misrepresent their identity or the identity of computers when using the Network. Users shall not employ software or hardware that interferes with the operation or security of the Network. Users shall not interfere with the administration of the Campus Network, nor shall they attempt to breach any Network or resource security system. In administering the Network, Network activities of users may be monitored as to type and quantity.

Users are responsible for all Network activities originating from resources provided to them by the College.

### WIRELESS NETWORK

Wireless networking provides many benefits to the College, but with these benefits comes unique security threats. In order to make a reasonable effort to prevent access to Network resources from unauthorized users via the Wireless Local Area Network (WLAN), the following policy and associated best practices exist.

An unsecured Wireless Access Point (WAP) has the potential to open a backdoor into an otherwise secure network. All WAPs located in academic and administrative buildings must be managed by IT. Faculty and staff are prohibited from installing a WAP without explicit permission from the Director of Information Technology. Requests for expansion of the wireless Network should be made to the Network Manager via the IT Helpdesk. In order to allow flexibility for students to utilize wireless networking in the residence halls, secured personal WAPs are allowed on a case-by-case basis. IT must be notified of intent to install a WAP via the IT Helpdesk. WAPs must be

physically located in the vicinity of the owner's conventional wired jack, and they must be secured in at least one (1) of two (2) ways: At least 40-bit Wired Equivalent Privacy (WEP) must be enabled on the WAP and client, and ideally the WAP's internal MAC address table should be set to allow access only from authorized clients. IT reserves the right to scan for and disable any unauthorized or unsecured WAPs.

#### WAP Best Practices:

- Activate WEP on the WAP and client.
- Change the default administrator password to a more secure password.
- Don't use the default Service Set Identifier (SSID).
- Don't broadcast the SSID, if possible.
- Use the lowest power radio output possible to minimize signal propagation.
- Disable the WAP in non-usage periods.

#### REMOTE ACCESS

LaGrange College provides limited remote access to the Campus Network for College business. This service was created for technical and administrative access to the Network not available through a regular Internet connection and is not intended to provide general Internet access to members of the LaGrange College community. In order to be granted remote access to the Campus Network, a user must submit a request to the Director of IT via their department chair/supervisor. The request should indicate the period of time for which this access is to be granted and indicate how this access is consistent with the technical and/or administrative purpose of the remote access resource.

#### DATA SECURITY

Within institutional priorities and financial capabilities, LaGrange College provides reasonable security against unauthorized intrusion and damage to data, files, and messages stored on its computer systems. The College maintains facilities for archiving and retrieving data stored in user accounts. If a user needs to recover data after an accidental loss, then Information Technology staff should be contacted, and every reasonable attempt will be made to recover the lost or corrupted data. Neither the College nor any Information Technology staff can be held accountable for unauthorized access by other users, nor can they guarantee data protection in the event of media failure, fire, criminal acts, or natural disaster. Backing up critical files regularly is recommended.

#### INFORMATION RESOURCE USE BY GUESTS AND ALUMNI

Use of physical facilities for information technology by guests (individuals not currently enrolled as students or currently employed as faculty or staff members of LaGrange College) and alumni is allowed only within Frank and Laura Lewis Library and under the supervision of library staff. Additionally, such access is allowed only when existing resources are not being fully utilized by LaGrange College students, faculty, or staff. The use of technological resources may be extended to alumni and friends of LaGrange College without the imposition of a "user fee." A "per printed page" user fee established by Lewis Library will be assessed for use of College printing resources.

#### USER AWARENESS

Because information technologies change at so rapid a rate, updates to the Responsible Use Policy may be made between printings of College publications. It is the responsibility of the user to keep

informed of the changes in this policy, which will be available on a LaGrange College website (<http://panther.lagrange.edu>).

#### LAGRANGE COLLEGE CELL PHONE AND PAGER POLICY

The carrying and use of cell phones, pagers, and other electronic communications devices are allowed on the LaGrange College campus. Users of these devices, however, must be attentive to needs and sensibilities of other members of the College community. Furthermore, the use of these devices must not disrupt the functions of the College.

Devices must be off or ringers silenced in classes, laboratories, the library, study spaces, and other academic settings and during events such as plays, concerts, speakers, and College ceremonies. The term “laboratories” explicitly includes computer laboratory spaces. Answering or operating the device during classes, laboratories, meetings, or events is appropriate only in case of emergency. If the device must be answered, then the user must move to a location where the class, laboratory, library patrons, etc. will not be disrupted before making use of the device.

## ACADEMIC POLICIES

### ACADEMIC CONDUCT AND THE HONOR CODE

THE LAGRANGE COLLEGE GRADUATE COUNCIL SEEKS TO EDUCATE THE COLLEGE'S GRADUATE STUDENT COMMUNITY ON THE PRINCIPLES OF ACADEMIC INTEGRITY AND TO ENFORCE THE HONOR CODE WHEN VIOLATIONS OCCUR. THE HONOR CODE FOR GRADUATE STUDENTS IS MODIFIED FROM THAT ENFORCED FOR THE UNDERGRADUATE STUDENT BODY BUT DOES SHARE SEVERAL COMMON POINTS WITH THE UNDERLYING EXPECTATION OF MORAL INTEGRITY FOR ALL ACADEMIC ENDEAVORS.

For placement in a course syllabus, the following language may be used:

*As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.*

*The Honor Code is the responsibility of every student, faculty member, and staff member at LaGrange College. The cooperation of all members of the College community is needed to promote an environment of academic integrity, scholarship, and discipline.*

A complete description of the procedures, rights, and responsibilities comprising the Honor Code follow.

#### Student Responsibilities

All LaGrange College students accept the following responsibilities and are expected to conduct themselves according to these values.

- To be honest and truthful in all academic matters, abiding by the letter and spirit of the Honor Code.
- To consult with the appropriate persons to clarify issues regarding plagiarism, the correct attribution of sources, the acceptable limits of proofreading, editing, or input of others, and the allowable materials for examinations, reports, or any academic work
- To report any incident which is believed to be a violation of the Honor Code to the program coordinator or department chair of their program.
- To cooperate when called upon by the Graduate Council to testify in a hearing

#### Student Rights

All LaGrange College students have the following rights and will be treated accordingly.

- To be presumed innocent
- To be granted a fair, impartial, and timely hearing comprised of the following members:
  - The chair of the Graduate Council,

- A minimum of two other members of the Graduate Council, one of whom serves as the recorder and who may use written notes (handwritten or typed, transcribed or summarized) or media recordings (audio and/or video),
- A graduate student peer (not necessarily in the same program as the accused student).
- The program coordinator/department chair of the program in which the accused student is enrolled may only serve to provide information but may not participate in the decision-making process.
- To face and question any witnesses at a hearing
- To testify and present material on one's own behalf
- To be granted a separate hearing upon request, when the incident involves more than one person
- To be granted the right to subsequent appeal
- To be accompanied by a silent observer in a hearing. The Chair of the Graduate Council must be made aware of this person's name and relationship to the student no less than twenty-four hours before the hearing. The observer's role is one of support, and this person will not be allowed to speak.

### Principles

The Graduate Council (or a contingency thereof) will abide by the following principles when investigating or trying a scenario of alleged academic misconduct.

1. To treat every member of the College community with impartiality and respect.
2. To consider all facts and testimony before discussing or resolving any case.
3. To preserve absolute confidentiality.
4. To hold the College community to the highest standard of conduct, both to protect the community and to promote moral development.
5. To support the mission of the College by conducting programs and enacting policies regarding the Honor Code that contribute to the moral development of the College community.
6. To understand the fundamental differences between the nature of student discipline regarding academic integrity and the nature of criminal law. The Honor Code, its policies, procedures, and sanctions are meant to be in accordance with the mission of the College. They are not intended to resemble any activities within the criminal judicial process.

### Academic Integrity Offenses

Academic integrity offenses are listed below. This list of academic integrity offenses is not exhaustive.

- Academic cheating, including but not limited to the unauthorized use of books or notes, copying, or collaboration on examinations or any graded coursework
- Unauthorized use of electronic devices and/or programs for or during examinations or any graded coursework
- Plagiarism—the misuse of another person's words or ideas, presenting them as one's own, regardless of intent
- Lying or presenting false information related to any academic matter
- Forgery or misuse of official college documents

- Theft of college property related to academic work
- Aiding another in any of the above
- Failure to report a violation of the Honor Code
- Failure to appear before the Graduate Council as requested
- Failure to maintain confidentiality regarding a case
- And other offenses deemed in violation of academic integrity and/or the Honor Code.

### Sanctions

One or more of the following sanctions may be imposed upon the offending student(s) when it is determined that there has been a violation of the Honor Code.

- A formal reprimand of the student(s) involved that will persist in institutional student records with the Offices of the Registrar and the VPAA.
- A remediation plan as set forth by a graduate program, the Graduate Council, or the VPAA.
- The complete failure of the work (a zero out of 100%) in which the violation occurred. Additional academic work of a substantial (but reasonable) manner may be assigned to the student to ensure course or programmatic outcomes have been satisfied. This work will not substitute for the work in which the violation occurred in the final calculation of the course grade of the student(s).
- A grade of 'NC' will be reported in the course. The course must be retaken to satisfy program and degree requirements.
- Failure of the course with a grade of 'F' in which the violation occurred.
- Suspension from the graduate program of enrollment and the college for no less than the remainder of the academic term and no more than one academic year, effective immediately.
- Expulsion from the institution, effective immediately. The student may not be readmitted to the institution for any degree.

### Procedure Regarding A Suspected Violation Of The Honor Code

- Report the alleged violation to the program coordinator or department chair of the appropriate graduate program. The Graduate Council, in consultation with the appropriate program/department representative, will determine if sufficient evidence exists for a hearing.
  - If the evidence is insufficient, the chair so notifies the party reporting the alleged violation.
  - If there is sufficient evidence for a hearing, the chair sets a date for the hearing and will select two full-time faculty members teaching in graduate programs plus a graduate student to serve as representative of the Graduate Council. The chair will inform the person or persons accused of the violation that a hearing will take place, stating the specific accusation, the place, date, and time of the hearing, and requesting the names of any persons who should be called as witnesses. The chair will interview these persons to determine whether they have knowledge relevant to the suspected violation.
    - If a student accused of a violation does not appear for a preliminary interview when notified to do so, a hold will be placed on the student's transcript.

- A hold will be placed on the transcript when it has been determined that the case will proceed to a hearing. This hold will be removed when the case has been resolved.
  - Campus email and communication through the campus post office will be considered means of official correspondence to students from the Graduate Council. Students are responsible for responding to these official means of communication. If any communication attempts are not responded to within one week of initial contact from the Graduate Council, the Council has the right to proceed with the case.
- The student may choose to self-report the violation in a letter to the appropriate program/department representative or to the Graduate Council chair. As a result, no hearing will be called, but the Graduate Council will meet to determine the sanction. The student will be invited to meet with the Council and encouraged to address the Council before its deliberation to determine the sanction.
- The chair presides at the hearing, after which the Graduate Council votes to determine whether or not a violation has occurred.
  - If the student is found not to have violated the Honor Code, the chair of the Graduate Council and recorder destroy the recording of the proceedings and so inform the VPAA and the student in writing.
  - If the student is found to have violated the Code, further deliberation by the Council determines the sanction to be imposed, and the student is notified in writing. The sanction is carried out by the VPAA.
- If a case cannot be heard before the end of the grading period, the instructor will submit the grade of NR until the Graduate Council acts on the case. The Graduate Council reserves the right to conduct a hearing in absentia when the accused student fails to appear as notified and directed but should be considerate of the professional schedule of the accused. If a student is enrolled in an online program, the hearing may be conducted via videoconference using a tool that is widely available to LaGrange College students.

#### Appellate Procedure

Every person found to have violated the Honor Code has the right of subsequent appeal. Such appeal must be filed in writing within seven (7) days of notification of the sanction and is made to the Vice President for Academic Affairs (VPAA). If the sanction determined by the Graduate Council is an F in the course, the student will be dropped from the course seven (7) days after the student has been notified of the sanction unless an appeal is filed. The Appeals Board shall be the President of the Faculty Assembly, the VPAA, the Graduate Council appeals representative, and a graduate student-at-large selected by the Graduate Council chair and the VPAA. Such appeals are heard from the written hearing summary, the audio recording of the hearing, and the written statement of the student requesting the appeal. Materials submitted as part of the case and the recording of the hearing will not be made available to the accused student. The Appeals Board has the authority to change the sanction in a case but is limited to the sanctions provided for in the policies of the Honor Code.

## Common Questions

### **Will I violate the Code if I don't turn in students I know are cheating or have otherwise violated the Code?**

Yes. The purpose of the Honor Code is to create a community of integrity. Lying, cheating, and stealing related to academic matters are violations of the Code, and students at LaGrange College should refuse to tolerate violations of the trust among students and between students and faculty established by the code.

### **What if I don't agree to sign the Code?**

The Honor Code is a policy of the College, and refusal to sign it will not alter a student's requirement to abide by it.

### **In classes where tests are unproctored, isn't there just a higher incidence of cheating?**

The process of educating the student body in the discipline of academic integrity is ongoing. Individual faculty members make the decision about when and how to offer students unproctored exams, and this is being done more frequently than before the Honor Code was implemented. Trust between faculty and students is one of the goals of any honor system, and as faculty trust in students increases, as the faculty becomes more confident that there are many students who will not tolerate dishonesty, unproctored exams will be administered more often.

### **Why do we need an Honor Code?**

Studies related to ethics and moral development in American colleges and universities consistently show students' failure to understand the value of intellectual property, and professional organizations also report concerns about the ethics of graduates entering fields such as engineering, business, and medicine. In a study completed at LaGrange College in January 1999, of 154 student respondents, only 48.1 percent agreed with the statement "There is peer support for academic honesty (for not cheating and not helping others cheat). When the survey was administered again in 2004, four years after the implementation of the Code, that percentage had risen to 60.7 percent, a 12.6 percent increase.

### **Who decides cases of alleged violations of the Code?**

The Graduate Council is comprised of program coordinators, department chairs, and/or elected representatives from each of the academic graduate programs as well as the Associate VPAA to whom graduate programs report.

### **Is it a violation of the Code to have someone else proofread my assignments and papers?**

Always ask your professor for clarification of what is acceptable for every assignment. In general, someone else's proofreading of your work would not be tolerated under the Code because it isn't your own work and may put you at an unfair advantage over other students. This is the professor's prerogative for each assignment, however, and is it your responsibility to ask about the limits of each assignment.

### **What about help from the Writing Center? Should I be worried about that?**

No. Writing Center tutors understand the Code and the limitations it places on the type and scope of help they offer. They will not proofread, edit, or revise your papers. Their job is to provide peer tutoring and guide you in doing your own best work.

### **What is the process of a Graduate Council Hearing?**

All hearings are closed, and all matters before the Graduate Council are confidential. The chair prepares all parties for the hearing, presides, and assures fairness. The person accused of a violation is present throughout the hearing and may ask questions just as members do of all witnesses who come before the Graduate Council. The person accused of the violation will have the opportunity to be the last to speak, after all other parties have been dismissed from the hearing room. The Council will excuse everyone except its members and advisor in order to deliberate, and the decision will be delivered in writing to the accused and the VPAA of the College. If the person is found not to have committed a violation, the record of the hearing is destroyed.

**What happens if a student is found in a hearing to have violated the Honor Code?**

One of the sanctions will be immediately imposed. A sanction cannot be deferred. Summer term does not qualify for a suspension period.

**What happens if a student who is confronted about a violation chooses to admit his or her violation of the Honor Code?**

By self-reporting to the program coordinator, department chair or Graduate Council, a student will not be required to attend a hearing, but the Council will convene to impose a sanction. Even when the student chooses to admit the violation in a letter to the Honor Council, the student is encouraged to meet with the Council to fully explain the incident before the Council votes to impose a sanction.

[The Graduate Honor Code](#)

As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.

The Honor Code and its policies and procedures apply to all full-time and part-time students enrolled in all of its undergraduate and graduate programs, LaGrange at Albany, and the Evening College. By matriculation, students acknowledge the Honor Code to be a policy of LaGrange College. The Honor Pledge, "I pledge that I have neither given nor received unauthorized help on this examination or assignment, nor have I witnessed any violation of the Honor Code," is implied whether or not it is written on academic work.

The Honor Code was written by a committee of students and faculty and implemented in 1999. It has as its goal creating a community of scholars based on trust and responsibility.

[Graduate Student Social Code](#)

Although the Honor Code for graduate students at LaGrange College is different than recorded in the student handbook for general students, the Social Code (the statement of behavioral expectations for LaGrange College students) remains the same. Students enrolled in graduate programs at LaGrange College may find the Social code in the most recent version of the [LaGrange College Student Handbook](#).

## GENERAL ACADEMIC POLICIES

### The Graduate Council

Convened by the Associate VPAA that oversees graduate affairs, the Graduate Council is comprised of the Department Chairs and/or Program Coordinators of the graduate programs and the Vice President for Enrollment. The Graduate Council, a recommending body, is focused on the resolution of issues facing graduate students, faculty, and graduate programs at LaGrange College and serves to create opportunities for those same constituencies through policy and/or practice. Additionally, the Graduate Council may serve in matters of dispute when called upon.

### Requirements For Graduate Degrees

#### *A Summary*

*LaGrange College's graduate program offers the Master of Arts degree, the Master of Science degree, the Master of Education, and the Education Specialist degrees. All graduate degrees require a minimum of 30 semester hours of credit as prescribed by each academic program.*

*To be eligible for the degree, a student must meet all requirements for the degree (program curriculum, internships, etc. and must maintain a 3.0 cumulative grade point average in all coursework taken at LaGrange College) and file a petition for the degree before the beginning of his or her final term.*

*Prescribed course loads are offered by each program are recommended to ensure optimize the opportunity to graduate in a timely manner.*

*To obtain an additional graduate degree, the full program must be completed.*

*Each academic program prescribes its own standards, in addition to those of this bulletin, in terms of permitted course grades and minimum standards.*

#### *Specific Descriptions Of Graduation Requirements*

**Bulletin** - A student who enters LaGrange College under a given Bulletin generally will be graduated under the credit hours requirement and grade point average requirements of that Bulletin. If a student suspends his or her study and re-enters more than four years later, then he or she will graduate under the requirements of the Bulletin in effect at the time of re-entry.

**Graduation Petition** - Students in their last year of graduate course work must have an audit of their course credits and planned courses examined upon registration for their final semester. Their academic advisor and the Registrar will assist the student in completing this petition. No student may participate in Commencement exercises if he or she has not completed a graduation petition.

**Outcomes-Based Assessments** - Students at LaGrange College will participate in evaluations of the extent to which institutional education goals are being achieved. Individual programs may require that students be assessed using appropriate instruments.

## COMPONENTS OF ACADEMIC PROGRESSION

### Credit Hour Policy

LaGrange College determines the number of semester credit hours to be awarded based on the

amount of time the typical student is expected to commit to successful completion of a course. Under the semester system, the awarding of one semester credit hour implies the expectation that a typical student will commit at least 40 hours of time engaged with the course material during a term. Usually, this commitment of time will imply work divided between one hour in class and two hours out of class, but other combinations are possible, based on the level of the course, the nature of assignments, and other factors.

#### Registration And Advising

All students should register on the dates specified. All registration procedures for all terms are under the direction of the Vice President for Academic Affairs (VPAA). Students have not completed registration until they have cleared the Registrar, the Office of Student Engagement, and the Business Office.

Each student is assigned to a faculty advisor, who assists the student in planning an academic program. However, the ultimate responsibility for meeting all requirements rests with the individual student.

#### Attendance Policy

Students are responsible for understanding the policy presented by the instructor in the syllabus for each course, including the implications of the policy regarding successful performance in that course. Absences are excused for two reasons. These absences shall have no direct penalty for the student; the student shall have the opportunity to make up any missed work occasioned by such excused absences.

- Medical reasons, when a medical professional has provided documentation indicating the date and time of an appointment, and/ or dates on which the student must not attend class related to the illness or condition.
- Participation in an official college event at which the student represents the college as a whole (e.g., athletic competitions and musical performances).

#### ALTERNATIVE METHODS OF OBTAINING ACADEMIC CREDIT

##### Transient Work

Transient credit (credit earned from other regionally accredited institutions while the student is enrolled in a LaGrange College graduate program) is not typically granted.

Requests for transient credit by students who are in good academic standing must be submitted using the *Request for Transient Credit and Conformation of Good Academic Standing* prior to enrolling in the transient course at another institution. The request must receive approval from the student's advisor, the chair of the respective graduate degree program, and the Vice President for Academic Affairs (VPAA).

If a student has not been awarded graduate-level transfer credits toward their degree from other institutions, then s/he may be granted as many as six graduate-level transient credit hours. In all other cases, a student may be granted permission to earn no more than three graduate-level transient credit hours toward the degree from other institutions. The final twelve hours of the graduate degree must be taken at LaGrange College.

Appeals can be made to the VPAA in cases of demonstrated hardship.

Grades earned for transient work are not included in the cumulative grade point average. As stated in other sections of this Bulletin, a student will not be given permission to repeat any course at another institution in which a failing grade has been earned at LaGrange College.

## GRADES AND CREDITS

The definitions of grades given at LaGrange College are as follows:

Letter Grade	Evaluation	Quality Points
A+		4.00
A	Superior	4.00
A-		3.75
B+		3.25
B	Above Average	3.00
B-		2.75
C+		2.25
C	Average	2.00
C-		1.75
D+		1.25
D	Below Average	1.00
F	Failing	0.00
I	Incomplete	
P	Pass	
NC	No Credit or Non-credit	
W	Withdrawn	
AW	Audit Withdrawn	
AU	Audit Complete	
NR	Grade not reported by instructor at the time the report issued.	

A candidate may register for a course on a non-credit basis, for which he or she pays full tuition. To have a grade of "NC" recorded, he or she must fulfill all course requirements.

A candidate may audit a course by paying the audit fee. All requests for audit courses must be approved in writing by the instructor and Vice President for Academic Affairs (VPAA). Only lecture courses may be audited.

An "I" is a temporary grade, assigned by an instructor within the last three weeks of the term to candidates who are doing satisfactory work and who cannot complete the course due to circumstances beyond their control. Should conditions prohibiting completion of a course arise

within the first eight weeks, candidates should withdraw.

An "I" is to be removed by the date indicated by the Registrar. Failure to remove an "I" by the date set initiates the following action: The Registrar will write a letter to the candidate using the address on file. The letter indicates that the candidate has two weeks to respond. Otherwise the "I" grade will be converted to an "F."

Grades are assigned and recorded for each course at the end of each term. Grades are available to candidates on the Web. Transcripts are withheld for any candidate who is under financial obligation to the college.

## WITHDRAWAL

A student who chooses to withdraw from a class prior to the close of the Drop/Add period may do so without the course appearing on his or her official transcript in any form. The Drop/Add period will normally end one calendar week following the first day of classes (except in situations in which a class has not yet met, in which case the Drop/Add period will extend one day beyond the first meeting of that class or classes, but only for students enrolled in such classes).

A student who chooses to withdraw from a class on or before the "Last Day to Withdraw with a 'W'" will receive a "W" on his or her official transcript, regardless of standing in the class. The "Last Day to Withdraw with a 'W'" will normally occur two weeks prior to the last day of classes of a regular semester-length course. This date is adjusted proportionately for shorter terms.

Normally, no student will be permitted to withdraw officially from a class after the "Last Day to Withdraw with a 'W.'" Exceptions may be granted for extenuating circumstances but must be approved by the Vice President for Academic Affairs (VPAA). Normally, students who encounter hardship near the end of the term (serious illness, injury, family crises, etc.) will be encouraged to take an incomplete (I) grade for the course and complete unfinished work during the following term.

Please note: This policy does not obviate the possibility of an "administrative" withdrawal (in the case, for example, of a student who is disruptive of the learning experience of others) or a medical withdrawal (see below).

To withdraw from an individual course or to completely withdraw from the college, a student must confer with the Registrar's Office. Failure to withdraw officially through this office may result in the assignment of an "F" in one or more courses.

## MEDICAL WITHDRAWAL

Medical withdrawal is defined as complete withdrawal without academic penalty for reasons of health. Except in circumstances of emergency, a licensed health care provider or a qualified counselor must provide a written recommendation for medical withdrawal to the VPAA. This written recommendation must be on file prior to approval for withdrawal. Anytime medical withdrawal is initiated, the student's instructors, the Office of Financial Aid, and the Business Office will be notified by the Registrar. The re-entry of the student following medical withdrawal for medical reasons requires a clearance from the attending physician, a licensed health care provider, or a qualified counselor with an evaluation of the student's potential to resume study successfully at LaGrange College. The VPAA will review this evaluation and make the decision

concerning the student's re-entry.

### GRADE POINT AVERAGE (GPA)

The grade point average is computed by multiplying the quality points earned in each course by the course credit-hour value, summing for all courses, and then dividing the sum by the total number of credit hours. If a student has received credit for a course and repeats that course, then he or she receives no additional credit toward the degree. In computing the student's average, GPA hours and quality points are counted on all attempts.

### GRADE REPORTING

#### Mid-Term Grade Reporting

Mid-term grades for both fall and spring semester terms (except for summer and Interim) will be reported for all courses as either A-F or S/U (Satisfactory/Unsatisfactory).

#### Final Grade Reporting

Letter Grades are assigned and recorded for each course at the end of each term. Both mid-term and final grades are available to students on the [MyLC](#) portal.

### TRANSCRIPTS

Students are entitled to transcripts of their record; however, no transcripts will be issued for any student who is under financial obligation to the College or who have Honor Council or Vice President for Academic Affairs Holds. Transcript requests can be made online at <https://www.lagrange.edu/current-students/registrar.html>. Transcripts will be issued promptly; however, at the beginning and end of terms, some delay may be unavoidable. Unofficial transcripts may be obtained from the online student module of the [MyLC](#) portal.

### STUDENT GRADE APPEALS

Graduate candidates at LaGrange College have the right to appeal academic decisions including grades. Appeals by candidates must be in writing and the response to the candidate must be written. Appeals must first be submitted to the level which originated the decision.

The initial determination of a student's grade is entirely the prerogative of the instructor. However, a student who wishes to contest a course grade or other academic decision may initiate an appeal by the procedures outlined below. Grade appeals must be initiated no later than mid-term of the academic term following that in which the grade was assigned. The date of the academic term is defined in the College calendar in the front of this Bulletin.

The following procedures govern all candidate requests for grade changes:

- The candidate should first attempt to resolve the matter by discussing the question with the course instructor.
- If the candidate and the instructor are unable to reach a resolution, then the candidate must submit a written appeal to the VPAA. The appeal must state the manner in which the course syllabus was violated.
- The VPAA shall then seek an informal conference between the candidate and the instructor to settle the grievance to the satisfaction of the two parties involved. If no resolution can be found, then the VPAA will deliver the candidate's appeal, together with any other pertinent documents provided by the candidate and/or the instructor, to the Review Panel of the Academic Policies Committee for its determination.

- The Review Panel shall then convene to conduct a preliminary review of the appeal, after which the Chair of the Review Panel will set times convenient to the candidate and the instructor for hearing both sides of the dispute.
- Upon completion of its hearings, the Review Panel will report its findings to the Vice President for Academic Affairs (VPAA). The VPAA will, in turn, inform the principal parties involved of whether the candidate's request for a change of grade or other decision was denied or approved.

It is the responsibility of the Review Panel to make every reasonable effort to complete its deliberations prior to the end of the term in which an appeal was initiated.

### COURSE REPETITION

A student may wish to repeat a course in which a grade has already been earned. Programmatically relevant courses in which a student has earned a grade lower than C- must be retaken and the student must earn a grade at or better than C- in order to successfully complete the program. Students who fail two courses may be removed from their programs. However, these standards vary by academic program and students should refer to the policies set forth by the academic department of the program in which they are enrolled.

A student may not remove from the transcript any grade earned at LaGrange College or elsewhere, even if the course is repeated. No additional credit will be earned for repeats of courses for which a “D” or “C-” grade was previously earned. The GPA is calculated on both attempts.

### ACADEMIC STANDING AND PROBATION

Students must maintain a 3.0 grade point average (B) or better to remain in good academic standing. Students whose GPA falls below 3.0 will be placed on academic probation. Programmatically relevant courses in which a student has earned a grade lower than C- must be retaken and the student must earn a grade at or better than C- in order to successfully complete the program. Students who fail two courses may be removed from their programs.

### ACADEMIC PROBATION

Students are placed on academic probation when the quality of work is such that progress toward graduation is in jeopardy. The purpose of probation is to warn. It is not a penalty. Students on probation will be notified, and the regulations governing probation will be called to their attention.

When placed on academic probation, a student will have two semesters to remove probationary status. Failure to do so could result in suspension or dismissal at the discretion of the Vice President of Academic Affairs (VPAA), who will evaluate the student’s academic progress.

Students may be suspended for other academic reasons, such as Honor Code violations. In the case of part-time students, the extent of application of these regulations will be at the discretion of the VPAA. Normally, all applications of the regulations will be based upon a full academic load.

A letter from the VPAA is sent to the student providing information on his/her standing. “Probation One” means that the student's next term will be the first term on probation, etc. “VPAA's Decision” means that the student's academic records have been given to the VPAA for

action.

## DISMISSAL POLICY

Programmatic and institutional dismissals from graduate programs are defined and governed according to the following policies. Dismissal policies of individual programs supersede these policies.

### Programmatic Dismissal

Students may be dismissed from the graduate program in which they are enrolled if they can no longer raise their GPA to a 3.0 or have remained on academic probation for two semesters. Students may also be dismissed due to repeated (and documented) demonstration of a demeanor unsuited to practicing the profession of the discipline and program or due to being so sanctioned as a result of an Honor Code or Social Code violation.

At the conclusion of each term, graduate program coordinators and/or the Registrar will review the academic progress of the students in their programs. According to either this policy or the policies in the handbooks of their respective programs, the names of students who meet the criteria for probation will be shared with the Office of the VPAA. For students who are found to meet the criteria for dismissal, graduate program coordinators will notify the Office of the VPAA detailing full procedures that have been followed and that have led to the process for dismissal.

Students who have been dismissed from a graduate program but have reapplied to a different graduate program will be reviewed on a case-by-case basis.

### Institutional Dismissal

Students may be dismissed from the institution due to significant behavioral issues (see the Social Code) or due to sanctions arising from an Honor Code Violation.

Students who have been previously dismissed from the institution but have reapplied to a graduate program will be reviewed on a case-by-case basis.

## STUDENT PETITION OF ACADEMIC POLICY

Students may petition for exception to published academic policy. The Academic Council reviews the petition.

## STUDENT RECORDS AND FERPA REGULATIONS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the

school still decides not to amend the record, then the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- specified officials for audit or evaluation purposes;
- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies; and
- state and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information about FERPA, visit the following website:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## INTERNATIONAL STUDENTS

A student who is on a student visa in the United States is subject to special regulations mandated by the U.S. Citizenship and Immigration Services (USCIS) of the United States Government. As the institution that issues documents certifying student status, LaGrange College is subject to USCIS regulations as a matter of law. USCIS regulations change from time to time, so students are encouraged to contact the Office of Global Engagement when questions about USCIS regulations arise. Under current guidelines, persons with student visas must be enrolled for a full academic load (at least 12 semester hours) at all times. Federal regulations concerning “status” for all international students on an F-1 visa state that any student who falls below 12 semester hours at any time will be considered out-of-status and must be reinstated by the U.S. Citizenship and Immigration Services (USCIS).

English proficiency is fundamental to a successful academic course at LaGrange College. Therefore, in addition to the minimum TOEFL or IELTS score required for admission, the Vice President for Academic Affairs (VPAA) may require that a student attend a special, intensive English language course if it is apparent that a student's English continues to jeopardize a successful academic career.

## REQUESTING A TRANSCRIPT

LaGrange College transcript request process is now entirely online - no more submitting paper or PDF forms. Through our online electronic transcript request and fulfillment process, you have:

- online access any time of the day or night,
  - the ability to process multiple transcripts at one time,
  - secure payment processing,
  - and real-time, end-to-end tracking.
- 
- **Electronic**  
While electronic transcripts are considered official as long as the document has not been altered, be sure to confirm with your recipient that they accept this format before ordering.  
Cost: \$10.00
  - **Paper**  
A paper transcript is considered official only as long as it remains in its sealed envelope. Do not open the sealed envelope if you are forwarding the document to another party.  
Cost: \$12.50
  - **In-Office requests** – Issued on demand  
Cost \$15.00

Create an account through [Parchment Exchange](#), where you'll be guided through the transcript request process. Be sure to save your login information for future requests.

Parchment will only send **official** transcripts. If you have a hold or a business office balance on your account that would prevent you from ordering an *official* copy and you would like an *unofficial* copy, please contact the Registrar's Office. There is a \$10.00 processing fee for unofficial transcripts.

## ACADEMIC PROGRAMS

### INTRODUCTION

Faculty members and the staff of LaGrange College implement curricular and co-curricular programs that contribute to the fulfillment of the mission of the College and the quest for civility, diversity, service, and excellence.

The curriculum of LaGrange College is designed to improve students' creative, critical, and communicative abilities, as evidenced by the following outcomes:

- Students will demonstrate creativity by approaching complex problems with innovation and from diverse perspectives.
- Students will demonstrate critical thinking by acquiring, interpreting, synthesizing, and evaluating information to reason out conclusions appropriately.
- Students will demonstrate proficiency in communication skills that are applicable to any field of study.

### GLOBAL ENGAGEMENT

The LaGrange College Mission Statement emphasizes that the institution, in its focus on the liberal arts, the Wesleyan tradition of truth-seeking, and the preparation of students for professional success and responsible citizenship, will provide an educational experience that contributes to the formation of graduates who are not only capable of encountering difference, in people and in cultures, but also eager to be significant contributors to a complex world. It follows naturally from this sense of mission and purpose that the College should foster the development of characteristics of globally engaged students who will one day be knowledgeable, involved citizens of the world.

The Study Away program encourages students to participate in learning opportunities in other settings, both domestic and international. Students may do this through short-term, faculty-led study away courses such as those offered during January in the Interim Term and during May in the May Away Term. Each spring, there is a specific application and enrollment period for study away courses which will operate during the upcoming year. All students are also encouraged to spend a semester or an academic year in an individual study abroad program. Information on these programs can be obtained through the Office of Global Engagement. All students who are interested in full-term Study Abroad should begin the process by requesting approval from the Office of Global Engagement.

### ONLINE LEARNING

Online learning at LaGrange College is an initiative that enjoys campus-wide support and participation. To remain true to the ideals of an ethical and caring community, the College focuses on improving the lives of students by continuing to offer rigorous coursework than can be taken with more consideration for their responsibilities and obligations.

Courses are offered through a variety of techniques which employ varying levels of digital delivery:

- Hybrid courses – use a lesser number of classroom sessions and an increased amount of digital delivery of content. The classes typically replace between twenty and eighty percent of all physical meetings with electronically delivered content. Success in a hybrid course

requires that students are sufficiently motivated and benefit from strong instructor guidance. Dates of required class attendance are clearly noted on the syllabus.

- Synchronously distributed courses – Instructor meets in a regularly scheduled, primary classroom along with students and also have simultaneously scheduled satellite classrooms where synchronous, web-/telecom-based interaction transpires with remote students.
- Primarily online courses – are characterized by a minimum of eighty percent of all content being delivered electronically. However, these courses may also require a very small quantity of person, synchronous meetings (classroom and off-campus). Dates of required attendance are clearly marked on the syllabus.
- Fully online courses – have no required content-driven meetings and thereby eliminate location as a limiting factor for enrollment.

Students in online courses of any type may be required to take exams which are administered and proctored by a trusted, outside source. In some courses, there may be occasional required synchronous class sessions and additional, non-required help sessions, all of which would be available to students via the internet. Instructors will hold office hours in physical (office) locations and also through a digital presence.

Students enrolling in primarily or fully online, synchronously distributed, or hybrid courses at LaGrange College are responsible for meeting all college and course prerequisites, locating and obtaining privileges to use accepted testing centers (as needed), acquiring access to modern computing tools (computer, microphones, webcams, etc.) and broadband internet, addressing any fees specific to scheduled courses or programs, and maintaining skills necessary to properly operate instructional technologies. Students with questions or concerns should contact the course instructor for clarification of any prerequisites and conditions.

LaGrange College also offers graduate programs. In these programs, students may complete the Master of Arts in Teaching, the Master of Education in Curriculum and Instruction, Master of Arts in Clinical Mental Health Counseling, and the Specialist in Education in Teacher Leadership. Please refer to the Graduate Bulletin for more information about these programs.

## ACADEMIC PROGRAM RESOURCES

Pace – Panther Academic Center For Excellence

Located on the 1<sup>st</sup> floor of the Callaway Academic Building, PACE offers a variety of collaborative academic support services aimed at promoting academic success, student retention, and degree completion. PACE serves all of LaGrange College's faculty and currently enrolled students, with the following initiatives:

Faculty Led Study Halls

Cornerstone Activities

Academic Coaching

Faculty Development Events

Testing Center for Students Needing  
Accommodations

PACE is open Monday-Friday 8:00-5:00pm with some evening events as well. More information regarding services in PACE can be found by e-mailing [PACE@lagrange.edu](mailto:PACE@lagrange.edu).

### The Frank & Laura Lewis Library

The library's resources support the curriculum and general information needs of students and faculty. Included are approximately 336,000 print and electronic books, an extensive reference collection, a large DVD and CD collection, and approximately 200 full-text databases for all academic disciplines. Notable electronic subscriptions include Education Source, Films on Demand, SPORTDiscus, JSTOR, Project Muse, the Archive of Americana, the Gale Virtual Reference Library, Newsbank, Science Direct, the London Times Digital Archives, LexisNexis, BizMiner Academic, PsycArticles, MathSciNet, ATLAS Religion Database, CINAHL, ReferenceUSA, Access World News, STATISTA, and many more.

Each year the library staff receives high marks on the annual library survey by administrators, faculty, and students. They regularly provide both one-on-one and course-specific library instruction. The library staff is service oriented and ready to assist students and faculty.

### ENDOWED LECTURESHIPS

The Jennie Lee Epps Memorial Lectureship was revived in 1997 by a gift from Dr. Grace Hadaway Boswell '49 and her husband, Dr. R. Dean Boswell. Ms. Kate Howard Cross, professor of Latin, donated the originating gift for the Epps Lecture in memory of her friend and colleague, who was a professor of English for 28 years. The lecture is usually delivered toward the end of the Spring semester.

The Waights G. Henry, Jr., Endowed Lectureship was established by a gift from the Neighbors Fund, Inc. in memory of Dr. Henry, president and chancellor of LaGrange College for a period of 42 years. Income from the endowment is used to fund the Waights G. Henry, Jr., lecture.

Each Fall at the Opening Convocation, the Arthur H. Thompson Lectureship sponsors an award-winning faculty member to address the college community. The endowment was established by Ms. Mary Will Thompson, Class of 1898, in memory of her husband, who served as chair of the Board of Trustees of the College. He expressed his philosophy in this statement: "The greatest thing in life is the simple faith of an honest man."

## ACADEMIC DEPARTMENTS, PROGRAMS, AND COURSES

### EDUCATION:

Margaretta Milam, Chair

### SCIENCES:

Nickie Cauthen (Biology), Chair

Kelly Veal, Program Coordinator, Clinical Mental Health Counseling

### COURSE NUMBERING SYSTEM AND ABBREVIATIONS

The projected schedule of course numbering will be followed insofar as possible but is subject to change. The number in parentheses following the course title indicates the number of semester hours credit for the course.

- Courses beginning with 5 or 6 are intended primarily for Master's-level students.
- Courses beginning with 7 are intended primarily for Education Specialists students.

#### Program Abbreviations

- Clinical Mental Health Counseling COUN
- Education EDUC

## MASTER OF ARTS IN CLINICAL MENTAL HEALTH COUNSELING

### Introduction

The Master of Arts in Clinical Mental Health Counseling (CMHC) Program is a 60-semester-hour program designed to prepare students to be Licensed Professional Counselors (LPC) in the State of Georgia. The program has been developed to be in compliance with the 2016 Standards outlined by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). Students will be prepared to sit for the state-required licensure exam (e.g., the National Counseling Exam (NCE)). Upon completion of the program, graduates may apply to take the National Counselor Examination (NCE), then obtain employment. Once students have found both a supervisor and director to sign off on their paperwork students may apply for an associate license. Students who obtain their associate license in counseling (APC) will be eligible to practice in a variety of settings, including private practice and/or community agencies such as mental health centers, hospitals, outpatient and residential drug treatment centers, and agencies serving children, adolescents, and families.

### Mission of the Clinical Mental Health Counseling Program

It is the mission of the Clinical Mental Health Counseling (CMHC) Program at LaGrange College to prepare counseling professionals who value civility, integrity, diversity, service, advocacy, and excellence as they promote the well-being of all those they serve. The faculty members are committed to communicating the knowledge, skills, and passion for both the art and the science of counseling as they prepare qualified graduates to serve the people of their communities as well as the counseling profession.

### Program Mission Goal

It is our goal of the Clinical Mental Health Counseling Program at LaGrange College to develop counseling professionals who possess the skills and knowledge necessary to be highly competent and committed in specialty areas.

### Program Goals and Objectives

The program goals and objectives reflect current knowledge and projected needs concerning counseling practice in a multicultural and pluralistic society. The LaGrange College CMHC program has program goals that are met through learning objectives, which are utilized as key performance indicators for the efficacy of the program. These key performance indicators (learning objectives) are assessed by a series of assessments. All assessments are tracked by using a comprehensive assessment map. All program goals are directly tied to learning objectives (key performance indicators) that are measured through the assessment map. The overall program goals are met through key learning indicators (objectives). The assessment of key student learning indicators includes assessment that is summative and formative, across time and across program requirements. Key student learning indicators include program specific requirements and external assessments (e.g., CPCE). Course specific learning indicators are reflective of the requirement that all courses in the Clinical Mental Health Counseling Program have assignments that directly evaluate learning indicators reflective of the CACREP 2016 foundational and specialty standards. The key student learning indicators are evaluated by a comprehensive assessment map.

### CMHC Program Goals

- Develop knowledge and skills necessary for competent professional practice, while cultivating strong counselor identity (met through objective #1- #10)
- Develop competent professional who engage in advocacy, by enhancing awareness and creating a passion for social justice while implementing multiculturally competent practices (met through the following learning objectives #2, #3, #10)
- Enhance engagement in professional organizations by increasing counselor identity (#1, #10)
- Maintain a high quality CACREP based program in Clinical Mental Health Counseling (#1- #10)

### CMHC Learning Objectives (Key Performance Indicators)

1. Demonstrates knowledge and skills of counseling professional standards including ethical and legal standards.
2. Demonstrates knowledge and skills of multicultural theories and multicultural counseling practices.
3. Demonstrates knowledge and skills of theories and counseling practices related to human growth and development.
4. Demonstrates knowledge of theories related to career planning and career counseling practice.
5. Demonstrates skills necessary to establish a counseling relationship.
6. Demonstrates knowledge of theories and models of crisis intervention.
7. Demonstrates knowledge and skills needed to conduct group counseling and apply group counseling theories.
8. Demonstrates knowledge of assessment and testing theories including use of assessment.
9. Demonstrates knowledge of program evaluation and the use of research within counseling
10. Demonstrates awareness and ability to develop clinical mental health counseling identity.

### Program Objectives (Key Performance Indicators)

#### ***Learning Outcomes***

- a. Multicultural Issues
- b. Skills in Assessment and Treatment Planning

#### **Admission Requirements**

Students applying for admission to the CMHC Program must fulfill the following:

Students who wish to apply to the CMHC Program must submit the following information:

1. A completed application using the following website: [www@lagrange.edu](http://www@lagrange.edu)
2. A recent (no more than 5 years old) GRE or MAT score (applicants must have an average of 130 the on verbal and quantitative sections of the GRE with a 3.5 on the writing section)
3. An official transcript of their undergraduate and previous graduate programs (if applicable)
4. An undergraduate cumulative GPA of 2.5
5. A two-page essay describing the journey that led them to pursuing a counseling career, including how this degree program will assist them in pursuing their career goal
6. A background check
7. No licensed or certifications have been revoked in other fields.
8. Three professional references

All materials are due by the admissions deadline to be invited for the on-campus interview.

Following an initial screening, students who meet the minimum qualifications may be invited for an interview. The interview process will involve both individual and group interviews with the Clinical Mental Health Counseling faculty. Interviews may take place in a virtual format.

In some cases, a student may be admitted on a provisional basis, allowing the student time to demonstrate academic potential and counseling dispositions necessary to complete the program. While on provisional status, the student may enroll in 12 semester hours during the fall semester. The student may remove the provisional status by achieving a B or better on all coursework taken during the first semester. Failure to do so may result in the student being asked to withdraw from the program.

#### Student Transfer Policy

Students who are interested in transferring to LaGrange College may submit an application to transfer through admissions (put link)

1. The prospective student must be interviewed by the program faculty
2. Submit a CMHC application to admissions
3. Submit all transcripts
4. The student must be in “good standing” with their current institution
5. The student must provide a letter for recommendation from their current institution.

Await CMHC program faculty decision on their acceptance

#### Grading Scale for CMHC

90-100:	A
80-89:	B
70-79:	C
60-69:	D
Below 60:	F

#### Financial Information

All charges for the semester/term are due and payable at the beginning of the term, and each candidate is expected to make satisfactory arrangements at that time.

Candidates who pre-register and pay in advance of the deadline each semester are not required to attend final registration. Invoices not paid by the due date will be assessed a Late Payment Fee as enumerated below.

The College offers a deferred payment option that allows candidates to make monthly payments to cover educational costs. Interest will be assessed to candidates utilizing this option.

#### Expenses

1. Tuition —per credit hour \$ 740.00  
Housing/Activity fee—per summer sessions (3)  
\$1,000.00
2. Fees — Miscellaneous

Late Payment Fee	\$ 50.00
Personal checks failing to clear	\$ 30.00
Graduation Fee	\$ 200.00
Student Identification Card replacement fee	\$ 25.00
Parking Permit	\$ 50.00

#### Suggested Course Rotation

*First Year*

*Sample Plan of Study*

\* The sample plan of study below demonstrates how students may complete the program in two calendar years. Students may take up to **four years** to complete their course work and clinical experiences to obtain a Master of Arts Degree in Clinical Mental Health Counseling.

Fall 2020	Interim 2021	Spring 2021	Summer 2021
COUN 5000-Foundations of CMHC COUN 5001-Theories of Counseling COUN 5002-Strategies and Techniques COUN 5004-Professional Practice & Ethics	No Class	COUN 5003-Group Dynamics COUN 5013-Individual Analysis COUN 6000-Advanced Techniques COUN 6001-Assessment and Diagnosis	COUN 5011-Life Span Development COUN 5012-Career Counseling COUN 6004-Crisis, Trauma, & Grief Counseling COUN 6005-Research and Program Evaluation
Fall 2021	Interim 2022	Spring 2022	Summer 2022
COUN 5999-Practicum COUN 5999-Practicum Lab COUN 6002-Addictions Counseling COUN 6003-Family Counseling	COUN 6997-Internship I	COUN 5010-Social and Cultural Diversity COUN 6007-Principles of Consultation, Management and Advocacy COUN 6998-Internship II Comprehensive Exam	COUN 6999-Internship III

### Graduation Requirements

Students must satisfy the following:

- Earn 60 semester hours in approved coursework and clinical experiences.
- **Maintain a 3.0 (B) average throughout the program.** Anything below a C is considered a failing grade. Courses in which a student achieves a grade below a B must be repeated. If a student does not achieve a B or better during the second attempt, a remediation plan must be created by the program faculty for the student to remain in the program. Failure to complete the remediation plan may result in the student being released from the program.

Students may receive no more than 2 C grades in the program. Students who obtain more than 3 C's will be dismissed from the program.

- **Receive a passing grade on the Counselor Preparation Comprehensive Examination (CPCE).** A student will be given two opportunities to pass all sections of the CPCE. If the student fails to receive a passing score on their first attempt, they must

retake the exam a second time. We will accept the higher of the two scores on a failed section(s) of the exam. By their second attempt, the student must receive a passing score for all sections failed on the previous administrations. Failing to pass all eight sections of the comprehensive exam a second time will result in the student being issued a remediation plan and a comprehensive written assignment given by the Clinical Mental Health Counseling program.

- **Students will complete a comprehensive portfolio project.** The student will need to pass at least 6 out of the 8 sections in the portfolio in order to graduate. Students who do not pass the portfolio project will be subject to a remediation plan, or dismissal from the program.

The portfolio demonstrates student progress in the mastery of the knowledge, skills, and dispositions required of the combined Council for Accreditation of Counseling and Related Educational Programs (CACREP) Clinical Mental Health Counseling area. [(1)foundations; (2) counseling, prevention, and intervention including treatment planning, case management, crisis intervention, client education and referral, record keeping and consultation; (3) diversity and advocacy; (4) screening, assessment, intake and orientation; (5) diagnosis; and (6) research and evaluation. The portfolio is scored by each Clinical Mental Health Counseling faculty using a rubric.

- Meet with an advisor to verify, through an audit of courses and grades, that they meet the requirements for earning a Master of Arts Degree in CMHC before petitioning to graduate.

#### Course Descriptions for CMHC

##### **COUN 5000 Foundations of Clinical Mental Health Counseling: Advocacy, Program Development, and Service Delivery (3)**

This course is designed to provide an overview of Clinical Mental Health Counseling, including a survey of theoretical foundations, research, diagnostics and practice. Topics also covered include role of the Clinical Mental Health Counselor, outreach to vulnerable client populations, preventative education, client advocacy, referral practices, and the facilitation of these practices in community mental health agencies and specialized settings.

##### **COUN 5001 Theories of Counseling (3)**

This course is designed for students to explore major theorists involved in the development of major theoretical explanations of human nature and behavior. Students will also explore the impact of these theories on current practices in the counseling profession.

##### **COUN 5002 Strategies and Techniques in Counseling (3)**

Students in this course will begin to learn and practice new skills to be used in the counseling of individuals; they will practice these skills through role-playing and other experiential activities with other classmates.

Sessions will be audio- and/or video-recorded to facilitate supervision and evaluation by faculty member(s) teaching the course.

pre- or co-requisites: COUN 5001

**COUN 5003 Group Dynamics (3)**

This course is designed to provide students with the theories and skills used to facilitate counseling groups in mental health or community settings. Students will practice newly acquired skills in the classroom with other students and will also experience what is like to serve as a group member.

pre- or co-requisites: COUN 5001, 5002

**COUN 5004 Professional Practice and Ethics (3)**

In this course, students will explore ethical standards and legal precedents that guide the professional counselor in making decisions related to the many issues that arise in practice. The primary focus of this course will be the most recent version of the Code of Ethics of the American Counseling Association.

**COUN 5010 Multicultural Counseling (3)**

This course will explore research and counseling approaches related to diverse populations, including issues related to ethnicity, gender, gender-identity, sexual orientation, age, and disabilities. Students will also explore factors involved in identity development within themselves and within individuals in the different populations studied.

prerequisites: COUN 5001, 5002, 5003

**COUN 5011 Life Span Development (3)**

This course will explore various theoretical frameworks for the understanding of human development from birth to late adulthood. Students will explore definitions of normal development and factors that may cause normal development to go awry.

pre- or co-requisites: COUN 5000, 5001

**COUN 5012: Career Counseling (3)** – This course will introduce students to career and vocational development and the issues that may arise or interfere with that process. Students will explore resources and instruments that may assist individuals in this developmental process.

prerequisites: COUN 5000

**COUN 5013 Individual Analysis (3)**

Students in this course will explore techniques for collecting, organizing, and applying data from a variety assessment instruments used to assist individuals in both self-understanding and the decision-making process.

**COUN 5999 Practicum (3)**

This course is a one-term supervised counseling experience in a community or area site offering counseling service. Students will spend a minimum of 100 hours serving individuals and groups of individuals as well as participating in agency or site activities that include staffing, consulting, case conceptualizing, case management, and other tasks related to counseling that are assigned to them. Students will audio- and/or video-record sessions with individual clients. While counselors at the site will participate in the supervision of student counselors, the majority of supervision, both individual and group supervision, will be the responsibility of the faculty supervisor. Proof of current Liability Insurance is required at the beginning of this course.

prerequisites: COUN 5000, 5001, 5002; pre- or co-requisites: COUN 5003, 5004

**COUN 6000: Advanced Counseling Techniques (3)**

This course will focus on techniques specific to various theories, such as Cognitive Behavioral Therapy, Brief Solution-Focused Therapy, and Motivational Interviewing. Students will practice new techniques in and outside of class with student partners. Sessions will be recorded for review in supervision sessions both individually and in groups.

prerequisites: COUN 5000, 5001, 5002, 5003, 5004, 5999

**COUN 6001 Counseling Assessment, Diagnosis, and Intervention (3)**

This course will explore the classification system of mental disorders as defined by the most current edition of the Diagnostic and Statistical Manual of Mental Disorders. Students will learn criteria for categories of disorders as well as appropriate psychological and pharmacological modalities of treatment.

prerequisites: COUN 5000, 5001, 5002, 5003, 5004, 5010, 5011

**COUN 6002 Addictions Counseling (3)**

In this course, students will examine aspects of alcohol and other drug use disorders as well as other compulsive or obsessive behaviors, often referred to as process addictions, and learn skills for identifying and treating people with these issues. The course also addresses the role counselors can play in the prevention, treatment, and recovery process both with individuals and with groups.

prerequisites: COUN 5000, 5001, 5002, 5003, 5004, 5010, 5011

**COUN 6003 Family Counseling (3)**

This course focuses on the family as a system, how it affects individual family members, and how individual family members affect the system as a whole. Students will explore various family issues and their impact as well as the theories that attempt to explain family behavior and offer therapeutic interventions. Students will work to understand the impact that their own family system has had on them as individuals and the impact they have had on their families and other systems to which they may belong.

prerequisites: COUN 5000, 5001, 5002, 5003, 5004, 5010, 5011

**COUN 6004 Crisis, Trauma, and Grief Counseling (3)**

In this course, students will explore the impact of serious occurrences/events on the psychological and developmental wellbeing of individuals. The focus will be on the theories and techniques related to the processing and treatment of people in individual and group counseling settings.

prerequisites: COUN 5000, 5001, 5002, 5003, 5004, 5010, 5011

**COUN 6005 Research and Program Evaluation (3)**

This course is designed to provide an understanding of research methods, statistical analysis, needs assessment, and evaluation of practices and/or programs. In this course, students will design a quantitative study, gather data, interpret their findings, and apply findings to counseling and educational practices.

**COUN 6007 Principles of Management, Consultation, and Supervision in CMHC (3)**

In this course students will examine mental health services and program management involving administration, finance, and budgeting in private and public agency settings. Students will also explore the processes of consultation, advocacy, and clinical supervision.

prerequisites: COUN 5000, 5004, 5010, 5999

**COUN 6997: Internship I (3)** The introduction to internship experience is designed to introduce students to internship. Students will accrue between 600 and 1000 hours of internship over the course of 3 semesters. Students will serve both individuals and groups of individuals as they did during the practicum experience. Students will become more involved in the daily tasks of the clinical mental health counselor. Their individual supervision will be completed by a site supervisor; the faculty supervisor will be involved mainly in group supervision of student counselors. This a Pass/No Credit Course. 3 hours (prerequisite: COUN 5999)

**COUN 6998 : Internship II in Counseling (3)**

The internships are designed to extend over three semesters and may occur at the same site both terms or occur at two different sites. Students will accumulate a total of 600 hours serving both individuals and groups of individuals as they did during the practicum experience. They will become more involved in the daily tasks of the clinical mental health counselor. Their individual supervision will be completed by a site supervisor; the faculty supervisor will be involved mainly in group supervision of student counselors. Proof of current Liability Insurance is required at the beginning of each of these courses.

(prerequisite: COUN 5999;COUN 6997)

**COUN 6999 Internship III (3) Pass/No Credit Course**

The internships are designed to extend over three semesters and may occur at the same site both terms or occur at two different sites. Students will accumulate a total of 600 hours serving serving both individuals and groups of individuals as they did during the practicum experience. They will become more involved in the daily tasks of the clinical mental health counselor. Their individual supervision will be completed by a site supervisor; the faculty supervisor will be involved mainly in group supervision of student counselors. Proof of current Liability Insurance is required at the beginning of each of these courses.

prerequisite: COUN 5999;COUN 6997; COUN 6998 1

## EDUCATION

### Introduction to Programs

LaGrange College's Department of Education offers two master's degree programs, a dual degree program for those who wish to transition from the M.Ed. to the Ed.S. program, initial and advanced education specialist degree programs, and Tier I Educational Leadership certification. The Master of Arts in Teaching (M.A.T.) induction program is a route to certification designed for those with a four-year degree who wish to become teachers in middle schools or high schools. The Master of Education in Curriculum and Instruction (M.Ed.) is an initial degree for practicing educators seeking certification in the service field of Curriculum and Instruction. The Education Specialist Degree (Ed.S.) in Curriculum and Instruction is designed for experienced teachers who desire to become instructional leaders in schools. Candidates entering the Ed.S. program would be expected to hold a Master's degree and already hold teacher certification.

#### **Programs available to those seeking initial certification in teaching:**

- Master of Arts in Teaching (M.A.T.) Secondary Education (39 credit hours)
- Master of Arts in Teaching (M.A.T.) Middle Grades Education (39 credit hours)
- Master of Arts in Teach (M.A.T.) Pedagogy-Only (39 credit hours)

#### **Programs available to those who have teacher certification:**

- Master of Education (M.Ed.) in *Curriculum and Instruction* (30 credit hours)
- Education Specialist (Ed.S.) in *Curriculum and Instruction* – Initial (30 credit hours)
- Education Specialist (Ed.S.) in *Curriculum and Instruction* – Advanced (30 credit hours)
- Tier I *Educational Leadership* Certification Add-on (13 credit hours)
- Master of Education (M.Ed.) in *Curriculum and Instruction* with Tier I Educational Leadership Certification Add-on (46 credit hours)
- Education Specialist (Ed.S.) in *Curriculum and Instruction* Initial with Tier I Educational Leadership Certification Add-on (46 credit hours)
- Education Specialist (Ed.S.) in *Curriculum and Instruction* Advanced with Tier I Educational Leadership Certification Add-on (37 credit hours)

### Financial Information

#### **Payment of Charges**

All charges for the semester are due and payable at the beginning of the term, and each candidate is expected to make satisfactory arrangements at that time.

Candidates who pre-register and pay in advance of the deadline each semester are not required to attend final registration. Invoices not paid by the due date will be assessed a Late Payment Fee as enumerated below.

The College offers a deferred payment option that allows candidates to make monthly payments to cover educational costs. Interest will be assessed to candidates utilizing this option.

#### **Expenses**

##### **1. Tuition — Graduate Education Courses**

M.Ed. per credit hour.....	750.00
Ed.S. per credit hour.....	750.00

M.A.T. per credit hour..... 795.00  
 Tier I per credit hour.....280.00  
 (if not completing as part of another program)

**2. Fees — Miscellaneous**

Late Payment Fee..... 50.00  
 Personal checks failing to clear..... 30.00  
 Graduation Fee.....200.00  
 Student Identification Card replacement fee.....20.00  
 Parking Permit..... 50.00  
 GACE (determined by individual needs, payable to GACE)

**Subscription Fee**—A one-time \$150 subscription fee is assessed to cover the cost of the TK20 software use for assessment, portfolio development, and data collection.

**Additional Fees for Select Candidates**

Georgia Educators Ethics Assessment Test 360 (M.A.T., payable to GACE)...30.00  
 Georgia Ethics Leadership Assessment Test 380 (Tier I, payable to GACE)...30.00

**Credit Balances**

Candidates who have a credit balance on their account may obtain a credit balance refund within fourteen (14) calendar days whichever is the latest of:

- the date the balance occurs;
- the first day of classes of a payment period or enrollment period, as applicable; or
- the date the candidate rescinds authorization given the school to hold the funds.

Candidates must certify they are enrolled and regularly attending class at the time they receive the refund.

[General Information](#)

Candidates seeking financial assistance must complete a federal need analysis form, the Free Application for Federal Student Aid (FAFSA). The FAFSA collects student and spousal, if applicable, income and asset information needed to determine eligibility for financial aid.

**Teacher Education Assistance for College and Higher Education (TEACH) Grant Program** provides grants assistance of up to \$2000 per semester (with an \$8000 maximum for graduate study) to full-time graduate students pursuing a Master of Arts in Teaching (M.A.T.) or Master of Education degree (M.Ed.) who intend to teach in a public or private elementary or secondary school that serves students from low-income families in a designated high-need field as a highly qualified teacher. In exchange for the TEACH Grant award, the recipient agrees to serve as a full-time teacher for four academic years within in eight calendar years of completing the program for which the TEACH Grant was received. For more information on this program, contact the Financial Aid Office or the LaGrange College Department of Education.

For information on additional sources of financial aid, please see the Financial Aid section of the

## Graduate Bulletin.

### Academic Policies

#### *Orientation and Advisement*

Prospective and newly admitted graduate candidates in the M.Ed., M.A.T., and Ed.S. programs are initially oriented and advised by the Chair of the LaGrange College Department of Education. A formal orientation is conducted during the start of summer classes.

Graduate candidates are assigned an academic advisor at the start of each program. Prior to the beginning of each academic term, academic progress is assessed by the Department of Education and classes are scheduled for the coming term.

#### *Class Attendance Regulations and Professionalism*

Attendance and timeliness, participation, professional dress, and a positive teaching-learning attitude are part of being a professional. Acceptable dispositions are expected of all candidates. They are required and are a part of your grade. Class attendance and punctuality are expected. In the event of an absence:

- A) Fall/Spring: 3 points will be deducted for each class missed. If you miss more than 1/2 of a class, 3 points will be deducted.
- B) Interim/Summer: an alternate assignment will be given to compensate for the missed class time.

Any absence other than college sponsored events will result in a grade reduction or alternate assignment. In the event of an emergency absence, it remains your professional responsibility to contact the professor prior to the missed class. At the discretion of the professor, an additional percentage point will be deducted from your grade for failure to contact her/him before the onset of class. Students should check with their classmates regarding notes and assignments missed. Further, the professor shall decide on a case-by-case basis whether any test or assignment due on the day of an unexcused absence will be accepted and, if accepted, what reduction in grade will be assessed.

#### *Children of Students*

LaGrange College is committed to providing an environment conducive to teaching and learning for all enrolled students. To maintain that atmosphere of learning, in general, children of students are not permitted in the classroom or on campus while the parent is attending class. The presence of children in a college classroom presents a distraction to engaged learners and may lead to the modification of content to exclude information inappropriate for children. Unsupervised children create a liability for both the parent and the college. Any temporary exception to this policy due to extraordinary circumstances is at the discretion of the instructor.

#### *Academic Calendars*

The Graduate programs in Education follow the academic calendar of the Day program, with slight variation to the Summer I and II semester schedules. The calendar is available on the College website.

## Policy for Remediation of Inappropriate Dispositions and/or Inadequate Performance Dispositions

Because appropriate dispositions enhance teaching and learning, LaGrange College's Department of Education believes that teachers should project positive and productive attitudes toward students, colleagues and professors. It is not the intent of LaGrange College's Department of Education to produce identical personalities. Rather, acceptable dispositions refer to positive attitudes, respect for the diverse characteristics of others and taking grievances to the appropriate person in a professional manner. In the pursuit of knowledge of learning, childhood and society, appropriate dispositions reflect the teachers abiding respect for the intellectual challenges set before them by their professors. Teachers are committed intellectuals who value rigorous inquiry, critique and informed skepticism as ways to expand their ethical, cultural and intellectual universes. To engage in professional exchanges, committed teachers must demonstrate constructive dispositions at all times. If a classroom professor observes or becomes aware of inappropriate dispositions, she or he will issue a written warning to the candidate. Upon the second time, the candidate will be required to attend a hearing of the LaGrange College's Department of Education Faculty for possible disciplinary action. At the discretion of the faculty, disciplinary action may result in a reduction in grade or in severe situations, expulsion from the program. Appropriate dispositions are also expected and assessed during field and clinical experiences.

Candidates may also be dismissed for non-academic reasons relating to a violation of the Georgia Professional Standards Commission's Code of Ethics. A complete description may be found on the Georgia Professional Standards Commissions' website at <https://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf> or in the Department's *Field Handbook*.

### *Grades*

All graduate programs require the candidate to maintain a grade point of 3.0. No credit toward the degree will be awarded for any grade below 1.75 (C-).

### *Probationary Status*

No grades below a 1.75 (C-) will be accepted. In the event a candidate's GPA falls below 3.0, the candidate will be placed on probationary status. The candidate has one semester in which to remove the probationary status. Failure to do so will result in being dropped from the program. All requests for exceptions must be addressed to the VPAA.

### *Professional Development Plan*

Candidates who exhibit poor content knowledge, content pedagogical knowledge, professional skills and/or fail to demonstrate a positive effect on student learning based on specific criteria may be required to complete a Professional Development Plan (PDP). The PDP is developed with input from the candidate and faculty. Dismissal from the program is possible if the candidate fails to meet the minimum scores on the PDP.

### *Dismissal*

The Department of Education follows the dismissal policy outlined by the College which can be found in the general section of this bulletin.

### *Grievances and Appeals*

The College and the Department of Education are committed to mutual respect among all constituents of the college and departmental community. This commitment includes students,

faculty, staff, and administration. In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to resort to formal grievance procedures. When that is not possible, we are at all levels committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. A complete explanation of procedures to follow when making a grievance can be found in the graduate bulletin under “Process for Academic Grievances and Appeals.”

#### *Learning Outcomes*

For the Master of Arts in Teaching degree, the LaGrange College Department of Education faculty have adopted the core proposals of the National Board for Professional Teaching Standards as goals for the program. While using best practices, the expected learning outcomes for M.A.T. candidates are as follows:

Candidates are able to demonstrate a commitment to students and their learning.

Candidates are able to demonstrate a knowledge of their content and how to teach their content.

Candidates are able to manage and monitor student learning.

Candidates are able to think systematically about their practice.

Candidates are members of learning communities.

For Curriculum and Instruction candidates, the expected learning outcomes are as follows:

Program completers will demonstrate advanced ability to design, implement, and evaluate curriculum that promotes student learning;

Program completers will demonstrate advanced ability to plan, implement, and evaluate instruction to facilitate student learning;

Program completers will demonstrate advanced depth and breadth of knowledge and skills in their academic discipline and pedagogy;

Program completers will demonstrate advanced knowledge of the student as influenced by cognitive, physical, emotional, social, cultural, environmental, and economic factors;

Program completers will demonstrate the ability to use research to promote student learning and to contribute to the teaching profession;

Program completers will demonstrate advanced knowledge of assessment and the ability to use multiple sources of assessment for maximizing student learning;

Program completers will demonstrate high standards for professional practice.

#### *Advisement*

Upon acceptance, the candidate is assigned an advisor.

With the help of the advisor, each candidate plans a program of study to satisfy the requirements of the selected graduate program.

In order to establish definite goals as well as intermediate objectives, a periodic checklist and definite timetable will be mutually agreed upon by the candidate and advisor.

Candidates are responsible for seeking advisement and meeting graduation requirements.

#### *Extension, Correspondence, and On-line Coursework*

With the approval of the Department Chair in consultation with the content area chair or liaison, Master of Arts in Teaching (M.A.T.) candidates may apply on-line coursework from a regionally accredited institution to satisfy content requirements for their certification area.

#### *Course Repetition*

At times, a student may wish to repeat a course in which a grade has already been earned. This is likely to be because a student earned a grade of “C-” or less in a course.

Students are not allowed to take any courses elsewhere. Thus, all courses in which a grade below “C-” is earned at LaGrange College must be repeated at LaGrange College.

A student may not remove from the transcript any grade earned, even if the course is repeated. No additional credit will be earned for repeats of courses for which a “C-” or below grade was previously earned. The GPA is calculated on both attempts.

#### *Probationary Status*

No grades below a 1.75 (C-) will be accepted. In the event a candidate’s GPA falls below 3.0, the candidate will be placed on probationary status. The candidate has one semester in which to remove the probationary status. Failure to do so will result in being dropped from the program. All requests for exceptions must be addressed to the VPAA.

#### *Withdrawal*

A candidate who chooses to withdraw from a class **prior to the close of the Drop/Add period** may do so without the course appearing on his or her official transcript in any form. The Drop/Add period will normally end one calendar week following the first day of classes (except in situations in which a class has not yet met, in which case the Drop/Add period will extend one day beyond the first meeting of that class or classes, but only for students enrolled in such classes).

A candidate who chooses to withdraw from a class **on or before the “Last Day to Withdraw with a ‘W’”** will receive a “W” on his or her official transcript, regardless of standing in the class. The “Last Day to Withdraw with a ‘W’” will normally occur two weeks prior to the last day of classes.

Normally, no student will be permitted to withdraw officially from a class **after the “Last Day to Withdraw with a ‘W.’”** Exceptions may be granted for extenuating circumstances but must be approved by the VPAA. Normally, students who encounter hardship near the end of the term (serious illness, injury, family crisis, etc.) will be encouraged to take an incomplete (I) grade for the course and complete unfinished work during the following term.

Please note: This policy does not obviate the possibility of an **“administrative” withdrawal** (in the case, for example, of a candidate who is disruptive of the learning experience of others) or a medical withdrawal.

To withdraw from an individual course, a candidate must notify the Registrar. Failure to

withdraw officially through this office may result in the assignment of an “F.”

#### Medical Withdrawal

A “medical withdrawal” is defined as complete withdrawal without academic penalty for reasons of health. Except in circumstances of emergency, a licensed health care provider or a qualified counselor must provide a written recommendation for medical withdrawal to the VPAA. This written recommendation must be on file prior to approval for withdrawal. Anytime medical withdrawal is initiated, the candidate’s instructors, the Office of Financial Aid, and the Business Office will be notified by the Registrar. The re-entry of the candidate following medical withdrawal for medical reasons requires a clearance from the attending physician, a licensed health care provider, or a qualified counselor with an evaluation of the candidate’s potential to resume study successfully at LaGrange College. The VPAA will review this evaluation and make the decision concerning the candidate’s re-entry.

#### Time Limitations

Candidates must complete all requirements for their degree within five years starting from the date of admission to the program. All courses or requirements that do not meet this requirement must be repeated.

#### Applying for Graduation

Candidates in their last year of graduate work must have an audit of their course credits and planned courses examined upon pre-registration for their final semester in residence. This is called a “**graduation petition.**” The graduate advisor assists the candidate in completing this petition. No candidate may participate in Commencement exercises if he or she has not completed a graduation petition.

#### Participation in Commencement

A candidate lacking no more than 3 credit hours may request to participate in the annual Commencement Ceremony held in May, assuming that he or she has enrolled for all remaining hours during the subsequent summer, has no current outstanding financial obligations to the college, and has completed all other graduation requirements. The graduate candidate would submit a “Request to Participate” form, which he or she signs, stating agreement to the conditions listed below. The “Request to Participate” form would be submitted to the Registrar to determine if the graduate candidate qualifies, and then forwarded to the Office of the VPAA. A final decision to allow the graduate candidate to participate or not would be made by the VPAA.

#### *Request to Participate Conditions:*

A Graduation Application for the appropriate term must be on file with the Office of the Registrar prior to submitting the “Request to Participate” form.

Submission of the “Request to Participate” form would not mean that the request to participate had been granted. The graduate candidate would be informed in writing about the status of his or her request by the Office of the VPAA after the request had been evaluated.

The graduate candidate would be allowed to participate in only one Commencement exercise for the degree he or she is earning. If approved for participation in Commencement 2015, for example, the graduate student would not be invited to participate in Commencement 2016, when the graduate student would have been automatically eligible after having met all graduation requirements.

“Participation” is defined as participation in the Commencement Ceremony only, including the processional, having one’s name called, walking across the stage, having one’s photograph taken, and the recessional.

The graduate candidate would not receive a diploma until all graduation requirements have been satisfied; the transcript would not state that the graduate candidate has graduated until all graduation requirements have been completed.

#### Transcripts

Candidates are entitled to transcripts of their record, although no transcripts will be issued for any candidate who is under financial obligation to the College. Transcript requests must be made in writing to the Registrar well in advance of the time the transcript is needed. Transcripts will be issued promptly; however, at the beginning and end of terms, some delay may be unavoidable. Unofficial transcripts may be obtained from the online student module of the Web.

#### Certification Requirements

Certification requirements and changes in teacher certification are based on current recommendations determined by the Georgia Professional Standards Commission.

## Master of Arts in Teaching Program

### *Mission of Department of Education*

The Master of Arts in Teaching (MAT) program is designed for those with a four-year degree who want to become high school or middle school teachers. The MAT program prepares high school and middle grades teachers for certification in many areas through real-world study. Each student is guided by mentors from among the LaGrange College faculty and faculty from Troup County high schools and middle schools.

### *Admission Requirements*

Candidates apply for admission to LaGrange College graduate programs through the Graduate Admission Office. At the time of admission, all candidates are assigned an academic advisor. Candidates for the M.A.T. program begin courses in June of one year and conclude the program in June of the following year. The LaGrange College Department of Education will maintain records of admission and supporting documents, a checklist of entry requirements, and candidacy status. Transcripts and coursework will be examined to determine appropriateness for the Master of Arts in Teaching induction program. Candidates are required to maintain a 3.0 grade point average.

If a MAT candidate is required to complete additional content coursework according to the current Georgia Professional Standards Commission (GaPSC) requirements, an additional coursework agreement letter will be signed by the MAT candidate and advisor. Additional coursework requirements must be completed in order to graduate from the MAT program and to be recommended for certification.

For **unconditional** acceptance to the Master of Arts in Teaching program, an applicant must:

Present a completed application through the LaGrange College Admission's on-line application system with three references;

Have a cumulative undergraduate GPA of 2.5 on a 4.0 scale or higher;

Submit satisfactory official transcripts from each graduate and undergraduate institution attended for analysis;

Have the appropriate number of semester hour credits in a content area above general education credits;

Have a passing score for the GACE® Program Admission Test or exemption;

Passing the Georgia Educator Ethics Entry Assessment (Test 360);

Provide criminal background check and verify that no criminal record or dishonorable discharge from the armed services will prevent teacher certification;

Meet verification of residency requirements;

Earn a minimum score on the TOEFL exam of at least 550 if English is not the applicant's primary language;

Receive approval from Department of Education Chair.

Admission decisions may be appealed to the VPAA.

After admission to the program, a review occurs each semester for each candidate to determine retention in the teacher education program.

### *Field Experience and Clinical Practice*

Clinical Experience is an essential factor in the professional development of a teacher. The requirements for successful field experiences and clinical practice are provided in the *Field Experience and Clinical Practice Handbook [FECPH]*.

### *Progress in the Program*

MAT candidates must meet requirements to receive a preservice certificate issued by the Georgia Professional Standards Commission prior to starting Clinical Practice I and have a GPA of 2.75 or above. To enroll in Clinical Practice II, candidates must have an overall GPA of 3.0 or above and an approved application for Clinical Practice II.

Content diagnostic assessments are internal instruments that assess knowledge of the content standards prescribed by the GACE standards. For those candidates who have yet to pass the GACE in their declared program concentration, they must pass content diagnostic assessment in their concentration with a passing score of 70% or better in order to be given permission to take GACE content assessment and before enrolling for Summer II courses. Only two attempts are permitted for post content diagnostic examinations. There shall be a 30-day time period between attempts. If candidates are unable to pass a diagnostic after the second attempt, they will be enrolled in the course EDUC 5700S for remediation. After passing all content diagnostic assessments, candidates must attempt and pass the GACE in their declared content area as a program completion requirement.

### *Graduation Requirements*

To be eligible for graduation from LaGrange College, candidates must complete an approved program and satisfy other criteria as indicated in this *Bulletin*. All candidates shall successfully complete 39 hours of coursework with a 3.0 (B) average or better, successfully complete Clinical Practice II, pass the GACE content exam in intended certification teaching field, and pass the Georgia Ethics Exit Assessment (Test 360).

.If applicable, all required additional content coursework must be satisfactorily completed before graduation.

### *Certification*

LaGrange College is approved to offer initial certification at level 5, T-5, Master of Education level for middle and secondary content areas. Candidates desiring to be certified upon completion of their programs should plan to work closely with their advisors since certification requirements are subject to change.

Upon successful completion of an approved initial preparation program (M.A.T.), candidates who meet all current Georgia requirements for certification may apply for initial Teacher Certification. Program completers must be recommended for certification within five years of completing an approved program. Completers seeking a recommendation for certification more than five years after completing a program may be required to complete additional coursework.

If applicable, all required additional content coursework must be satisfactorily completed before recommendation for certification.

*Program Course Plan—Master of Arts in Teaching Secondary (39 Credit Hours)*

Semester	Course Title	Credit Hours
<i>First</i>	EDUC 5000 Adol Dev/Summer Field Experience	3
<i>Summer I</i> (June)	EDUC 6040 Foundation in Curriculum and Instruction)	3
<i>First</i>	EDUC 5030B Research in Curriculum	3
<i>Summer II</i>	and Instruction	
	EDUC 5050 Affirming Diversity in the Classroom: Teaching Reading for Success in Changing Times	3
<i>Fall</i>	EDUC 5030A Research in Curriculum and Instruction	3
	EDUC 6010 Assessment and Accountability	3
	EDUC 5700A Clinical Practice I	4
<i>Interim</i>		
<i>Spring</i>	EDUC 5060 Students with Special Needs	3
	EDUC 5700B Clinical Practice II	8
<i>Second</i>	EDUC 6020 Educational Technology	3
<i>Summer I</i> (June)	EDUC 6030 Reading in the Content Areas	3
	<b>Total Credit Hours</b>	<b>39</b>
	* GACE exemption permitted	
Fall/Spring	EDUC 5700S Field Experience Seminar	1
(available to candidates who need to successfully complete certification requirements)		

## Master of Education in Curriculum and Instruction

### *Mission of the Department of Education*

The Master of Education program in Curriculum and Instruction prepares master teachers who use and produce research for instructional improvement and to make informed curriculum decisions school-wide.

### *Admission Requirements*

Candidates apply for admission to the M.Ed. program through the LaGrange College Admission Department. At the time of admission, all candidates are advised by the Department Chair. The LaGrange College Department of Education will maintain records of admission and supporting documents, a checklist of entry requirements, and candidacy status.

Before an applicant can be admitted as a regular candidate qualifying for financial aid, the college must have received copies of official undergraduate transcripts, and other information required of the applicant by the LaGrange College Department of Education.

Program specific requirements:

Hold a current or renewable teaching certificate;

Hold an undergraduate degree from an accredited college or university;

Earn a minimum score on the TOEFL exam of at least 510 if English is not the applicant's primary language;

Submit satisfactory official transcripts from each graduate and undergraduate institution attended for analysis;

Submit three (3) letters of recommendation from individuals knowledgeable of your professional and academic abilities;

Complete an admission application; and

Receive approval from the Department Chair.

### *Conditional Admission*

If one or more of the admission requirements is not completed, candidates may be admitted on a conditional basis. The candidate must remove the conditional status within 12 semester hours of coursework. Failure to do so will result in being dropped from the program.

### *Graduation Requirements*

All candidates shall successfully complete 30 hours of coursework with a 3.0 (B) average or better.

The Master of Education program offers candidates a diverse educational background and prepares them for a future as creative educational leaders. This program consists of 30 semester hours comprised of ten courses that can be completed over 13 months.

### *Master of Education in Curriculum and Instruction (30 Credit Hours)*

This plan requires five academic semesters to complete, beginning in June of one year and completing in June of the following year. Courses are to be taken in the prescribed sequence as

listed below.

<b>Semester</b>	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<i>First</i>	EDUC 6090	Research Preparation	3
<i>Summer I</i>	EDUC 6066	Issues in Curriculum and Instruction	3
<i>First</i>	EDUC 6035	Social Foundations	3
<i>Summer II</i>			
<i>Fall</i>	EDUC 6015	Educational Assessment and Decision Making	3
	EDUC 6100	Theories of Constructivist Learning	3
<i>Interim</i>	EDUC 6080	Education of Culturally Diverse Students	3
<i>Spring</i>	EDUC 6200	Internship in the Content Areas	3
	EDUC 6090	Professional Skills in the Content Area	3
<i>Second</i>	EDUC 6050	Historical Perspectives in Education	3
<i>Summer I</i>	EDUC 6065	Reading in the Content Areas	3
<b>Total Credit Hours</b>			<b>30</b>

*Master of Education (M.Ed.) Curriculum and Instruction with Tier I Educational Leadership Certification Add-on (46 Credit Hours)*

Master of Education in Curriculum and Instruction with Educational Leadership certification is a self-select option for certified teachers who seek leadership positions in schools below the principal and district level. Educational leadership certification prepares the educational leader with research-based knowledge, skills and dispositions necessary to make positive changes in schools and increase student learning. In addition to the coursework described in the Master of Education in Curriculum program, Educational Leadership requires 16 additional semester hours. Before entering Tier I, candidates must have passed a Students with Special Needs course and the Ethics Leadership Assessment Test 380.

<b>Semester Hours</b>	<b>Course</b>	<b>Title</b>	<b>Credit</b>
<i>First</i>	EDUC 6090	Research Preparation	3
<i>Summer I</i>	EDUC 6066	Issues in Curriculum and Instruction	3
<i>First</i>	EDUC 6035	Social Foundations	3
<i>Summer II</i>			
<i>First Fall</i>	EDUC 6015	Educational Assessment and Decision Making	3
	EDUC 6100	Theories of Constructivist Learning	3

<i>Interim</i>	EDUC 6080	Education of Culturally Diverse Students	3
<i>First Spring</i>	EDUC 6200	Internship in the Content Areas	3
	EDUC 6900	Professional Skills in the Content Area	3
<i>Second</i>	EDUC 6050	Historical Perspectives in Education	3
<i>Summer I</i>	EDUC 6065	Reading in the Content Areas	3
<i>Second</i>	EDUC 7420	Internship in Educational Technology	1
<i>Summer II</i>	EDUC 7085	Management and School Operations	3
<i>Second</i>	EDUC 6070	School Law	3
<i>Fall</i>	EDUC 7410	Internship in Educational Leadership	3
<i>Second</i>	EDUC 7075	Collaborating in a School Environment	3
<i>Spring</i>	EDUC 7380	Improving Professional Skills	3
	<b>Total Credit Hours</b>		<b>46</b>

M.Ed. & Ed.S.

Dual Degree Program

*Mission of the Department of Education*

The dual program is designed to allow those seeking a Master of Education degree in Curriculum and Instruction to seamlessly transition into the Education Specialist in Curriculum and Instruction. Candidates must satisfy all requirements for each program.

*Admission Requirements*

Candidates apply for admission to the M.Ed. / Ed.S. dual program through the LaGrange College Department of Education. At the time of admission, all candidates are advised by the Department Chair.

## Education Specialist (Ed.S.)

### *Mission of the Department of Education*

The LaGrange College Education Specialist Program is designed for experienced teachers who desire to become teacher leaders in schools.

### *Admission Requirements*

A graduate degree in education or a content field approved for certificate upgrade from an accredited institution;

A Level 5 teaching certification;

A cumulative minimum graduate GPA of 3.0;

Satisfactory official transcripts from each graduate and undergraduate institution attended for analysis;

Three letters of recommendation from individuals knowledgeable of your professional and academic abilities; one of the three recommendations must be submitted by your most recent principal;

Completed admission application; and

Approval of Department Chair.

### *Conditional Admission*

If one or more of the admission requirements is not completed, candidates may be admitted on a conditional basis. The candidate must remove the conditional status within the first semester coursework. Failure to do so will result in being dropped from the program.

### *Graduation Requirements*

All candidates shall successfully complete 30 hours of coursework with a 3.0 (B) or higher cumulative grade point average and for those in the initial program, to attempt the GACE in Curriculum and Instruction.

### *Education Specialist (Ed. S.) Curriculum and Instruction INITIAL (30 Credit Hours)*

<b>Semester</b>	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<i>First</i>	EDUC 7090	Research Methods	3
<i>Summer I</i>	EDUC 7035	Leadership in Curriculum and Instruction	3
<i>First</i>	EDUC 7350	Curriculum Theories and Philosophies	3
<i>Summer II</i>			
<i>Fall</i>	EDUC 7100	Research Topics and Methodology	3
	EDUC 7200	Directed Research Seminar	3
<i>Interim</i>	EDUC 7070	Internship in Curriculum	3

<i>Spring</i>	EDUC 7015	Management and Analysis of Educational Data	3
	EDUC 6900	Professional Skills in the Content Area	3
<i>Second Summer I</i>	EDUC 7050	Comparative Education	3
<i>Second Summer II</i>	EDUC 7360	Curriculum Advocacy	3
	<b>Total Credit Hours</b>		<b>30</b>

*Education Specialist (Ed. S.) Curriculum and Instruction ADVANCED (30 Credit Hours)*

<b>Semester</b>	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<i>First</i>	EDUC 7090	Research Methods	3
<i>Summer I</i>	EDUC 7035	Leadership in Curriculum and Instruction	3
<i>First Summer II</i>	EDUC 7350	Curriculum Theories and Philosophies	3
<i>Fall</i>	EDUC 6070	School Law	3
	EDUC 7020	Leading Professional Learning Communities	3
<i>Interim</i>	EDUC 7070	Internship in Curriculum	3
<i>Spring</i>	EDUC 7380	Improving Professional Skills	3
	EDUC 7075	Collaborating & Communication in a School Environment	3
<i>Second Summer I</i>	EDUC 7050	Comparative Education	3
<i>Second Summer II</i>	EDUC 7040	Adult Learning	3
	<b>Total Credit Hours</b>		<b>30</b>

*Education Specialist (Ed. S.) Curriculum and Instruction INITIAL with Tier I Educational Leadership Certification Add-on (46 Credit Hours)*

Education Specialist (Ed.S.) in Curriculum and Instruction (Initial certification) with a Tier I educational leadership certification add-on is a self-select option for certified teachers who seek leadership positions in schools below the principal and district level. Tier I educational leadership certification prepares the educational leader with research-based knowledge, skills and dispositions necessary to make positive changes in schools and increase student learning. In addition to the coursework described in the Education Specialist (Ed.S.) in Curriculum and Instruction INITIAL, Tier I Educational Leadership requires 16 additional semester hours. Before entering Tier I, candidates must have passed a Students with Special Needs course.

<b>Semester</b>	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<i>First</i>	EDUC 7090	Research Methods	3
<i>Summer I</i>	EDUC 7035	Leadership in Curriculum and Instruction	3
<i>First</i>	EDUC 7350	Curriculum Theories and Philosophies	3
<i>Summer II</i>			
<i>Fall</i>	EDUC 7100	Research Topics and Methodology	3
	EDUC 7200	Directed Research Seminar	3
<i>Interim</i>	EDUC 7070	Internship in Curriculum	3
<i>Spring</i>	EDUC 7015	Management and Analysis of Educational Data	3
	EDUC 6900	Professional Skills in the Content Area	3
<i>Second</i>	EDUC 7050	Comparative Education	3
<i>Summer I</i>	EDUC 7420	Internship in Educational Technology	1
<i>Second</i>	EDUC 7360	Curriculum Advocacy	3
<i>Summer II</i>	EDUC 7085	Management and School Operations	3
<i>Second</i>	EDUC 6070	School Law	3
<i>Fall</i>	EDUC 7410	Internship in Educational Leadership	3
<i>Second</i>	EDUC 7380	Improving Professional Skills	3

<i>Spring</i>	EDUC 7075	Collaborating & Communication in a School Environment	3
	<b>Total Credit Hours</b>		<b>46</b>

*Education Specialist (Ed. S.) Curriculum and Instruction ADVANCED with Tier I Educational Leadership Certification Add-on (37 Credit Hours)*

Education Specialist (Ed.S.) in Curriculum and Instruction (Advanced certification) with a Tier I educational leadership certification add-on is a self-select option for certified teachers who seek leadership positions in schools below the principal and district level. Tier I educational leadership certification prepares the educational leader with research-based knowledge, skills and dispositions necessary to make positive changes in schools and increase student learning. In addition to the coursework described in the Education Specialist (Ed.S.) in Curriculum and Instruction ADVANCED, Tier I Educational Leadership requires 7 additional semester hours. Before entering Tier I, candidates must have passed a Students with Special Needs course and the Ethics Leadership Assessment Test 380.

<b>Semester</b>	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<i>First</i>	EDUC 7090	Research Methods	3
<i>Summer I</i>	EDUC 7035	Leadership in Curriculum and Instruction	3
<i>First</i>	EDUC 7350	Curriculum Theories and Philosophies	3
<i>Summer II</i>			
<i>Fall</i>	EDUC 6070	School Law	3
	EDUC 7020	Leading Professional Learning Communities	3
<i>Interim</i>	EDUC 7070	Internship in Curriculum	3
<i>Spring</i>	EDUC 7380	Improving Professional Skills	3
	EDUC 7075	Collaborating & Communication in a School Environment	3
<i>Second</i>	EDUC 7050	Comparative Education	3
<i>Summer I</i>	EDUC 7420	Internship in Educational Technology	1
<i>Second</i>	EDUC 7040	Adult Learning	3
<i>Summer II</i>	EDUC 7085	Management and School Operations	3

<i>Second</i>	EDUC 7410	Internship in Educational Leadership	3
<i>Fall</i>			
	<b>Total Credit Hours</b>		<b>37</b>

*Tier I Educational Leadership Certification Add-on (13 Credit Hours)*

Tier I educational leadership certification prepares the educational leader with research-based knowledge, skills and dispositions necessary to make positive changes in schools and increase student learning. A Tier I Educational Leadership Certification Add-on requires 13 semester hours. Before entering Tier I, candidates must have passed a Students with Special Needs course and the Ethics Leadership Assessment Test 380.

<b>Semester</b>	<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<i>Summer</i>	EDUC 7400	Internship in Educational Leadership (Technology)	1
	EDUC 7085	Management and School Operations	3
<i>Fall</i>	EDUC 7410	Internship in Educational Leadership	3
<i>Spring</i>	EDUC 7075	Collaborating and Communication in a School Environment	3
	EDUC 7380	Improving Professional Skills	3

The Tier I Educational Leadership Certification Add-on requires the following pre-requisite courses or a pre-approved equivalent:

- EDUC 7090 Research Methods
- EDUC 7350 Curriculum Theories and Philosophies
- EDUC 7015 Management and Analysis of Educational Data
- EDUC 6070 School Law

*Course Descriptions*

**EDUC 5000 Adolescent Development / Summer Field Experience (3) Summer**

Taken in the first summer of the program, this course provides a foundation of knowledge on adolescent development with the theoretical and social contexts of adolescence to prepare the M.A.T. candidate for teaching in the middle schools. Instruction is delivered in whole group instruction or through small group seminars led by the professor to prepare M.A.T. candidates to assist master classroom teachers in the instruction of 4-8 grade-aged students in a three-week summer field experience operated by the college for area children. The objectives for the course are for the candidate to understand the major concepts, principles, theories, and research related to young adolescent development and developmentally responsive middle level programs and

schools, and to engage in practices and behaviors that develop their competence as professionals. Middle grades candidates will have supervised field experiences teaching 4-5 grade-aged children, whereas high school candidates will have supervised field experiences teaching 6-8 grade-aged children.

**\*EDUC 5020 A & B Teaching Mathematics in the Middle and Secondary Grades (1.5)**

Fall (A) and Spring (B)

This course sequence explores essential subject content and concepts necessary for teaching mathematics at the middle and secondary levels. This course consists of two parts each of which are weighted at 1.5 semester hours. The content part and the pedagogical part of the course must be passed with a "C" or above to receive 3 semester hours of credit. If both portions are not passed with a "C" or above, candidates will have to reenroll for 1.5 semester hours for part that they failed.

\*This course is not required for candidates who have passed the GACE examination in this content area.

**\*EDUC 5021 A & B Teaching Social Studies and History in the Middle and Secondary Grades (1.5)** Fall (A) and Spring (B)

This course sequence explores essential subject content and concepts necessary for teaching social studies and history at the middle and secondary levels. This course consists of two parts each of which are weighted at 1.5 semester hours. The content part and the pedagogical part of the course must be passed with a "C" or above to receive 3 semester hours of credit. If both portions are not passed with a "C" or above, candidates will have to reenroll for 1.5 semester hours for the part that they failed.

\*This course is not required for candidates who have passed the GACE examination in this content area.

**\*EDUC 5022 A & B Teaching Science in the Middle and Secondary Grades (1.5)**

Fall (A) and Spring (B)

This course sequence explores essential subject content and concepts necessary for teaching science at the middle and secondary levels. This course consists of two parts each of which are weighted at 1.5 semester hours. The content part and the pedagogical part of the course must be passed with a "C" or above to receive 3 semester hours of credit. If both portions are not passed with a "C" or above, candidates will have to reenroll for 1.5 semester hours for the part that they failed.

\*This course is not required for candidates who have passed the GACE examination in this content area.

**\*EDUC 5023 A & B Teaching English Language Arts in the Middle & Secondary Grades (1.5)**

Fall (A) and Spring (B)

This course sequence explores essential subject content and concepts necessary for teaching English language arts at the middle and secondary levels. This course consists of two parts each

of which are weighted at 1.5 semester hours. The content part and the pedagogical part of the course must be passed with a "C" or above to receive 3 semester hours of credit. If both portions are not passed with a "C" or above, candidates will have to reenroll for 1.5 semester hours for the part that they failed.

\*This course is not required for candidates who have passed the GACE examination in this content area.

**EDUC 5030 A & B Research in Curriculum and Instruction (3)  
Fall (A) and First Summer II (B)**

This course sequence focuses upon theory related to instructional planning, assessment, and decision making. The role of preparation and its contribution to successful classroom management will be examined. Candidates will research best practices in teaching and learning and evaluate models of effective lesson plan design and its impact on the classroom environment. In EDUC 5030b, students will be placed in a classroom for a ten-day "opening school experience" to provide an authentic orientation to preplanning and the first days of school.

**EDUC 5040 Affirming Diversity in the Classroom (3)**

Candidates will read and discuss articles and critiques by scholars who are concerned with issues of equity, social justice, community and responsibility in a democratic, multicultural society. Because teachers are advocates for curriculum, instruction, learning environments and opportunities that support the diverse needs of and high expectations for all students, an emphasis will be given to the implementation of multicultural teaching in the classroom. This course will encourage teachers to think theoretically about their practice and learn from experience through contemplation of how the research in multicultural education relates to the classroom today.

**EDUC 5050 Affirming Diversity in the Classroom: Teaching Reading for Success in Changing Times (3)**

This course is designed to enhance candidates' knowledge of the culture of American ethnic minorities and changing global societies. Emphasis will be on rethinking curriculum from multiple perspectives with special focus on reading instruction.

**EDUC 5060 Students with Special Needs (3)**

A study of identification and diagnostic techniques for secondary teachers as related to areas of exceptionality among students, alternative styles of teaching to meet special needs, and related legal issues. *A grade of B or better in this course is required for certification.*

**EDUC 5070 Assessing and Improving Literacy (3)**

Assessing and Improving Literacy in the Middle Grades will focus on the identification and correction of reading problems in middle grades students. Special attention will be given to formal and informal assessment as well as teaching materials and strategies for intervention. A variety of assessment techniques and technology sources will be incorporated throughout the course.

**EDUC 5080 Essentials of Adolescent Literature (3)**

Essentials of Adolescent Literature is designed to increase students' understanding of various

genres of literature, elements of fiction, literary devices, and organizational structures of informational texts. Candidates will learn to select books for instruction, pleasure, and enrichment of the curriculum. This course explores a variety of effective methods for sharing and responding to literature and includes a study of multicultural and international literature and ways to connect adolescents of all cultures to literature.

**EDUC 5090 Foundations of Reading Theories (3)**

Foundations of Reading Theories explores the psychological, sociological, and linguistic foundations of reading and writing as a communication system and as a learned behavior. This course includes a study of recent reading research and the histories of reading. Candidates will understand the theories behind the reading process and how reading research influences teaching.

**EDUC 5700 a & b Clinical Practice I (4) and Clinical Practice II (8)**

Clinical Practice is a full semester teaching in specific middle and high schools with pre-service teachers gradually assuming total responsibility for the class. Candidates are evaluated through a rigorous performance-based assessment process based on national standards. Candidates participate in classroom teaching and observation, planning and evaluation conferences, and other school-related experiences with guidance provided by the cooperating teachers and college supervisor. Several seminars are held in conjunction with these experiences and address a variety of topics. Portfolio elements required. Both pre-planning and post-planning experiences should be completed in conjunction with clinical practices.

Pre-requisite: Proof of liability insurance.

**EDUC 5700S Field Experience Seminar (1 – 3)**

The course is designed to allow candidates an opportunity to complete field experience requirements or a passing score on the content diagnostics tests. Department Chair permission is required.

**EDUC 6010 Assessment and Accountability (3)**

This course is designed to acquaint candidates with the basic principles of assessing learning using different techniques and strategies. Among the areas addressed will be theory, methods, standardized tests, and fundamental statistical concepts.

**EDUC 6015 Educational Assessment and Decision Making (3)**

To enable teachers to become competent instructional leaders through the analysis and use of data about their classrooms and schools, this course expands teachers' knowledge and skills in assessment techniques for all students. By conducting and using research and through varied assignments, teachers will be prepared to improve instruction using varied assessment techniques and data-driven decision making.

**EDUC 6020 Educational Technology (3)**

This course covers salient topics related to integrating technology into the K-12 classroom. This course explores the applications of Microsoft Office and various Web 2.0 tools used by classroom teachers to maximize instruction and student learning. The course requires students to complete applicable portions of the Teaching Online Open Learning or TOOL modules designed by Georgia Virtual Learning and the Georgia Department of Education to ensure candidate preparation to teach in flipped, hybrid, or online learning environments. The course aligns with

ISTE Teacher standards.

**EDUC 6030 Reading in the Content Areas (MAT) (3)**

A study of reading problems encountered in public education. This course addresses reading skill development in special populations including those with limited English abilities, problems in content reading assignments, and non-readers in elementary, middle, and secondary school settings. Special attention is given to developing strategies for teaching reading and writing to readers at various skill levels. Candidates will develop resources for effective teaching based on the Georgia Performance Standards and standards from IRA and NCTE.

**EDUC 6035 Social Foundations (3)**

This course engages the candidate in a comprehensive investigation of the social forces that affect schools and communities. In combination with research found in the field of education, social foundations relies on an interdisciplinary approach where knowledge from history, philosophy, sociology, anthropology, cultural studies and political science are studied to develop interpretive, normative, and critical perspectives on education.

**EDUC 6040 Foundations of Curriculum and Instruction (3)**

An introduction to teaching and learning. This course addresses teacher roles, teacher ethics and experiences, historical perspectives, philosophical foundations, approaches to curriculum development, the politics of education, school governance, school funding, legal issues, school law, and living and learning in a diverse society.

**EDUC 6050 Historical Perspectives in Education (3)**

From local histories and the beginnings of the American school to contemporary events, EDUC 6050 Historical Perspectives of Education is a multi-perspective journey through our collective pasts. This course illuminates our present by using a historical lens to explain why educational practices are as they are today.

**EDUC 6065 Reading in the Content Areas (M.Ed.) (3)**

This course addresses why literacy matters, evidence-based best practices, RTI, new literacies, culturally responsive teaching in diverse classrooms, instruction for content literacy, writing across the curriculum, and learning with trade books.

**EDUC 6066 Issues in Curriculum and Instruction (3)**

Explores issues in curriculum and instruction from an educational literature perspective. Candidates will investigate curriculum theory, development, implementation, and evaluation as well as local and national standards. Candidates will utilize texts and professional journals to become knowledgeable practitioners with regard to curriculum and instruction.

**EDUC 6080 Education of Culturally Diverse Students (3)**

By increasing an understanding of the students they teach, teachers will enhance their skills in developing engaging and culturally sensitive curriculum for diverse students through the use of a repertoire of instructional strategies that are appropriate for diverse learners to become contributing members of learning communities.

**EDUC 6090 Research Preparation (3)**

This course focuses upon theory, methods, and basics of educational research. Candidates

explore the inquiry process, fundamental statistics, and the use of databases, references and resources as they consider research opportunities for their action research study.

### **EDUC 6100 Theories of Constructivist Learning (3)**

This course explores scholarship that centers on the developmental, social and cultural constructivist theories in educational practice. Candidates will use scholarship in constructivism to complete a theoretical framework and literature review for their action research study.

*Pre-requisite: EDUC 6090*

### **EDUC 6200 Internship in the Content Areas (3)**

Designed to meet individual needs of the graduate student who is preparing his/her action research study. This course is generally taken during the spring semester. Candidates implement, evaluate and synthesize theoretically-based instruction through a structured critique based on their own applied classroom action research. A field visit by the professor at the M.Ed. candidate's study site school is required to review the study's design, setting, and data collection procedures. Candidates are expected to complete their studies by the end of the course.

*Pre-requisite: EDUC 6100*

### **EDUC 6300 Graduate Seminar (3)**

This culminating course is designed to strengthen and enhance a candidate's understanding of professional practice. Course content will provide candidates a knowledge of what it means to establish high standards for academic rigor, how to lead professional learning experiences, and how to model collaboration.

### **EDUC 6900 Professional Skills in the Content Area (3)**

Through this course, candidates demonstrate advanced ability to design, implement, and evaluate curriculum that promotes student learning. Particular attention is given to recognizing the needs of students, the contexts which must be considered when planning curriculum, and the philosophical frameworks that undergird curriculum design in the content area. The candidate will know how to evaluate the content area curriculum by using performance data to determine student understanding and to refine curriculum. Advocating for curriculum requires that the candidate develops high standards for professional practice by advancing or promoting issues among their colleagues, specialty professional associations and in the public sphere.

### **EDUC 7015 Management and Analysis of Educational Data (3)**

This course explores current methods for collecting, organizing, synthesizing, analyzing, and reporting data derived from sources at the classroom, school, and district level. Candidates will use data for decision-making purposes to lead colleagues in making informed data driven decisions.

### **EDUC 7020 Leading Professional Learning Communities (3)**

This course examines effective methods of professional learning, within the context of the school environment, which is focused on relevant student data and identified teacher needs. Candidates will explore various theories of professional learning while linking professional learning needs to their knowledge of adult learning theories. Candidates will conduct a needs assessment within their own schools and develop a professional learning plan to address identified needs.

*Pre-requisite: EDUC 7040*

**EDUC 7035 Leadership in Curriculum and Instruction (3)**

This course is designed to strengthen and enhance competency levels for candidates to serve as classroom teacher leaders. The course is designed to provide candidates with knowledge of factors and processes related to teacher leadership roles within schools. Topics such as mentoring, peer coaching, community relations, organizational change, and advocacy will be addressed.

**EDUC 7040 Adult Learning: Theory and Practice (3)**

This course focuses on adult development and learning principles. The following will be examined: a) theoretical perspectives and research related to foundational concepts of adult learning; b) how adult learning theories, principles, and practices are incorporated into formal and informal learning events; and c) the roles of teacher leaders in designing effective learning communities in various educational settings.

**EDUC 7050 Comparative Education (3)**

Through a national and international comparative education perspective, candidates learn how other geographical regions in the United States and countries around the globe teach their children subject content. Through a holistic comparative study of different backgrounds, ethnicities and languages, candidates will learn to consider many contextual factors that influence instructional delivery.

**EDUC 7070 Internship in Teacher Leadership (3)**

This course focuses on the development of applicable knowledge, skills and dispositions that teacher leaders must possess for successful school improvement. Candidates will work under the supervision of a field mentor within the local school or system that agrees to assist the student with conceptualizing and completing their field experience. The basis for this course is performance-based assignments which integrate candidate knowledge, skills and dispositions with applicable issues and problems in their school or system. Assignments will demonstrate that candidates show proficiency in Georgia's standards for teacher leaders and best practices.

**EDUC 7075 Collaborating and Communicating in a School Environment (3)**

This course examines the research base that indicates the importance of collaboration and communication to address the needs of the school community as a whole in order to facilitate school improvement. Candidates will collaborate with colleagues to improve their interactions with families and communities.

*Pre-requisite: EDUC 7070*

**EDUC 7085 Management and Operations (3)**

This course investigates management aspects of the school organization including operations, facilities, and budget. Educational leaders will discuss how effective management facilitates and supports the teaching and learning process.

**EDUC 7090 Research Methods (3)**

This course focuses upon theory, methods, and advanced assessment skills required for educational research. To acquire the requisite skills for subsequent original research, candidates

will be able to apply those qualitative and quantitative methods necessary to conduct, analyze and evaluate program assessments. Demonstrated knowledge of descriptive and fundamental inferential statistics and proficiency in the use of validity and reliability concepts and measurements is expected.

**EDUC 7100 Research Topics and Methodology (3)**

This course prepares candidates to initiate and facilitate colleagues' design and implementation of research. Course requirements involve the development of a prospectus that can be used to lead colleagues in school-based research.

*Co-requisite: EDUC 7200*

**EDUC 7200 Directed Research Seminar (3)**

Directed Research Seminar is designed to meet individual needs of the education specialist candidate to prepare for collecting and reporting on his/her project's data. Completion of the methodology paper for the candidate's Graduate Project is satisfied in this course through a discussion of validity and reliability variables as well as a section that describes how results will be analyzed and discussed. The candidate's fieldwork is typically conducted at this time.

Co-requisite: EDUC 7100

**EDUC 7300 Specialist Seminar (3)**

This capstone course is designed to have candidates reflect upon general areas of professional practice related to the standards and quality indicators of the Georgia Teacher Leadership Program.

**EDUC 7350 Curriculum Theories and Philosophies (3)**

This course takes a comprehensive approach to the field of curriculum by investigating cultural, ideological, political, ethical and philosophical assumptions that undergird educational policy and practices. The aim of this course is to prepare teachers and curriculum designers with theoretical competencies that undergird the planning, design and evaluation of curriculum. Participants will develop a curriculum proposal that demonstrates praxis between theory, planning and evaluation.

**EDUC 7360 Curriculum Advocacy (3)**

This course prepares teachers and curriculum developers to lead and contribute to the curriculum change process. Research-based strategies are applied to planning, leading and sustaining curricular change. Participants will develop an advocacy plan based on a needs assessment, educational policy, current research and trends.

**EDUC 7380 Improving Professional Skills (3)**

This field-based course is intended to prepare teachers to use multiple assessments to make informed decisions when mentoring and supervising teachers during the pre-service, induction and professional phases of their careers. Participants will apply current theories of supervision, mentoring and reflection research in classroom and school settings to demonstrate knowledge of resources, including technology, to support mentoring and supervision.

**EDUC 7400 Internship in Educational Leadership (Technology) (1)**

**EDUC 7410 Internship in Educational Leadership (3)**

**EDUC 7420 Internship in Educational Leadership (1)**

This internship, through a three-course sequence, provides educational leader candidates with the opportunity to work with established leaders in partner schools to gain practical experience that focus on areas that include: strategic leadership, organizational leadership, school improvement, community engagement, and other topics relevant in the current school setting.

**Learn2Serve Summer Camp  
for rising 5th-8th graders**

**June 14 – July 2, 2021**

**Contact**

**Jana Austin**

**for more information!**

**706-880-8984**

[Learn2Serve@lagrange.edu](mailto:Learn2Serve@lagrange.edu)

## **FACULTY**

Jana Austin (2016)

Coordinator of Field Experiences, Education  
B.A., LaGrange College; M.A.T., Columbus State University

R. Colby Jones (2016)

Assistant Professor of Education  
B.A., Auburn University; M.Ed., LaGrange College; Ph.D., Auburn University

Don Livingston (2001)

Professor of Education  
B.S., Drexel University; M.Ed., West Chester University; Ed.D., Georgia Southern University

Sharon Livingston (2006)

Associate Professor of Education; Director of Assessment  
B.S., Drexel University; M.S.A., West Chester University; Ph.D., Georgia State University

Margaretta Milam (2013)

Associate Professor of Education; Department Chair, Education;  
Graduate Program Coordinator, Education  
B.S., M.A., LaGrange College; Ed.S., Troy State University;  
Ed.D., University of West Georgia

Justin Muller (2018)

Assistant Professor of Clinical Mental Health Counseling  
B.S., University of South Carolina; M.S., Valdosta State University;  
Ph.D., University of South Carolina

Vicki T. Pheil (2007)

Assistant Professor of Education; Assistant Chair, Department of Education  
B.A., M.Ed., LaGrange College; ABD, Columbus State University

Dixie Powers (2019)

Assistant Professor of Clinical Mental Health Counseling  
B.A., M.Ed., Ph.D., Auburn University

Rebekah Ralph (2014)

Instructor of Education Technology, edTPA Coordinator  
B.S., Wingate University; M.Ed., Ed.S., LaGrange College

Kelly Veal (2016)

Assistant Professor of Clinical Mental Health Counseling  
B.S., M.S., Columbus State University; Ph.D., Auburn University

## BOARD OF TRUSTEES

### OFFICERS

Chairman.....Robert L. Carmichael,  
Jr. Vice Chairman ..... James F. Bruce,  
Jr. Second Vice Chairman.....Susanna L. Baxter,  
Secretary ..... Nancy K. Stevens,  
Treasurer... .....Deborah P. Hall

### MEMBERS

John A. Beyers, LaGrange, Georgia (Ex Officio)  
Daniel T. Brown, Roswell, Georgia (2023)  
James F. Bruce, Jr., LaGrange, Georgia (2021)  
Lauranne Buchana, Jr., LaGrange, Georgia (Ex Officio)  
Speer Burdette, III, LaGrange, Georgia (2023)  
Kelly Durand Cain, LaGrange, Georgia (2023)  
Robert L. Carmichael, Jr., LaGrange, Georgia (2022)  
Laura Dean, Atlanta, Georgia (Ex Officio)  
Chris C. Edwards, Griffin, Georgia (2023)  
Shearon Wiggins Glover, Atlanta, Georgia (2022)  
Sue Hauptert-Johnson, Atlanta, Georgia (Ex Officio)  
Scott D. Hawkins, Atlanta, Georgia (2023)  
William M. Hodges, Atlanta, Georgia (2023)  
Tim Irwin, Atlanta, Georgia (2022)  
Kim Barber Knoll, Faculty Rep., LaGrange, Georgia (Ex Officio)  
Susan Landry, LaGrange, Georgia (Ex Officio)  
Scott Malone, LaGrange, Georgia (2022)  
Porter Law, SGA President (Ex Officio)  
Kathy R. McCollum, Macon, Georgia (2020)  
Michael McCord, Carrollton, Georgia (Ex Officio)  
William F. McRae, LaGrange, Georgia (2023)  
Anil R. Modi, LaGrange, Georgia (2020)  
Edward A. Montag, Atlanta, Georgia (2020)  
Olugbenga O. Obasanjo, LaGrange, Georgia (2020)  
James I. Pace, Jr., Fayetteville, Georgia (2021)  
Paul S. Penn, III, LaGrange, Georgia (2020)  
Eunjae Kim Peralta-Ramos, Atlanta, Georgia (2022)  
William T. Plybon, Atlanta, Georgia (2022)  
Joe F. Ragland, Jr., LaGrange, Georgia (2021)  
Richard S. Simmons, LaGrange, Georgia (2021)  
Edward D. Smith, LaGrange, Georgia (2022)  
Nancy K. Stevens, LaGrange, Georgia (2021)  
Sue Marie Waddell, Columbus, Georgia (2023)  
George F. Wheelock, III, Birmingham, Alabama (2021)  
Deedee G. Williams, West Point, Georgia (2021)  
Richard C. Wolfe, LaGrange, Georgia (2021)

James M. Wood, III, Chamblee, Georgia (2022)  
Greg W. Wright, Newnan, Georgia (2023)

#### CONSULTANTS

Karen Aubrey, Vice President for Academic Affairs  
James H. Blackwood, Chief Information Officer  
Brian A. Carlisle, Vice President for Student Engagement, Dean of Students  
Jennifer L. Claybrook, Vice President for Athletics  
Deborah P. Hall, Vice President for Finance and Operations  
Susanna L. Baxter, President  
Joseph C. Miller, Vice President for Enrollment  
Rebecca Roth Nicks, Vice President for External Relations

#### LEGAL COUNSEL

James C. Thornton, LaGrange, Georgia

#### PRESIDENT'S ADVISORY COUNCIL

Carolyn M. Bernard Becker, Athens, Georgia  
David E. Boyd, Atlanta, Georgia  
Hal N. Brady, III, Atlanta, Georgia  
Samuel G. Candler, Atlanta, Georgia  
Robert B. Copeland, LaGrange, Georgia  
E. Malone Dodson, Alpharetta, Georgia  
Edmund C. Glover, West Point, Georgia  
William G. Griffin, Jr., Rome, Georgia  
G. Sanders Griffith III, Columbus, Georgia  
Elizabeth C. Harris, Cartersville, Georgia  
C. Stephen Lynn, Nashville, Tennessee  
Charles M. Miller, Cornelia, Georgia  
Howard R. Park, Columbus, Georgia  
S. Cliff Rainey, LaGrange, Georgia  
Charles W. Smith, LaGrange, Georgia  
James L. Waits, Atlanta, Georgia  
Almonese Brown Clifton Williams, Decatur, Georgia

**PRESIDENT'S CABINET**

Karen Aubrey (2017) – Vice President for Academic Affairs

B.S.E., University of Central Arkansas; M.A., University of Central Arkansas; Ph.D.,  
University of Southern Mississippi

Susanna L. Baxter (2020)

B.A., Pfeiffer College; M.Ed., Vanderbilt University, Peabody College; Ph.D., Vanderbilt  
University

James H. Blackwood (2018) – Chief Information Officer

B.S., Computer Science, LaGrange College

Brian A. Carlisle (2018) – Vice President for Student Engagement & Dean of Students

B.S., The University of Alabama; M.A., The University of Alabama;  
J.D., Southwestern Law School

Jennifer L. Claybrook (1999) – Vice President for Athletics

B.A., M.Ed., LaGrange College

Deborah P. Hall (2018) – Vice President for Finance and Operations

B.S., University of North Carolina

Joseph C. Miller (2012) – Vice President for Enrollment

B.A., Austin Peay State University; M.L.A., Auburn University

Rebecca Roth Nicks (2006) – Vice President for External Relations

B.S., Lambuth University; M.B.A., Columbus State University

Revised: August 16, 2020

## **ADMINISTRATIVE STAFF**

Effective August 2020

Michael Anderson (2011) Major Gift Officer, Development  
Kelly Ansley (2019) Director, Lewis Library  
Karen Aubrey (2017) Vice President for Academic Affairs  
Debby Baker (2009) News and Feature Writer  
Susanna Baxter (2020) President  
Nicholas Beamenderfer (2016) Assistant Coach, Baseball  
Jackie Belcher (2000) Assistant Director, Financial Aid  
James Blackwood (1996) Chief Information Officer  
Christopher Blocker (2018) Assistant Athletic Trainer  
April Butler (2010) Circulation Specialist, Lewis Library  
Brandi Cameron (2016) Counselor  
Brian Carlisle (2018) Vice President, Dean of Students  
Earl Chambers (2014) Head Coach, Football  
Jennifer Claybrook (1999) Vice President, Athletics, Head Softball Coach  
John Cody (2020) Assistant Football Coach  
Ryan Cook (2018) Associate Dean of Campus Life  
Linda Couto (2019) Administrative Assistant, Fine and Performing Arts  
Pamela Cox (2012) Payroll Applications Administrator, Human Resources  
Janet Craft (2017) Assistant Athletic Trainer  
Dale Creamer (2019) Assistant Football Coach  
Katie Daniel (2015) Assistant Athletic Trainer  
Lee Davis (2008) Recruitment Writer  
Mark Davis (2014) Director of Development  
Rob Dicks (2001) Director, Athletic Trainer & Compliance; Assistant Athletic Director  
Ryan Dickson (2017) Head Coach, Soccer  
Matthew Donnett (2010) Head Coach, Tennis  
Jon Ernstberger (2008) Associate Vice President for Academic Affairs  
Vickie Evans (2005) Administrative Assistant, Humanities  
Lisa Farrow (1991) Circulation Associate, Lewis Library  
Laura Faulkner (2008) Administrative Assistant, Chaplain's Office  
Braxton Ford (2017) Senior Admission Counselor  
G. Jeffrey Geeter (1990) Strength and Conditioning Coordinator  
Deborah Hall (2018) Vice President for Finance and Operations  
Chastity Hargrett (2003) IT Support Specialist  
Bethany Harris (2016) Post Office Assistant  
Dean Hartman (2000) Senior Director of Communications and Marketing  
Trinity Lynn Hightower (2018) Administrative Support, Residential Education & Housing  
Lauren Hill (2017) PACE Office Coordinator, Academic Affairs  
Sonya Hill (2019) Administrative Assistant, History and Social Sciences  
Dyshon Hines (2018) Weekend/Evening Assistant, Library  
Carlie Hinson (2018) Area Manager, Residential Education & Housing  
Patti Hoxsie (2000) Director of Finance & Business Services  
Janet Hughes (2004) Assistant to VP for External Relations and VP for Finance and Operations  
John Hughes (2002) Sports Information Director

Stacy Jackson (2000) Assistant Director for Digital Media and Design, C&M  
Devin James (2018) Science Laboratory Technician, Biology  
Jennifer Jones (2017) Administrative Assistant, Business & Accountancy  
Jasen Jonus (2015) Head Coach, Women's Basketball; Head Coach, Cross Country  
Christina Kelley (2017) Education Program Specialist  
David Kelton (2009) Head Coach, Baseball  
John Kraus (2018) Controller, Business Services  
Susan A. Laforet (1994) Administrative Assistant, Callaway Science Building  
Trevor Lane (2019) Assistant Director, LaGrange College Fund  
Elissa Lawson (2018) Admission Counselor  
Chris Lee (2018) IT Support Specialist  
Lauren Lovin (2016) Advancement Services Coordinator, Development  
Jeff Lukken (2013) Director, Servant Scholars Program  
Madison Machurek (2017) Head Coach, Volleyball; Head Coach, Beach Volleyball  
Susan Mansour (2014) Manager, Panther Prints and Postal Services  
Stephanie Marcellini (2014) Accounts Payable Specialist, Business Services  
Aubrey Martin (2019) Assistant Athletic Trainer  
Cynthia Mayfield (2006) Assistant, The Panther Connection  
David McCabe (2019) Admissions Counselor  
Rachel Messerly (2018) Accounting Assistant, Business Services  
Joseph Miller (2012) Vice President for Enrollment  
Krystal Miller (2020) Technical Services Librarian  
Felecia Moore (2015) Archives Specialist, Lewis Library  
D. Scott Mularz (2016) Assistant Coach, Baseball  
Lucinda Muncy (2019) Director, Human Resources  
Rebecca Roth Nicks (2006) Vice President, External Relations  
Martha Pirkle (1993) Director of Alumni and Community Relations  
Karen Pruet (2015) Associate Dean for Student Leadership and Career Development  
Michele Raphoon (2005) Program Coordinator, Global Engagement  
Nicholas Raszeja (2018) Assistant Coach, Football  
Melissa Reeves (2010) Student Accounts Specialist, Business Services  
Michelle Reeves (1999) Director, Financial Aid  
Carla Rhodes (2005) Executive Assistant to the President  
Jenna Rice (2019) Administrative Assistant, Registrar  
Lee Richter (1999) Head Coach, Golf  
Adam Roberts (2014) Chaplain and Director of Spiritual Life  
Tammy Rogers (1996) Director of Special Events and Conferences  
Jarred Rutherford (2017) Assistant Coach, Football  
Marannah Sauter (1983) Associate Vice President for Academic Affairs  
Leslie Sebaugh (2015) Administrative Assistant, Alumni and Community Relations  
Brandon Sewell (2019) Head Coach, Men's Lacrosse  
Jennifer Shaw (2014) Store Manager, The Panther Connection  
Amber Spratlin (2019) Electronic Resources Librarian  
Ronald Stafford (2005) Associate Director – Enterprise Infrastructure  
Matthew Strother (2016) Development/Communication Specialist, Com. & Mktg.  
Nikkovia Sweet (2016) C & M Specialist/Assistant, Communications and Marketing

Gina Thompson (2017) Assistant to the Vice President for Academic Affairs  
Kendall Todd (2014) Assistant Coach, Football  
Emma Trammell (1992) Information Specialist, Office of Admission  
Pamela Tremblay (1998) Director of Counseling  
Christy Vanhose (2010) Administrative Assistant, Department of Nursing  
Katie Vautier (2019) Head Coach, Women's Lacrosse  
Fred Wagenaar (2014) Head Coach, Women's Soccer  
Kendal Wallace (2011) Head Coach, Men's Basketball, Assistant Athletic Director  
Kayla Watson (2015) Area Manager, Residential Education & Housing  
Jan Webb (2015) Financial Aid Counselor  
Trevor Wenners (2019) Assistant Sports Information Director  
Bobbi West-Stemple (2019) Administrative Support, Student Engagement & Counseling Center  
Brianna White (2019) Human Resources Coordinator  
Michael White (2017) Athletic Program Coordinator; Aquatics  
David Wiggins (2003) Acquisitions and General Assistant, Lewis Library  
Stacey Wilson (2005) Serials & Cataloging Assistant, Lewis Library  
Jacob Wise (2016) Internship Coordinator and Career Advisor  
Lanora Yates (2016) Gallery Manager/Curator, Art and Design  
Carol Yin (1991) Director, Institutional Effectiveness