

GEORGIA SYNERGY BUSINESS INSTITUTE



STUDENT HANDBOOK

2023 – 2024

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PURPOSE OF THIS HANDBOOK

The purpose of this Student Handbook is to provide students with information, guidelines and policies that will enhance their adjustment as members of the Georgia Synergy Business Institute community. Students at this institution are expected to abide by the rules and regulations contained in this Handbook and are further expected to conform to all general and specific requirements, to comply with duly constituted authority, and to conduct themselves in accordance with the ideals, educational goals, religious, moral and ethical principles upon which the institute was founded. Evidence of inability or unwillingness to adhere to these ideals, goals and principles may lead to warning, reprimand, conduct probation, suspension or dismissal. Breaches of academic integrity are handled by the appropriate officials. Georgia Synergy Business Institute is committed to equality of educational opportunity and does not discriminate against applicants, students or employees based on race, color, national origin, religion, gender, age or disability. Moreover, Georgia Synergy Business Institute values diversity and actively seeks to recruit talented students, faculty and staff from diverse backgrounds.

The Office of Student Affairs serves all GSBI students to aid and advise students regarding various issues related to life at GSBI, including

- On-campus employment, when available
- Healthcare: GSBI does not provide student health insurance, but the OSA can advise students as to how to obtain healthcare.
- Housing: GSBI does not provide student housing, but the OSA will advise students as to obtaining housing near the campus, when possible.

Purpose of the Office of Student Affairs

The purpose of the Office of Student Affairs is to further the institution's mission by providing all necessary support, encouragement, and services to help students achieve their full potential and academic growth while they are studying at Georgia Synergy Business Institute.

Objectives of the Office of Student Affairs (OSA)

- Provide student advocacy, advising, counseling, and problem solving
- Guide and provide assistance to and oversee new students
- Oversee student conduct and grievance policies and procedures

- Develop, monitor, evaluate, and communicate individual accommodation plans for students with disabilities
- Perform on-call duty, follow-up and referrals for student violation and hospitalization, and respond to student crises.
- Oversee on-campus employment opportunities
- Oversee the institute's career services
- Develop, monitor, and evaluate student on and off-campus activities

WELCOME FROM THE PRESIDENT

On behalf of our faculty, staff and student, welcome to the Georgia Synergy Business Institute. As president of the Institute, I'm extremely proud of new practical, experience-based business education that our institute would uphold since its founding. Our business program prepares students through Christian perspective to be servant leaders with the business skills and values necessary to drive organizational success and positively impact society. GSBI offers undergraduate programs leading to the Bachelor Degree in Business Administration, the Bachelor Degree in Business Administration Online, and Associate Degree in Computer Science Online.

We are extremely proud of our faculty who breathe life and excitement into our courses and pursue scholarly research in a myriad of areas from marketing strategies and financial management to organizational behavior, business analytics, entrepreneurship, management information systems, and operation management. Our research will provide opportunities for our faculty and students to lead to solid educational achievement in business and management.

I would like to cordially invite all of you who are interested in expanding your knowledge and enriching your careers to explore our school further through a visit to campus.

Heung Sung Nho, PhD in Economics
President and Professor of Economics and Finance

HISTORY OF THE INSTITUTE

Georgia Synergy Business Institute was established to prepare students through Christian perspective to be servant leaders with the business skills and values necessary to drive organizational success and positively impact society 2019 in Duluth Georgia.

INSTITUTION PROFILE

MISSION

The Georgia Synergy Business Institute prepares students through Christian perspective to be servant leaders with the business skills and values necessary to drive organizational success and positively impact society.

PURPOSE

The Institute welcomes and extends its resources to those who strive for academic excellence. The faculty, staff, and administration are committed to providing a responsive and intellectually stimulating environment that:

- fosters spiritual maturity, strength of character, and moral virtues as the foundation for successful living;
- develops professional behaviors and personal characteristics for life-long learning and service to God and to the community;
- meets the changing needs of the community and society;
- and remains faithful to the “Mission” statement.

PHILOSOPHY OF EDUCATION

Georgia Synergy Business Institute strives to help students develop knowledge, appreciation, understanding, ability, and skills which will prepare them for responsible Christian living in a complex world. Having an educational philosophy with its central core steeped in the revealed Word of God, we endeavor to provide a well-rounded education that equips students with a broad understanding of the world God has created. Our approach to education reflects a commitment to the values of community, life-long learning, integrity and the pursuit of excellence. This approach enables our students to develop the skills and the knowledge necessary to be effective in a variety of professions, to become leaders, and to be enthusiastic witnesses of God's truth to the world. Georgia Synergy Business Institute equips students to study the world with rigor, to participate meaningfully in society, to apply critical thinking skills in all inquiries, to express themselves with confidence, and to have an overwhelming sense of God's infinite wisdom regarding all things.

STATEMENT OF FAITH

Georgia Synergy Business Institute (GSBI) unites with the broad, historic evangelical faith. In this commitment, the Institute embraces the following declarations:

- We Believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We Believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We Believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We Believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian Is enabled to live a godly life.
- We Believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We Believe in the spiritual unity of believers in our Lord Jesus Christ.

These declarations do not comprise all that individual Christians may consider important elements of faith; rather, they establish the essential framework within which members of the Institute both unite in shared beliefs and explore differences.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

Student learning is the core of GSBI's mission. The GSBI Student Learning Outcome guide all courses, programs, and degrees offered by GSBI.

Upon completing a degree at GSBI, students must demonstrate:

1. WORKING KNOWLEDGE– Identify, describe, and apply information, theories, methodologies and approaches from the sciences, social sciences, and humanities/arts.
2. WRITTEN COMMUNICATION – Write effective projects, papers, and reports.
3. QUANTITATIVE LITERACY – Present accurate calculations and symbolic operations, and explain how such calculations and operations are used in either the specific field of study or in interpreting information in other fields.
4. INFORMATION LITERACY – Locate, evaluate, and appropriately use information from multiple resources to complete projects, activities, and papers.
5. DIVERSITY AND SOCIETY – Describe diverse historical and/or contemporary positions on selected democratic values or practices.

6. CRITICAL THINKING – Integrate knowledge and skills from the study of sciences, mathematics, social sciences, and the humanities/arts to think critically about and develop solutions to contemporary and/or enduring problems.
7. CAREER PREPARATION – Identify, describe, and apply information in the discipline or career area of their choice sufficient for further study and/ or demonstrate competencies required to succeed in the workplace.

INSTITUTIONAL EFFECTIVENESS

The mission of Institutional Research and Effectiveness at GSBI is to foster a culture of evidence by facilitating the management, analysis, reporting and use of data and information in support of planning, assessment and decision-making.

Our Main Activities

- Support institutional efforts in strategic planning and assessing institutional effectiveness.
- Support academic and student services departments and functions in assessing, improving and reporting on the effectiveness of their programs.
- Serve as an official data provider to the state of Georgia, the federal government and other external entities.
- Administer student satisfaction and alumni surveys and support the analysis of student ratings of class instruction.
- Conduct special analyses on issues of importance to the Institute community.
- Serve as GSBI's central point of contact for institutional data requests.

STATEMENT OF NON-DISCRIMINATION

Georgia Synergy Business Institute does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, genetics information, disability, or status as a protected veteran. The Institute's nondiscrimination policy applies to all phases of its employment process, its admission and to all other aspects of its educational programs and activities. Further, this policy applies to sexual violence and sexual harassment (forms of sex discrimination) occurring both within and outside of the Institute context if the conduct negatively affects the individual's educational or work experience or the overall campus environment. Retaliation directed to any person who pursues a discrimination complaint or grievance, participates in a discrimination investigation, or otherwise opposes unlawful discrimination is prohibited.

Any inquiries concerning Georgia Synergy Business Institute's application of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972*, Section 504 of the Rehabilitation Act of 1973, the

Americans with Disabilities Act of 1990 or other civil rights laws should be submitted to the Georgia Synergy Business Institute Office of Academic Affairs.

***Title IX** prohibits sex discrimination, including sexual harassment and sexual violence in all educational programs and activities.

ETHICAL VALUES AND STANDARDS

Georgia Synergy Business Institute is a vibrant Christian Institute that is committed to distinctively Christian beliefs, values and practices in accord with its mission and vision. While the Institute is clear about its identity as a Christian Institute and its foundational convictions, we are intentionally committed to living out the faith within the context of a missional community. A missional community is a community of people strategically united in carrying out a mission that centers on following Jesus Christ in word and in deed, and in sharing the love of Christ generously to all who participate in the life of the community. Following Jesus in this way requires selflessness, sacrificial service and an ever-increasing love of the Lord and our neighbors. At GSBI, we believe that right doctrine is essential and we are committed to the foundational beliefs that distinguish Christianity from other worldviews. Yet we are convinced that right practice is just as important and that following Christ must involve a living faith that is active and transformative for the individuals and the community that we serve. As a Christian Institute, we integrate faith, learning, work and service in an effort to honor God in all that we do, and we encourage others to join us in these endeavors.

ACCREDITATION

Georgia Non-Public Postsecondary Education Committee

LOCATION

Georgia Synergy Business Institute is located Duluth of the Metro Atlanta, Georgia.

Metro Atlanta boasts beautiful residential areas, parks, fine schools and universities. The city also supports a wide variety of cultural activities as well as various sports. In 1996, the twenty-sixth Summer Olympic Games were held in Atlanta.

Atlanta is also the business capital of the Southeast US. Its banks, offices, hospitals, and industries provide numerous employment opportunities for citizens. The city is full of trees and beautiful flowers and has a mild climate throughout the year. Located approximately forty-four miles from the school is the Atlanta/Hartsfield International Airport, one of the world's busiest airports.

FACILITIES**Physical Premises**

GSBI shares Kid-land building with 'House of the Lord Atlanta church' on Fountain Church

Library

GSBI has made every effort to create a viable library for study and research. So far, one_hundred fifty books and reference works have been purchased, collected, or donated. Regular book purchases, suggested by faculty members, are made. GSBI has joined GALILEO (GeorgiA Llibrary LEarning Online), a University of Georgia initiative to provide access to databases of periodicals and scholarly journals. The Library Director and staff, along with the Library Committee, strive to continually improve library facilities and the library collection.

Resources

In addition to the physical collection, the GSBI Library also has access to online information resources: Georgia Library Learning Online (Galileo). GALILEO is an online library portal to authoritative, subscription-only information that is not available through free search engines or Web directories. Students may access over 100 databases indexing thousands of periodicals and scholarly journals. Over 10,000 journal titles are provided in full-text. Other resources include eBooks, encyclopedias, business directories, and government publications.

Academic Tutoring

Individual tutoring and guidance is available to assist students with general education research and assignments. Director of Academic Affairs, is the Academic Success Coordinator at GSBI, and is available to help students with study skills, time management, test-taking strategies and assignments. Students may contact him at gsbifax@gmail.com or at 678-708-2476 to schedule an appointment.

Chapel

GSBI opts for worship experience as an Institutional Requirement for the purpose of enhancing spiritual growth. To satisfy the Institutional Requirement (IR), worship services are held once a week, on Monday throughout the academic year. All students are required to attend the worship service. The chaplain, in cooperation with faculty and students, leads chapel services.

ACADEMIC PROGRAMS

Degree Programs

- Bachelor of Arts in Business Administration (BBA) off-line and online
- Associate of Applied Science in Computer Programming (AAS-CP) off-line and online.

Objectives

The Institute welcomes and extends its resources to those who strive for academic excellence. The faculty, staff, and administration are committed to providing a responsive and intellectually stimulating environment.

Learning Outcomes

Student learning is the core of Business program's mission. The Business program Student Learning Outcome guide all courses, programs, and degrees offered by GSBI.

Upon completing a degree at GSBI, students must demonstrate:

1. WORKING KNOWLEDGE– Identify, describe, and apply information, theories, methodologies and approaches from the sciences, social sciences, and humanities/arts.
2. WRITTEN COMMUNICATION – Write effective projects, papers, and reports.
3. QUANTITATIVE LITERACY – Present accurate calculations and symbolic operations, and explain how such calculations and operations are used in either the specific field of study or in interpreting information in other fields.
4. INFORMATION LITERACY – Locate, evaluate, and appropriately use information from multiple resources to complete projects, activities, and papers.
5. DIVERSITY AND SOCIETY – Describe diverse historical and/or contemporary positions on selected democratic values or practices.
6. CRITICAL THINKING – Integrate knowledge and skills from the study of sciences, mathematics, social sciences, and the humanities/arts to think critically about and develop solutions to contemporary and/or enduring problems.
7. CAREER PREPARATION – Identify, describe, and apply information in the discipline or career area of their choice sufficient for further study and/ or demonstrate competencies required to succeed in the workplace.

ADMISSIONS POLICIES AND PROCEDURES

ADMISSIONS POLICIES

Applicants for admission to Georgia Synergy Business Institute will be considered regardless of race, color, gender, and handicap, or national or ethnic origin according to our Non-discrimination Policy. The prospective student is assessed according to his/her academic background, moral character, and a personal statement of faith. In considering applications, the Admissions Faculty Committee reviews the prospective student's school records, recommendations and personal statement. Georgia Synergy Business Institute reserves the right to refuse admission to any prospective student who does not meet our standard of excellence.

ADMISSIONS PROCEDURES

Each applicant must submit the following forms to the Admissions office, accompanied by a non-refundable \$100.00 application fee (Please see GSBI Tuition and Fee Schedule for other financial requirements for admission). All forms MUST be received no later than 30 days prior to the beginning of the semester in which the student seeks enrollment:

- Application form for admission
- Self-description and plan of study
- Ethical values and standards
- Philosophy of Education Statement
- Signed Release and Assignment Form
- Signed Student Disclosure Agreement Form
- Religious autobiography
- Release and Assignment
- Enrollment Agreement
- Assumption of Risk and Liability Waiver
- Official Transcript(s), sealed
- A recommendation letter
- Valid government-issued ID (Driver's License, passport, etc.)
- A certified copy of the student's High School diploma or GED Certificate
- Copy of the original transcript / Fax of transcript directly from GED center (if applicable)

FINANCIAL INFORMATION¹

TUITION AND FEES

Application Fee**	\$50.00
Application Fee (Readmission)	\$30.00
Application Fee (Audit)	\$50.00
Undergraduate Program (per credit hour)	
BBA	\$180.00
AAS-CP	\$200.00
Course Audit Fee for Undergraduate	\$250.00 / course
Registration Fee (per academic term)	\$30.00
Registration Fee (Summer)	\$30.00
Late Registration Fee	\$50.00
Installment Fee (2-payment plan)	\$60.00
Installment Fee (3-payment plan)	\$100.00
Technology Fee (per semester)	\$30.00
Facility Fee (per semester)	\$30.00
New Student Orientation Fee	\$30.00
Placement Test Fee (for Math and English)	\$30.00
Student Activity Fee (per academic term)	\$30.00
Graduation Fee	\$200.00
Official Regular Transcript Charge	\$5.00
Official Express Transcript Charge	\$20.00
Official Document Charge	\$5.00
Student ID Replacement Charge	\$10.00
Copies (per page)	\$0.05
Textbook Charges	Variable
Insufficient Fund Charge	\$50.00 (per case)
Late Payment Interest Surcharge	12% annually
Credit Card Convenience	2.5%

**** All Fees are subject to change without prior notification.***

*****The Application fee is charged only once unless the applicant has completed one program of study and is applying to enter an unrelated program, or the applicant has previously withdrawn from the institution.***

Full-time student status at Georgia Synergy Business Institute is as follows:

- For Bachelor's degree programs: 12 credit hours (4 courses) per semester
- For Associate Degree programs: 15 credit hours (5 courses) per semester

¹ Approved by the Board of Trustees, June 15th, 2019

No student will be allowed to register for a new semester and no transcripts or final grades will be released unless all unpaid bills to the Institute have been paid in full.

INSTALLMENT PAYMENT PLAN

Students may elect to make full payment of tuition due at the time of registration. Any advanced payment will be credited to the student's account, reducing the amount to be financed through a payment plan. Any student at GSBI with current charges at the institution may apply for the installment payment plan unless he or she:

- is enrolling in his or her first term at GSBI
- has a prior unsettled balance at GSBI
- has a previously-cancelled installment payment contract

What costs can I finance with the plan?

All tuition and fees may be included in the plan. The costs for books, and for other charges, including Installment Fees or Late Registration Fees, cannot be included in the Installment Plan.

What is the cost of the plan?

The plan is interest-free if payments are made on time (see "What if I can't make payments?" below), but the institute does assess an administrative charge of \$60 each semester for the 2-payment plan, including initial payment at the time of registration, and \$100 for the 3-payment plan, including initial payment at the time of registration, to offset the additional cost of record keeping and possible billing. This charge is non-refundable.

How does the plan work?

The plan will finance your costs per academic term and be payable in equal installments during the given term based on the enrollment date. Any installment plans must be applied for and granted through the GSBI Office of Business Affairs.

How do I apply for the Installment Payment Plan?

Sign and return the application along with your checks for applied installment payments payable to "Georgia Synergy Business Institute" or "GSBI" with clearly-marked desired deposit dates at the time of

registration. Your enrollment will not be complete unless the required first payment is received in full, and payment checks must be dated one month apart.

What if I can't make payments?

Please contact the Office of Business Affairs if you cannot make your scheduled payment. The institute will assess interest charges at 18% for the amount of each payment that is not credited to GSBI. Any deferred payment MUST be paid by the 12th week from the first day of class each semester.

FINANCIAL ASSISTANCE

Georgia Synergy Business Institute is proud to honor academically talented and exceptionally skilled students with a variety of scholarships and awards. Limited scholarships are available and the applicants' standings will be evaluated by the Academic Standing Faculty Committee for its recommendations for scholarship eligibility to the President and the Board. Applicants must fill out a Scholarship Application Form, available at the Office of Student Affairs. The following are the available scholarships from Georgia Synergy Business Institute:

- President's Scholarship
- Academic Achievement Scholarship
- GSBI Board Merit Scholarship
- Need-Based Tuition Assistance

This information outlines the processes and procedures for awarding endowment scholarships. Freshman and transfer institutional scholarships are used for recruiting purposes and follow a fair and equitable process.

Academic Standing Faculty Committee

The Academic Standing Faculty Committee ensures that Institute-wide scholarship awards are made in accordance with procedures that ensure compliance with a fair and equitable application and awarding process for all eligible students. This maximizes the utilization of scholarships to recruit and to retain students and to align the selection process with the awarding of financial aid packages. This committee develops recommendations, guidelines, and policy considerations relating to scholarship awards. The Academic Standing Faculty Committee is charged with the responsibility of reviewing policies and procedures related to the application and selection process of Institute scholarships. This Committee works closely with their respective administrative offices and departments to select recipients for those scholarships with subjective scholarship criteria. The Committee is comprised of the Director of Student Affairs and Department Heads representing Institute on campus.

Members of the Academic Standing Faculty Committee are appointed by President. Voting membership is comprised of all committee members who are also faculty members. The Chair of this Committee is a faculty member appointed by the President and serves a two-year term. Other committee members include the Director of Student Affairs, Registrar, Director of Business Affairs, and Director of Academic Affairs. Academic Standing Committee Members are responsible for meeting with their respective colleges and disseminating scholarship application information to their departmental committees for the purpose of awarding scholarships.

Scholarship Application Policy

Students who are interested in applying for scholarships for the upcoming academic year (fall and spring semesters) must complete and submit Scholarship Application Form to the Office of Student Affairs during the normal registration period per semester. Students may apply for scholarships when they have started the application process for admission to the Institute. It is the student's responsibility to visit the departmental office or the web-site for the degree desired to determine if additional information must be enclosed or attached to his or her scholarship application. All scholarship application forms will be retained both in paper format and in electronic format by the Office of Student Affairs, and the application form and other enclosures will not be returned to students. Deadlines for receipt of applications with all supporting materials for each scholarship will be published on the GSBI website, along with other pertinent application information.

Scholarship Acceptance and Terms

Acceptance of an individual scholarship award is an agreement to the terms and conditions of that award as well as all policies governing Georgia Synergy Business Institute scholarships. Every student's financial award package (scholarships, gift and need-based assistance) is subject to audit, with the final determination to be made by President. The total of all Georgia Synergy Business Institute scholarship funds cannot exceed the total direct and indirect costs of education (indirect costs include allowances for personal expenses and transportation). Full-time enrollment (or program equivalency) is required for all Georgia Synergy Business Institute scholarship recipients. Renewable awards are contingent upon maintaining a minimum grade point average, completion of the donor appreciation letter and meeting all other conditions of the renewal criteria as specified.

Scholarship Selection Process

Scholarship awards are made for one academic semester with the exception of renewable scholarships. Students will receive one scholarship disbursement per semester. Please note: the aforementioned process will not replace the donor's intent as outlined in the specified scholarship criteria.

The Office of Student Affairs will receive all scholarship application forms and a detailed scholarship report including funding amounts and criteria to award for the upcoming academic year. The Institute Academic Standing Committee is responsible for disseminating this information to their departments for review. Each Academic Standing Committee Member is responsible for submitting their respective department's ranking forms along with a list of scholarship recipients to the Office of Business Affairs and Scholarships by a pre-determined deadline date. The Institute Academic Standing Faculty Committee will have a minimum of two (2) workweeks to convene in order to assess applicants and select recipients for recommendation after being provided all qualifying application materials. The President, upon receipt of the Academic Standing Faculty Committee's recommendations for scholarships, forwards and reports to the Board meeting for final determinations. The due date for this determination process is the first day of a semester for immediate scholarship award and reimbursement.

Award Guidelines for Scholarships

Unless otherwise specified, scholarships are given for only one (1) academic year. The academic semester for which the scholarship is provided will be identified in the award. Students that do not have legal status in the United States, including those that have been granted DACA status, are not eligible to apply for the Need-based Assistance. The scholarship amount and need-based tuition assistance is not to be higher than tuition.

SCHOLARSHIP**President's Scholarship**

GSBI awards academic scholarships to new freshmen who meet specific academic requirements and are guaranteed for up to eight semesters as long as the student maintains satisfactory academic progress (SAP) and is continuously enrolled in GSBI of Undergraduate Studies. Academic scholarships can be applied only to tuition charges for on-campus enrollment. Applicant must have a 3.5 GPA, minimum ACT composite score of 20 or its equivalency in test. To maintain eligibility, students must keep a minimum 3.3 GPA and meet student aid eligibility requirements.

To be considered for GSBI's Presidents' Scholarship, all applicants must submit a completed application form through the online application portal, inclusive of the following documents:

- Transcripts from the applicant's current or most recently attended high school (secondary school)
- Resume
- Two reference letters that are not from family members.
- Personal statement (within 1000 characters)

Academic Achievement Scholarship

This is awarded if applicant performs incredibly well academically.

To be considered for an academic scholarship, all applicants must submit a completed application form through the online application portal, inclusive of the following documents:

- Transcripts from the applicant's current or most recently attended high school (secondary school) or college, or university for the immediately preceding semester. Transcripts that have been downloaded, or printed and scanned directly from the applicant's college or university website are acceptable for the submission of the scholarship application.
- One reference letter that is not from a family member.
- Personal statement (within 1000 characters)

GSBI Board Merit Scholarship

To qualify for merit scholarship the students must need to have a GPA of 3.0 or above in the immediately preceding semester and applicant must show qualities of good character, leadership and Christian faith. They must also demonstrate a desire to help others in their community involvement and/or continuing educational endeavors. To be considered for an academic scholarship, all applicants must submit a completed application form through the online application portal, inclusive of the following documents:

- Transcripts for the immediately preceding semester
- One reference letter that is not from a family member.
- Personal statement (within 1000 characters)

Need-Based Tuition Assistance

To qualify for the need-based assistance the student must be enrolled in an eligible course being taken for a grade (courses taken as audit are not eligible), and the student or student's family must be approved to participate in one of the federal need-based government programs listed below, **OR** have experienced an extreme hardship that affects family income.

- Free or Reduced-Price Lunch Program
- Supplemental Security Income

- Temporary Assistance to Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- Special Supplemental Assistance Program (WIC)

The student must provide documentation verifying approval to participate in the government program or of the hardship. To be considered for Need-based Assistance, all applicants must submit a completed application form through the online application portal, inclusive of the following documents:

- One reference letter that is not from a family member.
- Personal Statement (within 1000 characters) supporting hardship with respect to (1) number of dependent family members, (2) number of family members who are attending college or pursuing other forms of postsecondary education, (3) family annual income, (4) family assets, **AND** (5) your student status.

Academic Integrity and Scholarships

Academic integrity is a fundamental concept underlying the educational enterprise of the Institute. We are committed to honesty, fairness, trust, respect, and taking responsibility for our actions. All students are expected to abide by the principles of academic integrity and the Institute Student Code of Conduct. Any candidate or recipient of Georgia Synergy Business Institute scholarship or tuition assistance **MUST** maintain the outstanding level of academic integrity and demonstrate outstanding scholarship in all area of student life at Georgia Synergy Business Institute. In any case of the recipient of any type of scholarship being found responsible for any misdeeds proscribed in the Georgia Synergy Business Institute Code of Conduct, the award, prize, or any recognition may be collected by the Office of Student Affairs.

Continued Eligibility

After Fall semester official grades are determined, warning letters will be sent to scholarship recipients who have GPA or enrollment status issues. Satisfactory Academic Progress (SAP) as determined by completed hours and Grade Point Average (GPA) will be checked yearly at the end of the spring semester. The SAP process will not replace the donor requirements as specified in their outlined scholarship criteria. An SAP notification letter will be sent to all students who did not maintain their scholarship eligibility requirements for the academic year to inform them of the scholarship appeals process.

REFUND POLICY

Tuition may be refunded as provided below. To formally withdraw, a student must submit an Official Withdrawal Request Form to the Office of Admissions and a dated and signed Tuition Refund Request

Form to the Office of Business Affairs as soon as possible after deciding to withdraw. A student will be issued a refund if the last date of attendance is on or before the date marking the midpoint of the semester or academic session.

A student may receive a refund for overpayment, withdrawal from classes, or dismissal from the Institute. There is no administrative fee for discontinuing as a student of the Institute. All refunds are issued within 30 days of the date of withdrawal.

Refunds are determined based on prorating of tuition and the percentage of a registered program completed at the time withdrawal, up through 50% of the program. For example, if a student completes 25% of the semester, as calculated on the official Academic Calendar published by GSBI, he/she will receive a refund of 75% of tuition paid. If a student withdraws after completing more than 50% of the registered program, no refund of tuition will be issued.

Refunds will be issued for tuition ONLY*. Refunds will not be issued for the following:

- Application fee
- Late registration fee (per class)
- Institutional scholarship funds
- Graduation fees
- Returned check or declined credit card fees
- Late payment fees
- Penalty for non-payment or default payment fee

*NOTE: All monies will be refunded IF AND ONLY IF the student requests a refund within three (3) business days of signing the application paperwork, OR if no paperwork is signed and, prior to classes beginning, the student requests a refund within three (3) business days of making a payment.

A student who believes that a refund has not been calculated correctly may appeal to the Director of Business Affairs and, if need be, to the President.

Contact:

Hojung Jung, Director of Business Affairs

Phone: 678-708-2476

Email: gsbifax@gmail.com

Any student who remains dissatisfied after attempting resolution through GSBI channels may file a complaint with the Georgia Nonpublic Postsecondary Education Commission:

GNPEC

2082 East Exchange Pl, Ste. 220

Tucker, GA 30084

Phone: 770-414-3300

Complaints must be filed through the GNPEC website at gnpec.georgia.gov.

Full Refund if Called to Active Duty

Georgia Synergy Business Institute will refund 100% of ALL tuition and fees for US military personnel who receive orders calling them into active duty and who must perforce discontinue studies during the academic semester.

Appeal / Complaint

Students who are not satisfied with the regulations regarding the Georgia Synergy Business Institute Refund Policy may appeal to the Registrar. If the students are still dissatisfied, they may appeal either to the President or to the Academic Standing Faculty Committee. The President or the Committee may make a recommendation for resolution, but when a decision being made is not just and fair, in the opinion of the complainant, he or she may make a final appeal to the Georgia Nonpublic Postsecondary Education Commission (GNPEC) at the following address:

GEORGIA NONPUBLIC POSTSECONDARY EDUCATION COMMISSION

2082 East Exchange Place, Suite 220

Tucker, GA 30084-5305

(770) 414-3300

<http://gnpec.georgia.gov>

ACADEMIC POLICIES AND REGULATIONS**SEMESTER SYSTEM**

GSBI operates on the semester system for the Department of Business Management. The academic year consists of a Fall and a Spring semester with short sessions. One semester hour represents one hour of classwork per week or its equivalent in other forms of class performance (see "Definition of 'Credit Hour'" below). Each semester has 15 to 16 weeks of classes, including the final exam week. Full-time enrollment requires a minimum of 12 credit hours per semester for bachelor's program.

Course examinations are given at least twice a semester (mid-term and finals), in addition to occasional quizzes and term papers/projects. Faculty and instructors may choose to substitute term papers or projects for exams. A student whose class attendance is less than two-thirds of all the classes held is not eligible to take the final exam. Those who have missed any final exams due to circumstances beyond their control are entitled to take make-up exams.

Definition of Credit Hours

For Georgia Synergy Business Institute degree program and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and

verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, and other academic work leading to the award of credit hours."

A credit hour is assumed to be a 50-minute (not 60-minute) period. In courses, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

INDEPENDENT STUDY

Students who are enrolled in or registering for their final year of coursework at GSBI may apply for independent study (thereafter "IS) courses in order to pursue topics of special interest, based on certain conditions:

- Undergraduate student applicants must have a cumulative GPA of at least 2.5 over their entire enrollment at GSBI. Graduate student applicants must have a minimum GPA of at least 3.0 over their entire enrollment at GSBI.
- Students must obtain permission of the proposed course instructor, and the school Program Director. Independent study application forms are available in the Academic Affairs Office.
- Applicants should speak to their proposed instructor **BEFORE** applying for an IS course, and should come to an agreement with the instructor as to the content and requirements of the course. Applicants must also take into account the fact that they are asking a faculty member to perform work that is outside of the normal requirements of their job, and should make their applications accordingly.
- Students will also be required to sign a learning contract with the instructor of the course. Students must also be able to justify the IS proposal. Justifications judged insufficient will not be approved.
- IS courses may **NOT** be used as substitutes for required courses. IS courses cannot replace courses that are regularly taught (i.e. at least every other semester).
- Students will be allowed to take only **one** IS course (three credit hours) per semester, and cannot take more than two IS courses (six credit hours) during any degree completion.
- Approval of IS course applications rests solely with the proposed instructor, the student's faculty advisor, and the school Program Director. Any of these may reject an IS course application for any reason. Such decisions are final and may not be appealed.
- International (F-1 visa) students may apply for IS courses following the same criteria as resident students.

- Special exceptions to any or all of the above criteria **MAY** be granted in exceptional cases, upon approval of the Program Director and the Office of Academic Affairs, who may choose to add other individual requirements for a particular student.

REGISTRATION AND TRANSFER

During the semester, all students currently enrolled at Georgia Synergy Business Institute will be informed by mail, phone, or via Email of the details of registration dates and procedures. The annual Academic Calendar is published in the official Catalog.

To register for courses, students visit the Registrar's Office and complete and submit the course registration form during the registration period. Students who register after this period will have a late registration fee charged to their accounts. Detailed registration information is provided by the Registrar's Office and is available on the official website. Students may change course registration (add or drop) during the first 10 calendar days of each academic term. A Course Change (Add/Drop) form must be submitted in person. Course Adds must be accompanied by the instructor's signature. Course Adds are accepted through the **10th calendar day of the semester**. Dropping below full-time may affect your eligibility to receive financial aid, to be eligible for scholarships, or to qualify for on-campus employment. Part-time is considered anything below 12 credit hours registered each semester. Cumulative courses are not included in calculating course load.

Applicants must complete, date, and sign a Tuition Refund Request form to be entitled to any refund. Please check the refund schedule on Georgia Synergy Business Institute Catalog. It may be necessary for the Institute to cancel scheduled courses because of insufficient enrollment. In such cases, students who have registered for those courses will be given the opportunity to change their registration without charge.

Students seeking to transfer from another post-secondary educational institution will be considered for admission upon submission of the documentation outlined below, along with an official transcript of completed previous college. These files must be submitted on official forms provided in the application via email directly to Georgia Synergy Business Institute from the institution the student attended.

Transfer credit will only be accepted if earned at a post-secondary institution having regional or national accreditation recognized by the U.S. Department of Education. This can be determined through The Council for Higher Education Accreditation website.

The student is responsible for requesting an evaluation of external course work and providing official transcripts to Georgia Synergy Business Institute. The student requesting recognition of transfer credit may be requested to provide an academic catalog or other more detailed materials, such as course syllabi. All course work will be evaluated by the Academic Affairs officials or trained transfer credit evaluator.

All prior course work should be submitted no later than the end of registration for the student's first term of study. External transfer credit will be noted on a student's transcript, but will not be included in the cumulative GPA. If a student receives transfer credit and later enrolls in the same course at Georgia Synergy Business Institute, the grade earned in the course will be used in the GPA.

An unofficial evaluation may be completed for a potential applicant who desires to have an estimate of the amount of credit that might be awarded as part of his/her decision to enroll. An unofficial transcript may be presented to the appropriate administrator, who will provide a preliminary estimate. The preliminary estimate is neither an award nor a commitment to award credit. Only applicants who have provided all requested materials, including an official transcript, may be awarded credit.

General Criteria for Evaluating External Transfer Credit

- All evaluations are based on the unit's credit (i.e., quarter or semester hours.) Courses must equal to 3 semester hours to be considered for transfer.
- Georgia Synergy Business Institute's Registrar's Office assesses the credit transfer value of educational work completed elsewhere. The office bases their decision on course content, and other factors as appropriate. Additional documentation, such as course descriptions and/or syllabi, may be requested.
- Courses that are more than 10 years old may not be accepted for transfer; however, the final decision will be based on a variety of factors.
- The courses must have been college level. Credits earned in development course work and English-as-a-Second-Language courses may not be transferred.
- The transfer credits must be graduate hours and validated by a cumulative GPA of 2.5 or better, and consistent with the program of study to which it would be applied.
- The undergraduate course must have been completed with a grade of "C" or better. A numeric average of 74 percent or better is required for schools not using a traditional grading scale.
- Credit earned at foreign institutions may be externally evaluated by a foreign credential evaluator approved by the National Association of Credential Evaluation Services or American Association of Collegiate Registrars and Admission Officers (unless the school has a trained foreign credential evaluator). See www.naces.org or www.aacrao.org for a list of approved evaluators.
- Provided all course objectives are met, a match of one unit of credit between the

Georgia Synergy Business Institute degree program course and the external course is allowed.

- One quarter-hour is equivalent to two-thirds of a semester hour. Quarter hours are converted as follows: Quarter credit hour x 0.67 = Semester credit hours

For having credit considered for transfer from more than one postsecondary educational institution, a statement of good standing must be sent from each institution. The total amount of transfer credit granted will be determined by the assigned faculty and Institute regulations. The decision is based on the judgment of those who review and assess the transcripts and the documentation in Georgia Synergy Business Institute regulations. It is the policy of the Institute that at least 25% of the credit hours of the Undergraduate program degree requirement must be successfully completed at Georgia Synergy Business Institute to be eligible for degree, and it is the policy of the Institute that students must earn the majority of credits toward a graduate program degree at Georgia Synergy Business Institute in order to be awarded with the academic degree.

ACADEMIC ADVISING AND COUNSELING

Academic advising is available at the main office with the Office of Academic Affairs and/or with an academic advisor. Advising is done by appointment, or on a first-come, first-served basis. Students seeking advisement for registration are asked to make an appointment at least 2 weeks prior to registration. Please keep in mind that waiting lines for those without appointments may be long, so plan ahead. Students are advised to maintain contact with their student advisor to avoid issues with registration.

COURSE REGISTRATION CHANGE

Please consider all possibilities and the recommendations of your counselor and your instructors before adding or dropping courses. Courses may be added or dropped during the first two weeks of classes each semester. The Course Change (Add/Drop) form is available at the Office of Academic Affairs or on the GSBI website. Any tuition expense incurred for an added course will be due the same day. Please refer to the refund policy for any refund that may be due for dropped courses.

ATTENDANCE

Off-line

Academic credit for a course requires regular class attendance. Class attendance means being present in the class for the entire scheduled class meeting. The physical presence is crucial in any class meeting regardless of whether or not the assignments are completed. In the event of absence for any reason,

the student is responsible for any information or class content missed. In some cases, additional work may be required to make up for an absence. If not made up, missed work may result in a lower grade or even a failing grade for the course.

A student attending on-campus is required to attend at least 80% of the class meetings for each course in which he/she is enrolled. For semester-long on-campus courses, this means that a maximum of three (3) class periods may be missed, since the Georgia Synergy Business Institute semester schedule is usually 15 or 16 weeks. Any student who misses more than 20% of class meetings may receive an "F" or be forced to withdraw from the course. Exceptions may be made only in extreme circumstances and then only with the approval of the Director of Academic Affairs.

Absence and tardiness policies

- a. Absences should be taken only for important and necessary reasons.
- b. The student is held responsible for absences due to late registration. Consequently, students are not permitted to enroll for a course after the second full week of classes. c. Instructors must report to the Registrar any student who:
 - (1) habitually comes in tardy or leaves early
 - (2) misses the whole class session three weeks in succession
 - (3) misses more than 20% of classes for a particular course
- c. Instructors will employ the following institutional rules for determining absences:
 - (1) only tardiness of less than 15 minutes may be counted as a tardy
 - (2) three tardies count as one absence
 - (3) tardiness of more than 15 minutes counts as one hour of absence.

These policies are in place not to constrict students, but to ensure that every student is getting the most out of every course, and to comply with federal regulations regarding attendance.

Online

A student is required to log on weekly and review the week's course material. Individual Assignments or Internet Assignments are due each week. Attendance will be taken based on the submission of assignments weekly. If a student fails to submit an assignment when due, he will be marked absent for that week. His Attendance in the course is determined by his participation in the weekly submission of designated assignment. The designated assignment can be home assignment, test, or discussion. Failure of submission of an assignment when due will lead to be marked absent for that week. The instructor is authorized to drop or penalize any student exceeding absences of more than 20 percent of the scheduled 48 course hours or 3.2 weeks. Therefore, if more than 3 weeks assignments are not submitted on time, the student will either be dropped from the course or given a one-grade penalty from the final grade for the course. "Late" is defined as submitted after the due date in the syllabus.

IMPORTANT INFORMATION REGARDING CLASS ATTENDANCE

Non-attendance is grounds for withdrawal from class and may result in the student being out-of-status. Students *must* attend at least 80% of class or they will be administratively withdrawn from class. In the event of an administrative withdrawal from class, the student will receive a refund based on the date of withdrawal. If a student is withdrawn from class after the deadline for registration for that class, the student may not register for that class again until the following semester.

Official Class Attendance

Students must be listed on the official class attendance list to be counted as present in a class. If a student is not officially registered for a course, he/she cannot be counted as present in a class, even if he or she is physically present in the class. To register for a course, the student must be cleared through the Office of Business Affairs in regards to his/her student account. If a registration is approved after the actual start of the course, the class sessions the student attended prior to registration finalization will be deemed absences. These absences will be counted in the semester total and will be subject to the current institutional attendance policies.

Full-Time Status

“Full-time” for undergraduate programs is considered to be enrollment and attendance in 12 credit hours (four 3-credit hour classes).

Lengthy Absences

Whenever possible, students are expected to notify their academic advisor if they plan to discontinue enrollment for an extended period. If a student does not register for a period of two semesters, it will be necessary to apply for readmission. In such cases, students must meet the degree requirements in effect at the time they resume course work.

SATISFACTORY ACADEMIC PROGRESS

GSBI evaluates students for compliance with the Satisfactory Academic Progress (SAP) policy at the end of each academic year. Those students who do not meet the SAP standard will be placed on Academic Probation. Students may submit Satisfactory Academic Progress Appeal in which students may explain the specific circumstances that prevent them from making Satisfactory Academic Progress and address the circumstances so that students can successfully complete their academic program.

Regulations permit the Director of Academic Affairs to extend school retention if a student can document the mitigating circumstances beyond their control that:

- 1) occurred during the terms where the student did not meet the standards; or

- 2) prevented the student from graduating within the allowed program maximum timeframe.

A mitigating circumstance can include an event that occurred during the terms in which the student cumulatively did not earn at least 67 percent of the courses attempted; did not have the required cumulative grade point average of 2.0; or reached or exceeded the allowed maximum attempted hours timeframe. Mitigating circumstances include, but are not limited, to the following:

- Medical emergency or health issues affecting student or family
- Hospitalization for 14 days or more days
- Death of immediate family member (parent, spouse, sibling, child).
- Divorce experienced by you or your parent
- Other significant unexpected and documented circumstances beyond the control of the student
- Significant trauma in student's life

GSBI requires the following documentation to support the stated mitigating circumstance:

1. A certification from a medical doctor who has treated the student and can certify that the student's medical condition impaired the student's ability to successfully complete the coursework attempted. This medical documentation must be on the physician's letterhead and should coincide with the time period in which the deficits occurred.
2. Official verification of the family member's death and relationship to the student (Preferably a death certificate or obituary).
3. A document certifying the student/parent(s) suffered a major loss in an area that has been designated a National Disaster Area.
4. Any other documentation that is approved and/or requested by Director
5. of Academic Affairs to support the student's claim.

All mitigating circumstances must have documentation to support statements provided in the appeal. Incomplete documentation or failure to submit the correct form will result in an appeal denial. Further, submitting an appeal does not guarantee approval.

The Appeals Process

Students appealing for extending school retention must adhere to the following procedures:

1. Set up an appointment with the Academic Affairs to discuss the appeals process, requirements and options;
2. Obtain the SAP Appeal Form from the Academic Affairs;
3. Obtain and attach appropriate documentation that substantiates the condition(s) related to the circumstances;

4. Visit with an academic adviser to develop an academic plan that addresses specifically academic deficiencies and how they will be addressed. For example, the adviser and the student may agree on a reduced course load; different courses; tutoring options; or other approaches the student and adviser might consider to be appropriate.
5. Submit a written statement indicating under which of the above conditions to support the appeal and provide a copy of the academic plan.

The review of the appeal can take up 2-4 weeks from the date the form is submitted.

Students wishing to submit an appeal should do so in 10 business days upon receipt of failure to meet SAP requirements notification.

The Academic Affairs adheres to the following procedures once a student submits an SAP Appeals Form:

1. Director of Academic Affairs will only review complete appeals documentation.
2. The Academic Affairs will review the appeal with particular consideration given to the nature of the appeal together with program regulations to determine approval status.
3. If the appeal is approved, students will be notified in writing and continue to study on program.
4. If the appeal is denied, the student will be notified in writing within 10 business days of the decision.

ACADEMIC ASSESSMENT SYSTEM

Grading and Evaluation

Georgia Synergy Business Institute's grading scale is shown below. Grades are given in letter and equivalent number values. Every student is responsible for knowing and understanding current academic policies and regulations. Ignorance of a policy that appears in the Student Handbook or in the Catalog is not a valid reason for granting an exception to any policy.

Letter Grade	Numerical Grade	GPA	Description
A	95-100	4.0	Outstanding work; Exceeding All Standards
A-	90-94	3.7	
B+	87-89	3.3	
B	84-86	3.0	Good work; Meeting Most Standards
B-	80-83	2.7	
C+	77-79	2.3	Fair
C	74-76	2.0	Minimum Achievement
C-	70-73	1.7	Poor work; Not Meeting Minimum Standards

D	60-69	1.3	
F*	0 -59	0.0	Failed to complete the course
I**			Incomplete work
W			Withdrawal from a course prior to receiving grade
WP			Grade is passing at the time of withdrawal
WF			Grade is failing at the time of withdrawal
U			Unofficial Withdrawal

* **F (FAILURE)** – Indicates failure to complete the course, meaning loss of course credit.

** **I (INCOMPLETE)** – Indicates that part of the course requirements has not been completed. Within **TWO** weeks after the end of the semester, students must have made up any uncompleted work and will be assigned a letter grade by the instructor. If all required work is still incomplete after this period, the grade of "I" will automatically become "F."

Good Standing

For Georgia Synergy Business Institute certification or admission purposes, an undergraduate student with a cumulative GPA of 2.0 or above; or a graduate student with a cumulative GPA of 3.0 or above; and who is making satisfactory progress toward the completion of degree requirements within the time limits of the degree program, including approved extensions, is considered to be in good academic standing. For purposes of reports and communications to other institutions, and in the absence of any further qualifications of the term, a student is considered in good standing unless the student has been dismissed, suspended or dropped and not readmitted.

COURSE REPEAT

When a student repeats the same course, the better grade will be utilized to calculate the cumulative GPA that is used for academic probation and dismissal, admission to degree candidacy and graduation.

DISMISSAL

Conditions for academic dismissal include (but are not limited to):

- Failure to register during the prescribed period.
- Illness requiring extensive hospitalization.
- Violation of school regulations governing discipline and misconduct.
- Disqualification by failure to meet all requirements of graduation.

Any student desiring to withdraw from the institution during the academic year is required to notify the Office of Admissions and Record and fill out the necessary withdrawal forms. Failure to comply with proper withdrawal procedures may result in denial of future readmission.

LEAVE OF ABSENCE (LOA)

Leave of Absence (LOA) refers to a specific time period during a program when a student is not in attendance. Students who require a temporary break of enrollment in their program of study that will last for more than 29 days have the option of requesting a Leave of Absence. Exceptions shall be discussed with Dean of Academic Affairs in an emergent case such as medical reasons (a doctor's note should be attached). A LOA must meet certain conditions to be counted as a temporary interruption in a student's education rather than being counted as a withdrawal. There must also be a reasonable expectation that the student will return from the LOA in order for the leave to be approved.

- A LOA request must be signed, dated and submitted on or before the last day of class attendance in a course and must include the reason for the student's request. The request must be completed on the GSBI Leave of Absence form. Any request submitted after the last day of class in a course will be denied unless unforeseen circumstances prevented the student from doing so.
- GSBI policy allows only one LOA of one academic term.
- Students who do not return from an approved LOA will be withdrawn from the Institute as of their last date of documented attendance.
- If a student is on a leave of less than one year, he/she may submit another LOA from, requesting an extension. The extension must be approved by the Institute Registrar.

A student wishing to request a LOA will need to initiate the process with the Office of Academic Affairs.

WITHDRAWAL FROM SCHOOL

During a semester or session of enrollment, withdrawal is the appropriate action if a student wants/needs to drop all the credits he/she has scheduled. Withdrawal drops all courses in which a student is currently enrolled and cancels enrollment in courses the student scheduled for an upcoming semester or session regardless of the delivery systems.

Any student desiring to withdraw from Georgia Synergy Business Institute is required to notify the Registrar's Office and fill out the appropriate withdrawal forms (Course Withdrawal form). Failure to comply with proper withdrawal procedures can mean the denial of future readmission. Georgia

Synergy Business Institute maintains a required minimum of 12 credit hours of academic enrollment each semester.

Note: Once a student has been informed that he/she is suspected of a violation of the academic integrity policy, the student may not withdraw from the course during the adjudication process.

- A student may decide to withdraw for medical, military, or other reasons.
- Before the 10th business day of the semester, withdrawal is not necessary. Instead, a cancellation of registration may be processed through course add/drop application. After the 10th day of the semester, if the student has not attended any classes the procedure for administrative course cancellation may be followed.
- A student who has scheduled courses but has not completed the registration process by paying tuition is in "scheduled status".
- When a student is not registered, he/she cannot withdraw.
- Students in "scheduled status" who decide not to attend should contact the Registrar's office to cancel their semester/session registration.

A student who stops attending classes without officially withdrawing may receive grades of "F" in all courses scheduled for that semester or session.

Deadline

Withdrawals can be processed until 5:00pm on the last day of classes (before the final exam period begins). If the student is unable to be on campus to process a withdrawal, he/she should complete a withdrawal form and send it to the appropriate program director to initiate the withdrawal process. If mailing the form, it is advisable to do a phone follow-up to be sure the form was received and processed.

Consultation

Because the decision to withdraw has far-reaching ramifications, the student should receive advising from the assigned faculty adviser when considering withdrawal. In addition, the following students **MUST** consult with the indicated office prior to withdrawing:

Impact on the Student's Record

Official withdrawal results in a "W" symbol recorded on the student's transcript for courses in session on the date of withdrawal. No credit is earned. The student's grade-point average is not affected. In cases where a course was completed (e.g., a part-semester course) before a withdrawal was processed, a grade or the appropriate symbol is recorded.

Impact on Future Enrollment at GSBI

Any classes for which the student has registered in future semesters/sessions are canceled when a student withdraws (except in the case of a summer-only withdrawal). If the student plans to resume

degree candidacy after withdrawing, he/she should understand the re-enrollment procedure. Reenrollment will be necessary unless the student withdraws for the summer session only.

Alternatives to Withdrawal

The student should consider a schedule adjustment or deferred grade before withdrawing. A leave of absence for the following semester should be considered if time off is desired.

Student Action

During fall and spring semesters, for processing a withdrawal, students can follow the steps below. To withdraw from a summer session, follow the steps below.

1. Contact an academic adviser to discuss the impact of withdrawal on your future academic plans and the possibility of alternatives to withdrawal.
2. Consult with the appropriate offices.
3. Contact the Office of Business Affairs regarding any outstanding account balances.
4. Print a withdrawal form
5. Submit the completed form to the Registrar's office by 5:00 p.m. on the last day of classes in the semester from which you are withdrawing.

Students who withdraw receive a tuition adjustment in accordance with Georgia Synergy Business Institute's Refund Policy. Be advised that some fees are non-refundable. The Office of Business Affairs will determine the amount of the refund if any is owed to the student.

Summer Withdrawal

If a student who withdrew from one summer session chooses to enroll in a session offered later in the summer he/she can register (or re-register) for the session. A student who has completed course work in a single summer session may withdraw from later sessions. Course grades or the appropriate symbols for the courses the student completed in the earlier session are retained.

Disciplinary Withdrawal

At the written request of a student, the Director of Student Affairs may approve a disciplinary withdrawal in cases when the student is charged by the Institute and is (or may be) criminally charged for the same incident. A disciplinary withdrawal will be approved, if appropriate, to delay the Institute's conduct process until the pending criminal matter has been resolved or until another agreed upon time frame has elapsed. The disciplinary withdrawal may include a specific time limit so that the Institute's discipline process will not be jeopardized. When a request for a disciplinary withdrawal is approved, the student may not register for or attend classes, reside on campus or use or visit Institute facilities. A hold will be placed on the student's registration for the period of the disciplinary withdrawal. The student may not re-enroll until the hold is removed.

Medical Withdrawal

Students withdrawing for medical reasons do not need any special verification to do so, but must use the withdrawal form. Medical withdrawal is not used for the illness of a family member. When processing a medical withdrawal, the student should check the box titled "Medical" on the withdrawal form. In some cases, when there is significant concern about individual or community health, the Director of Safety and Security can require students who have processed a medical withdrawal to obtain medical clearance for re-enrollment.

Military Withdrawal

Military withdrawal is available only to students who are actively serving members (Active Duty and Reserve Duty Components) of the U.S. armed services (not a contractor or civilian working for the military) who are unable to meet class requirements (attendance and other participation requirements, including web-based activities) due to orders to relocate. A student enrolled in a semester or session who qualifies for a military withdrawal should contact the Registrar and present a copy of his/her military orders with formal correspondence on unit letterhead signed by the commander requesting military withdrawal from Georgia Synergy Business Institute due to orders. The formal correspondence must include the unit commander's contact information and verification of duration and location of the student's pending assignment.

Students must complete a withdrawal form, citing "Military" as the reason for withdrawal. In addition to the offices normally contacted by the Registrar when a withdrawal is processed, the Office of Business Affairs will be notified. If timing does not permit a student to complete a withdrawal form and present his/her military orders to the Registrar's office prior to leaving campus, the student may withdraw by sending a personally signed written request for a military withdrawal to the Registrar's office by e-mail at gsbifax@gmail.com or fax (470-766-0627). A copy of his/her military orders and formal correspondence, as described above, must accompany the request.

- Students processing a military withdrawal will not be charged tuition and fees for the semester/session for which the withdrawal was processed.
- Student financial aid and costs for students who process a military withdrawal will automatically be adjusted, as appropriate.
- Students processing a military withdrawal are eligible for military re-enrollment.

NOTE: There may be academic consequences of withdrawal. You may wish to consult with your instructor, advisor, or counselor prior to withdrawal. Please reference the Refund Policy for complete details.

Course Add - Drop

Course Drop is an action taken by a student prior to the start of the term or during the Drop/Add period of a term. The dropped course does not appear on his/her transcript.

MAINTAINING GOOD ACADEMIC STANDING

Students are expected to maintain good academic standing, as indicated by Grade Point Average (GPA). GPA is calculated according to the Academic Assessment System (see “Academic Policies and Regulations,” elsewhere in this Student handbook). Students who fail to maintain good academic standing will be placed on academic warning, academic probation or academic suspension, as described below. These standards apply to all undergraduate students, full-time and part-time.

Academic Warning, Probation, and Suspension

A cumulative GPA of 2.0 is required for an undergraduate student to maintain good academic standing at GSBI. Cumulative GPA is calculated using only those credits earned or attempted at GSBI; credits earned at other institutions will not be evaluated for the purpose of maintaining good academic standing at GSBI. Students whose GPA falls below 2.0 may be subject to Academic warning, probation, or suspension. Academic warnings, probations, and suspensions will be handled on a case-by-case basis, based on the discretion and requirements of the Office of Academic Affairs, the Director of the Program in which the student is enrolled, and the Academic Standing Faculty Committee. This Committee oversees cases of student academic probation and suspension.

Terms of warnings, probations, and suspensions may vary from case to case. Terms of the warning, probation, or suspension (including results of failure to follow through on the terms) will be agreed upon by all parties, and all parties will sign off on the terms. Failure on the part of the student to follow through on the terms of an academic agreement may be grounds for dismissal of the student from GSBI. Duration periods of warnings, probations, and suspensions may vary according to the discretion and recommendations of the Office of Academic Affairs, the ATFC, and the Director of Program in which the student is enrolled.

ACADEMIC MISCONDUCT

All Students are advised to refer to the GSBI Student Handbook for details regarding academic misconduct. Academic misconduct includes, but is not limited to

Plagiarism: A student plagiarizes if student uses the ideas, words or work of another person as their own ideas, words or work. Plagiarism is distinguished from inadequate and/or inappropriate attempts to acknowledge the words, works or ideas of someone else. Plagiarism includes, but is not limited to

- Copying unacknowledged passages from textbooks
- Reusing in whole or in part the work of another student or persons modified or

otherwise

- Obtaining materials from the Web and submitting them, modified or otherwise, as one's own work

Cheating: A student is considered to be cheating if he or she does not abide by the conditions set for a particular learning experience, assessment or examination. Cheating includes, but is not limited to

- Falsifying data obtained from surveys or similar activities
- Copying the answers of another student in an examination or allowing another student to copy answers in an examination
- Taking unauthorized materials into an examination
- Sitting an examination for another student or having another person sit an examination on behalf of oneself
- Removing an examination question paper from an examination room where this is contrary to instructions
- Improperly obtaining and using information about an examination before an examination
- Making changes to an assignment that has been marked then returning it for re-marking claiming that it was not correctly marked

Collusion: A student colludes when he or she works, without the permission of the instructor, with another person or persons to produce work which is then presented as work completed independently by the student. Collusion includes, but is not limited to

- Writing the whole or part of an assignment with another person
- Using the notes of another person to prepare an assignment
- Using the resource materials of another person that have been annotated or parts of the text highlighted or underlined by another person
- Allowing another student, who has to submit an assignment on the same topic, access to one's own assignment under conditions which would give that other student an advantage in submitting his or her assignment

Other acts of academic misconduct occur when a student inhibits or prevents other people's legitimate learning or teaching. Such actions include but are not limited to

- Any infringement of the library rules, including specifically
 - withholding books from the library in such a way as prevents other students having access to the books at the time they may need them
 - defacing books from the library
 - stealing books from the library
- Any disruption of classes
- Any other conduct which unreasonably impairs the rights of other persons to pursue their work, studies or research.

READMISSION

Any former student seeking admission after an absence of one to two years is required to submit a new application form. After two years of absence, students seeking readmission must complete the entire application process.

A student who has been placed on academic probation is eligible to apply for re-enrollment after one grade period following the probation. Requests for re-instatement must be addressed in writing to the Office of Admissions and Record. All requests must be completed and submitted to the Registrar's office at least 30 days before registration period starts. A re-admitted student would be enrolled on academic probation.

If re-admission is granted, the student must pay a re-admission fee in addition to regular tuition and fees.

TRANSCRIPTS

All grades are permanently recorded on a student's academic grade report and documented on his or her scholastic record. Grade reports of all academic work done at GSBI and the cumulative grade point averages from other post-secondary institutions are permanently kept. The cumulative academic record includes personal identification (name, student I.D. number, date of birth, and date of entrance), degree completed and conferred, and graduation date.

Student academic records are available for inspection by the student involved, but these records are regarded as confidential and are never released to unauthorized persons. Student academic records are released to other persons or institutions only with the written consent of the student and are made

available only to authorized persons designated on the consent form. See “Family Educational Rights and Privacy Act” elsewhere in this Catalog for more information.

No official document of a student's records will be released until all financial obligations have been resolved. In order to issue an official transcript or other documents, a student must submit an “Official Document Request Form,” which can be found at the Office of Academic Affairs or on the GSBI web site, to the Office of Academic Affairs, and pay a fee of \$5.00 per document and \$20.00 for express service (1 to 2-day turnaround) per document to the Office of Business Affairs. It usually takes 5-7 business days to process the request. Official transcripts cannot be emailed or faxed. The issued document will be retained at the Office for 30 days.

TRANSFERRING OF CREDITS

Students seeking to transfer from another post-secondary educational institution will be considered for admission upon submission of the documentation outlined below, along with an official transcript of completed previous college. These files must be submitted on official forms provided in the application via email directly to Georgia Synergy Business Institute from the institution the student attended.

Transfer credit will only be accepted if earned at a post-secondary institution having regional or national accreditation recognized by the U.S. Department of Education. This can be determined through The Council for Higher Education Accreditation website.

The student is responsible for requesting an evaluation of external course work and providing official transcripts to Georgia Synergy Business Institute. The student requesting recognition of transfer credit may be requested to provide an academic catalog or other more detailed materials, such as course syllabi. All course work will be evaluated by the Academic Affairs officials or the Director of the relevant program.

All prior course work should be submitted no later than the end of registration for the student's first term of study. External transfer credit will be noted on a student's transcript, but will not be included in the cumulative GPA. If a student receives transfer credit and later enrolls in the same course at Georgia Synergy Business Institute, the grade earned in the course will be used in the GPA.

An unofficial evaluation may be completed for a potential applicant who desires to have an estimate of the amount of credit that might be awarded as part of his/her decision to enroll. An unofficial

transcript may be presented to the appropriate administrator, who will provide a preliminary estimate. The preliminary estimate is neither an award nor a commitment to award credit. Only applicants who have provided all requested materials, including an official transcript, may be awarded credit.

General Criteria for Evaluating External Transfer Credit

- All evaluations are based on the unit's credit (i.e. quarter or semester hours.)
- Courses must equal to 3 semester hours to be considered for transfer.
- Georgia Synergy Business Institute's Registrar's Office assesses the credit transfer value of educational work completed elsewhere. The office bases their decision on course content, and other factors as appropriate. Additional documentation, such as course descriptions and/or syllabi, may be requested.
- Courses that are more than 10 years old may not be accepted for transfer; however, the final decision will be based on a variety of factors.
- The courses must have been college level. Credits earned in development course work and English-as-a-Second-Language courses may not be transferred.
- The transfer credits must be graduate hours and validated by a cumulative GPA of 2.5 or better, and consistent with the program of study to which it would be applied.
- The undergraduate course must have been completed with a grade of "C" or better. A numeric average of 74 percent or better is required for schools not using a traditional grading scale.
- Credit earned at foreign institutions may be externally evaluated by a foreign credential evaluator approved by the National Association of Credential Evaluation Services or American Association of Collegiate Registrars and Admission Officers (unless the school has a trained foreign credential evaluator). See www.naces.org or www.aacrao.org for a list of approved evaluators.
- Provided all course objectives are met, a match of one unit of credit between the Georgia Synergy Business Institute degree program course and the external course is allowed.
- One quarter-hour is equivalent to two-thirds of a semester hour. Quarter hours are converted as follows: Quarter credit hours x 0.67 = Semester credit hours

For having credit considered for transfer from more than one postsecondary educational institution, a statement of good standing must be sent from each institution. The total amount of transfer credit granted will be determined by the assigned faculty and Institute regulations. The decision is based on the judgment of those who review and assess the transcripts and the documentation in Georgia Synergy Business Institute regulations. It is the policy of the Institute that at least 25% of the credit hours of the Undergraduate program degree requirement must be successfully completed at Georgia Synergy Business Institute to be eligible for degree, and it is the policy of the Institute that students must earn the majority of credits toward a graduate program degree at Georgia Synergy Business Institute in order to be awarded with the academic degree.

ACADEMIC NON-CREDIT COURSE AUDITING POLICIES AND PROCEDURES**PURPOSE**

Georgia Synergy Business Institute is committed to and well aware of the importance of ensuring growth of the student body; thus, it emphasizes academic achievement, spiritual growth, promotion, community services, and planning for expansion of practical curriculum that are useful and practical in daily lives for community members.

DEFINITION

Audit is a registration status allowing students to attend a course without receiving credit. Both graduate and undergraduate students may audit courses. Audit units do not count toward full-time status, nor do audited courses count toward the determination of continuous enrollment for *Catalog* purposes.

ACADEMIC POLICY ON COURSE AUDITING

Though auditing of course work is not encouraged at GSBI, an auditor may attend lectures and other class meetings, take part in class discussions, and may request a written confirmation of attendance in a form of "Certificate of Attendance" from the Office of Academic Affairs/Registrar. An auditor will not receive evaluations of participation and will not be allowed to submit assignments or write examinations and tests, except by special and express permission. GSBI's Code of Conduct and other admission requirements will apply to auditors.

Students may audit a regularly scheduled class for no grade and no credit; however, participation in the course is noted on their official records. Auditing provides students with an opportunity to pursue an interest in a subject without being graded on the effort. Acceptable performance, attitude, and attendance, as defined by the instructor for the course, are expected. Audit enrollments do not fulfill requirements for coursework for degree completion.

Auditing students will be allowed to participate in the class to the extent to which they choose. Since the auditing student's name will not appear on the official roster, the Student ID # with specific auditing period or GSBI Student Account Statement will serve as verification that the student may attend class. Auditing students may use the library facilities and materials and be allowed to borrow books and references in accordance with the GSBI Library policy. The instructor is not obligated to accept any papers, tests, or examinations from the auditing student. An auditing student is free from such course

requirements as attendance, written work, and tests. Credit will not be granted for auditing a course. Once a student has registered as an auditing student, he/she cannot change to credit status, nor may a credit status student change to an auditing status once the semester has begun. Neither the instructor nor the Institute assumes responsibility for the academic progress of an auditing student. No refunds of tuition and fees will be granted to auditing students.

STUDENT INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The privacy and confidentiality of student education records is protected, as provided for by Federal law (20 U.S.C. § 1232g; 34 CFR Part 99). This Act replaced by this law, the Family Educational Rights and Privacy Act (FERPA) 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 eligible 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.

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.

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, 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.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339, or contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

STUDENT GRIEVANCES PROCEDURE

It is the desire of Georgia Synergy Business Institute that complaints made by students be resolved before a serious problem develops. However, if an issue persists to the extent of being detrimental to the student or to the Institute, the procedure described herein should be followed. Students may bring a complaint, in written form, to the attention of the Director of Student Affairs for non-academic matters, and of the

Director of Academic Affairs for academic issues.

- a) Discussion of the problem with the Director of Student Affairs is encouraged as the

- first step for non-academic affairs.
- b) Discussion of the problem with the Director of Academic Affairs is recommended for academic related affairs.
 - c) If the student does not believe a discussion with either director is appropriate, he or she should proceed directly as described below.
 - d) If the matter is not resolved to the student's satisfaction through discussion, the student may proceed to the formal grievance stage by presenting a written grievance to the President.

SANCTIONS

The purpose of sanctions is to provide a fair educational opportunity for all found responsible for their actions. The followings are the types of sanctions that may be issued in judicial proceedings and decisions:

Warning: Notice to the offender, orally or in writing, that continuation or repetition of prohibited conduct may be cause for further disciplinary action.

Censure: A written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may result in further disciplinary action within a specified period stated in the letter of reprimand. A copy of the Censure shall be kept in the student's file in the Office of Student Affairs.

Disciplinary Probation: May include exclusion from participation in privileged or curricular activities for a specified period; additional restrictions or conditions may be imposed. Violations of disciplinary probation terms, or any other Code violation during the probation period, will normally result in suspension or expulsion from the Institute. A copy of the Censure shall be kept in the student's file in the Registrar's Office, and additional copy shall be electronically stored in student's database for further reference.

Restitution: Repayment to the Institute or to all affected parties for damages resulting from a violation of this Code.

Suspension: Exclusion from classes and other privileges or activities as set forth in a written notice for a definite period of time not to exceed one year.

Expulsion: Termination of Student status and permanent exclusion from Georgia Synergy Business Institute privileges and activities. A copy of the expulsion notice and the decision proceedings minutes

will be retained in the student's file in the Registrar's Office, and additional copy shall be electronically stored in student's database for further reference.

Denial of Employment: Suspension or exclusion from current or future Georgia Synergy Business Institute employment. A copy of the Denial notice and the decision proceedings minutes will be retained in the student file in the Office of Student Affairs, and additional copy shall be stored in the faculty file in the Human Resources Department for future reference in any case the student applies for employment with Georgia Synergy Business Institute.

This list is not exhaustive; other sanctions may be issued as deemed appropriate.

PROCEDURE - DISCIPLINARY CONFERENCE

Students or faculty accused of offenses that may result in penalties less than expulsion, suspension, or termination of employment from the Institute are subject to disciplinary conferences in the Office of Student Affairs or the Office of Academic Affairs. A disciplinary conference is an informal process designed to gather and consider relevant information regarding alleged violations of the Code and to determine a sanction, if applicable. Students accused of offenses that may result in suspension or expulsion from the Institute will be referred for a formal hearing to the Academic Standing Faculty Committee or an appropriate administrative hearing officer.

The following procedural guidelines shall be applicable in disciplinary hearings:

1. Respondents shall be given notice of the hearing date and the specific charges against them at least five (5) business days in advance.
2. The respondent will have reasonable access to the case file prior to and during the hearing; personal notes of Georgia Synergy Business Institute staff members or complainants are not included. This file will be retained in the Office of Student Affairs.
3. The presiding person may call witnesses upon the motion of any hearing body member or of either party and shall summon witnesses upon request of the Office of Student Affairs, and shall be personally delivered or sent by certified mail, returned receipt requested.
4. Georgia Synergy Business Institute students and employees are expected to comply with such summons, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal academic and business activities:
 - Failure to comply with said requests may result in sanctions against the summoned witness.
 - Witnesses that provide false information can be charged with violation.
 - In the event that the respondent fails to appear after proper notice, the hearing will proceed, as scheduled, in the absence of the respondent.
5. Hearings will be closed to the public.
6. The presiding person shall exercise control over the proceedings to avoid needless

consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing, may be excluded by the presiding person.

7. Hearings shall be voice recorded.
8. Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of intentionally providing false information to the Institute.
9. Prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during Committee deliberations.
10. Finding the respondent responsible shall be established by evidence which, when fairly considered, produces the stronger impression, has the greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto.
11. Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this Code. Unduly repetitious or irrelevant evidence may be excluded, as determined by the presiding person.
12. Complainants and respondents shall be accorded all opportunity to question those witnesses who testify for either party at the hearing.
13. Every statement or assertion need not be proven. Committee members may take notice of matters that would be within the general experience of Georgia Synergy Business Institute students.
14. A finding of responsible shall be followed by a deliberation as to sanction. The past disciplinary record of the respondent will only be supplied to the hearing body after a determination of responsible.
15. Any finding of responsible will be supported by written findings that will be placed in the case file and made available to the respondent.

APPEALS

Any disciplinary determination may be appealed by the respondent to the Director of Student Affairs or his/her designee. Requests for appeals must be submitted in writing to the Director of Student Affairs or designee within five (5) business days from the date of the letter notifying the respondent of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive.

The Director of Student Affairs or a designee will not conduct a re-hearing of the case, but will consider an appeal based on the respondent's claim of one or more of the following:

- a) a flaw in the Institute constituent's right of due process
- b) evident bias in the decision of the hearing
- c) presence of relevant new evidence or information, not available at the time of the conference or hearing
- d) sanction out of proportion to the offense
- e) new evidence or insufficient consideration of all aspects of the situation.

The Director of Student Affairs or designee may uphold or reverse a "found responsible" decision, reduce a sanction, or refer the case for re-hearing

FINAL APPEAL

The President of the Institute or the proper committee may make a recommendation for resolution as any complaint being made by any constituency of the institution, but when a decision being made does not bring justice and fairness to the complaining party, they may take final appeal to the Georgia Nonpublic Postsecondary Education Commission (GNPEC)

GEORGIA NONPUBLIC POSTSECONDARY EDUCATION COMMISSION

2082 East Exchange Place, Suite 220

Tucker, GA 30084-5305

(770)

414-3300

<http://gnpec.georgia.gov/>

CONFIDENTIALITY OF RECORDS

A student or faculty may authorize the release of his/her disciplinary record to any party by making a written request. Any third party seeking access to a record of a college judicial hearing must file a written request pursuant to the Georgia Open Records Act (O.C.G.A. §§ 50-18-70, et seq.) with the Office of Public Relations. Certain information, such as medical information and social security numbers, may be removed from a student's record before it is released to a third party. Disciplinary files and records are protected by the Family Educational Rights and Privacy Act (FERPA) regulations and are maintained by the Office of Student Affairs or by the Office of Academic Affairs depending on the nature of the complaint.

DESTRUCTION OF RECORDS

All records of cases in the Georgia Synergy Business Institute judicial system shall be maintained in a location designated by the Director of Academic Affairs until such time as they are destroyed in accordance with the destruction schedule established by the Director of Academic Affairs in compliance with the schedule by the order of President.

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA responds to the concerns of the student community. This annually-elected governing body coordinates and oversees various activities of GSBI Student Government Association in consultation with the Office of Student Affairs. The student body, following the procedures outlined in the Student Handbook and in GSBI bylaws, elects officers and members of the Student Government Association. Its primary function is to initiate discussion and make decisions concerning student services;

coordinating prescheduled and authorized student activities throughout the given academic year; improving the educational environment of the Institute; and aiding students with various hardships and difficulties in continuing to pursue their academic goals. The Association helps students to become active in serving the community and participating in Institute program, provides information for student welfare, and acts as a mediator between Institute administration and GSBI's student body.

Student Government Association Mission Statement

The mission of the Student Government Association is to ensure student participation in the Institute decision-making process, which helps to voice the needs, concerns and rights of each student and ultimately works toward the advancement of the Institute community.

Student Government Association Objectives

- Improve students' engagement in academics.
- Increase partnerships with stakeholders of Georgia Synergy Business Institute to provide better solutions to concerns raised by students.
- Build a community-oriented culture in the Georgia Synergy Business Institute community by promoting inter-organizational collaboration with the Student Organization.
- Delegate student leadership across the campus for inclusive and participatory decision making.

Student Government Association Rules & Regulations

All registered students can join the SGA as a member. The SGA election is held in April of each year. SGA fees will be collected at the time of registration and the SGA treasurer will account the fees. All announcements and event changes will be published on the GSBI website and on bulletin boards throughout campus.

STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

In accordance with Section 504 of the Rehabilitation Act of 1973, Georgia Central University seeks to give equal opportunity and access to students with disabilities. The Office of Student Affairs coordinates the accommodation requests of disabled students for the university. A student with a disability who requires special attention or accommodation should contact the Office of Student Affairs to establish his/her disability and make a "Reasonable Accommodation" request. The student should submit in writing the following information:

- Any documents establishing the disability or special needs
- The student's request for special accommodation
- The nature of the disability or the special request(s)

As some accommodations may take time to arrange or to be coordinated, requests should be made as soon as possible after a student is admitted to Georgia Central University. On the day of Orientation for new students or during the first week of semester, the designated officer will meet with the student to discuss the request; then the request will be submitted to the Academic and Judicial Committee for further recommendations for accommodation.

HOUSING INFORMATION

GSBI does not have dormitories or apartments; however, GSBI can provide information on local housing to help new students find a residence near the institute. Please contact the Office of Student Affairs for more information.

CAREER OPPORTUNITIES AND JOB PLACEMENT

GSBI offers comprehensive career services to the students. Please, contact the Director of Student Affairs and visit Career Service Center. The Career Service Center is prepared to assist students with job search-related matters.

CAREER SERVICE CENTER

At the heart of our institution's purpose and calling is the career service center, assisting students' potentials and passion manifest in successful careers. The career service center provides a variety of services to help students meet their goals. Here are some basic services of the career service center.

Career Decision Making

Whether students feel lost or have some ideas for their career choices, our counselors at the career services office can help students choose a career where their talents can bloom. Self-assessment tools are offered to examine students' values, personalities, interests, and abilities which then will be used to generate list of suggested careers or to discuss whether their determined choices are suitable for them. The career counselors can also help students decide what academic major will help them meet their goals.

Resume and Cover Letter Writing

Career services center help students write their resumes and cover letters. No one is born knowing how to write a resume. The office conduct workshops and provide one-on-one sessions during which they critique resumes and cover letter.

Job Interview Prep

The office holds workshops to help students learn to present themselves professionally in a job interview. Students will learn how to dress professionally, answer difficult interview questions, and write resumes tailored to individual positions. The office also post online resources of sample resumes and interview questions. Students can have their resumes reviewed by counselors after writing them and participate in practice sessions.

Recruiting and Job Fair

Students can access a college's career management system or job portal to look at employment opportunities and internship listings, register for workshops and schedule appointments with counselors. Students can also upload resumes into a searchable database where employers can then use to recruit applicants. The office provides access to employers via seasonal job fairs and encourages student to develop and implement effective job search strategies

Career services center also may help undergraduate students decide whether graduate school is a viable option based on their career aspirations and their performance in college. They can assist students in choosing an appropriate program.

Networking

The center also helps students find networking events, where they can connect with professionals in your potential career. Alumni (in the future), especially, want to help students connect with opportunities and are willing to provide advice and possible connections to those who make the hiring decisions at their companies.

Internships

The career service center works hand-in-hand with companies seeking college interns and internship advisers. The office has databases of internships and job opportunities. These job banks are vital to a student's job search prospects. Students looking for internships receives guidance on which internships fit his or her skills.

Refer to **CAREER** on gsbusinessedu.com for information on job search.

STUDENT EMPLOYMENT

The Office of Student Affairs tries to help all students experiencing financial hardship and difficulty. We understand balancing work and academic pursuits is a significant challenge faced by students, and the importance of working experiences for our students in starting a career.

Georgia Synergy Business Institute recruits students for on-campus employment during the normal registration period, for a number of positions requested by each Schools and Administrative Offices at Georgia Synergy Business Institute every semester. The Office of Student Affairs gives public notice of available jobs and receives applications from students.

Application Requirements

Current students who have completed two consecutive two semesters of full-time study are eligible for on-campus employment.

Application notices are publicized throughout campus, with detailed job descriptions and requirements, approximately three weeks prior to the beginning of each semester. Generally, on-campus employment is for one of these positions:

- Library Assistant
- Administrative Assistant

On-campus Employment Benefits

- Tuition Credit (\$7.50+ per hour)
- Need-based scholarship eligibility

Work hours for on-campus employment:

- Less than 20 hours per week (hours of employment may vary according to the needs)

LIBRARY

The GSBI Library provides information services and business resources to support the scholarly and information needs of the GSBI community. There are about 150 printed titles in the GSBI Library, and the number is ever-growing. These are closely tied to the GSBI curriculum and support the subject areas covered by GSBI's academic program.

Hours of Operations

Mon - Sat: 9am - 5pm
Sunday: Closed

Hours may vary during the summer, between semesters, and on holidays. Please check the GSBI website or contact the Library for opening hours at these times. Any changes in operation hours are

published on the official Library website and public bulletin board around the Library premises. Hours are subject to change without notice.

Obtaining a Library Card

Students, faculty and staff members **MUST** present their GSBI identification cards to check out library materials. A valid GSBI ID card serves as library card for students, faculty and staff. If you lose your ID card notify the officers at the Office of Admissions and Records immediately. You may purchase a replacement card at the Office of Business Affairs for \$10.00.

Circulation Services

The Circulation Desk is located at the entrance of the Library. A staff member is available during hours of operation to offer directions and instructions regarding the location of library materials and to provide circulation services. A librarian will help you to locate the materials you are searching for or with inquiries as to check-out status of materials.

Circulation Policies

Faculty Members:

Maximum 5 items per check-out

Circulation period: 30 days

2 renewals allowed per item (assuming no reserves have been placed on the item)

Staff Members:

Maximum 3 items per check-out

Circulation period: 30 days

2 renewals allowed per item (assuming no reserves have been placed on the item)

Students:

Maximum 2 items per check-out

Circulation period: 14 days

2 renewals allowed per item (assuming no reserves have been placed on the item)

SPIRITUAL GUIDANCE

The Office of Student Affairs coordinates with the GSBI Chaplain's Office to help students with personal or spiritual issues. Chaplain's Office will remain confidential, and that GSBI will try to provide as much help as possible with personal and spiritual matters.

DISCIPLINE POLICY

GSBI expects its students to be of high moral character, and to behave accordingly. The GSBI code of Conduct governs student behavior on- and off- campus, and its Academic Integrity policies govern classroom behavior and maintenance of grade point averages. Penalties for violation of Code of Conduct policies range from warnings to permanent expulsion from GSBI. All students are required to sign a document attesting to the fact that they have read, understood, and will abide by the Code of Conduct.

Each student is expected to read and comply with the Student Handbook as well as the requirements in this Catalog. A copy is available in the Office of Student Affairs.

Standards of Moral Conduct

GSBI students are responsible for demonstrating a lifestyle consistent with His or her character. They are expected to be men and women of high moral character whose sexual conduct is consistent with the standards of moral conduct.

Appearance and Dress

GSBI recognized the right and freedom of each student to develop personal standards. However, the appearance of GSBI students while on campus is expected to reflect modesty, maturity, discretion, and respect. Students are expected, whether in classes or in chapel, to dress with neatness and cleanliness following these standards.

Right to Privacy and Security

The faculty, staff, and students of GSBI have a right to and a high expectation of personal privacy and security. Highly personal materials exist on campus that must be protected. Therefore, it is strictly forbidden for students, without permission, to access another's computer, to open files, go into a desk, briefcase, book bag, purse or similar item, or to read or examine papers on a desk that is not their own. Such activity is not only immoral, but in some cases it may also be illegal. Students violating this policy

are subject to the disciplinary procedures stated in this handbook, up to and including dismissal from GSBI.

REPORTING PROCEDURES

All employees and students have the responsibility to ensure that GSBI non-discrimination and anti-harassment policies are effective. Any GSBI employee or student who experiences, observes, hears or otherwise witnesses unlawful harassment or discrimination, or who receives a report of unlawful harassment or discrimination, must immediately notify the Director of Academic Affairs. GSBI will promptly and thoroughly investigate all complaints and take corrective or disciplinary action when appropriate.

CAMPUS HEALTH AND SAFETY

DRUG-AND ALCOHOL-FREE CAMPUS POLICY

Alcohol and drug consumption cause changes in behavior, ranging from impaired judgement and coordination to inhibiting a person's ability to learn and use higher mental functions. Repeated use may lead to dependence, and long-term use can cause permanent damage to the brain, liver, and other vital organs. This is inconsistent with GSBI desire for all its constituents to be healthy and sound as possible, in mind and body. As mandated by federal regulations (Drug-Free School and Community Act Amendments of 1989), GSBI maintains certain policies regarding a drug and alcohol-free campus. These policies are outlined below.

GENERAL POLICY ON POSSESSION OF CONTROLLED SUBSTANCE

The unlawful possession, use, or distribution of controlled substance is prohibited on GSBI property or as part of any GSBI activity. Employees or students found to be in violation of this drug and alcohol-free environment policy will be subject to appropriate action, including but not limited to termination or dismissal. Any employee or student who becomes aware of a violation of this policy should report it immediately to the Director of Student Affairs, Director Academic Affairs, or Administration Office so that the matter can be investigated. GSBI will report any illegal activities to relevant local, state, or federal authorities, and will cooperate to the best of its ability with such authorities in investigations of violations of this policy.

DRUGS AND MEDICATIONS

Unlawful manufacturing, distribution, dispensing, possession or use of controlled substances is prohibited by state law under the Georgia Controlled Substances Act. Any GSBI constituent who violates the above policy is therefore subject not only to disciplinary action under the GSBI Code of Conduct, but to possible criminal prosecution. The only exception to this policy is for medications that have been legally and properly prescribed by a physician. Those in possession of such medications and related paraphernalia (e.g. insulin needles) must keep these items on or near their persons at all times, and should only use or take such medication when necessary and as privately as possible. Used medical paraphernalia must be removed from campus and disposed of properly. GSBI waste receptacles are not for medical waste, disposal of medical waste in these receptacles constitutes a biohazard. This policy does not apply to legal, over-the counter, non-controlled medications such as aspirin, acetaminophen, cold remedies, etc., although such medications should also be used privately and only when necessary.

ALCOHOL

GSBI abides by all state and local laws regarding the possession, consumption, sale or distribution of alcoholic beverages. No alcoholic beverages of any kind are to be brought onto GSBI campuses or properties without authorization. The legal drinking age in Georgia is 21. Any GSBI student or employee under the age of 21 who purchases, attempts to purchase, or knowingly possesses an alcoholic beverage, on-campus or off-campus; or a student or employee over 21 who purchases, attempts to purchase, or otherwise furnishes alcoholic beverages for a person under the age of 21, is in violation of state law and of GSBI policy, and subject to discipline under the GSBI Code of Conduct and to possible criminal prosecution.

TOBACCO

Tobacco use (including cigarettes, cigars, pipes, e-cigarettes or vaping devices, chewing tobacco, snuff, dip, snus, *gutka* and *paan*), is PROHIBITED on in all GSBI buildings and on all GSBI premises, except in designated outdoor areas. These areas contain fireproof ashcans for disposal of cigarette butts. Tobacco-related rubbish, such as cigarette butts, empty cigarette or tobacco packets, etc. must be disposed of properly so as to avoid litter and the risk of fire.

Students or employees not properly disposing of used smoking or other tobacco materials are subject to disciplinary action.

WEAPONS

Weapons of any kind or facsimiles thereof are prohibited on GSBI property. This includes but is not limited to firearms, explosives, fireworks, incendiary devices, pellet guns, and non-utility knives or other sharp blades. Those found to be in possession of such items on GSBI property are subject to disciplinary action up to and including dismissal from the GSBI and legal action where appropriate.

COMMUNIBLE DISEASE POLICY

GSBI follows the health and safety guidelines set forth by the Georgia Department of Public Health and by the US Centers for Disease Control as they relate to communicable diseases. Communicable disease prevalent in the US and Canada include influenza, infectious mononucleosis, hepatitis A and B, measles, meningitis, mumps, chicken-pox, tuberculosis, acquired immune deficiency syndrome (AIDS; including ARC and HIV), other immunodeficiency-related viral infections such as Human T-cell lymphotropic virus types I and II (HTLV-I and II), and sexually transmitted disease such as Chlamydia, herpes, syphilis, and gonorrhea. These diseases pose primary risks to the infected person and secondary risks to those who come in contact with the infected person.

Cases of communicable disease at GSBI will be handled with concern for the individual as well as for the GSBI community. Any student, staff, or faculty member who is aware he or she has a communicable disease, either through diagnosis or because of obvious symptoms, should report this immediately to the Director of Student Affairs. All information thus reported shall be strictly confidential. The individual's right to privacy shall be protected in all reported incidents. Only communicable disease that are required by law to be reported to local health agencies shall be reported.

In all cases of communicable disease, GSBI reserves the right to impose restriction of campus activities on the infected individual, based on all available relevant information. Such decisions will generally be made by the Director of Student Affairs.

CHILDREN ON CAMPUS

The GSBI can't be responsible for children on campus. Therefore, for reasons of safety and insurance, children are not allowed on the GSBI campus (apart from those accompanying short-term visitors). Students may not bring their children to the campus while classes are in session. All children brought by visitors must be under adult supervision at all times.

ANIMAL ON CAMPUS

No pets or animals of any other kind are allowed on GSBI property without prior authorization from GSBI Administration. Service animals are permitted on the GSBI campus with the prior authorization of GSBI Administration. If you have a service animal, please contact the Main Office for details on obtaining authorization.

CAMPUS EMERGENCY PLAN

- I. Police and Medical Contact Information
- II. Fire
- III. Hazardous Material Spill/ Leak
- IV. Tornado Warnings
- V. Ice and Snow
- VI. Bomb Threat
- VII. Active Shooter
- VIII. Violent or Criminal Behavior
- IX. Illness or Injury
- X. Hostage Situations
- XI. Evacuation Routes
- XII. Fire Extinguishers
- XIII. Campus Closings

IN CASE OF EMERGENCY, CALL 911 IMMEDIATELY

Georgia Synergy Business Institute has an emergency plan that gives procedures to follow in case of fire, hazardous material spill, severe weather, bomb threat, active shooter, violent crime or other emergencies. Faculty members have this plan explained at Faculty Orientation. They should subsequently review the emergency information with all students at the beginning of each semester (emergency plan. Handout discussed at orientation). The student should be made aware of the building layout chart of the classroom, residence hall, and other buildings. In the event of a medical emergency, the situation should be reported immediately to the GSBI Business Office. The office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the Business Office for minor needs.

In an emergency, you should:

- Upon discovering an emergency, or potential emergency, immediately leave the area and go to the nearest telephone; call the GSBI office, 678-708-2476.

- Give the GSBI office as much information as possible regarding the emergency.

The GSBI office will:

- Identify the nature and scope of the emergency;
- Establish priorities and coordinate crisis response efforts;
- Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Federal Emergency Management Agency.
- Determine the times and means to report efforts and progress to the campus community.

GSBI emergency procedures are outlined below. These policies detail procedures to be followed in case of fire, hazardous material spill, severe weather, bomb threat, active shooter, violent crime or other emergencies. Faculty will have this plan explained by the Director of Business Affairs. Faculty should review emergency information with students at the beginning of each semester (students will have the emergency plan explained to them at orientation). In the event of medical emergency, the situation should be reported immediately to GSBI. The office will call 911 to report to secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the business office for minor needs.

I. POLICE AND MEDICAL CONTACT INFORMATION

Gwinnett Medical Center Lawrenceville

24hour Emergency Room	678-312-6800
Gwinnett Extended Care Center	678-312-3000
Counseling & Psychiatry of Gwinnett	770-978-9393

Emory University Hospital

404-712-2000
800-75-Emory

Emergency Services

Gwinnett County Police	404-712-7100
Non-emergency	700-513-5700

Duluth City Police

Non-emergency	770-476-4151
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Other Important Numbers

Georgia State Patrol	404-624-7700
Poison Information Center	800-222-1222
Road Conditions	877-694-2511

EMERGENCY PLAN AND CRISIS PROCEDURES

Every effort is made to ensure a safe and hazard-free work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. GSBI Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

On request and insofar as it is able, GSBI Administration will provide on-campus escorts to and from buildings and vehicles. Security cameras are emplaced in all public areas and classrooms, which record all activity 24/7, and are equipped with infrared capability for recording in the dark. GSBI reserves the right to use these cameras in the investigation of any incident on campus, and will provide recordings to relevant authorities when necessary.

IN AN EMERGENCY, DISABLES PERSONS ARE TO BE GIVEN PRIORITY IN THE USE OF EXITS.

The following procedures should be followed in the event of emergencies.

II. FIRE

The smoke alarm is equipped with a flashing red indicator light. The LED will flash every 10 seconds while in Hush mode. During a fire alarm in the building, students are required to evacuate immediately.

Important Points

- Do not enter an area filled with smoke or fire.
- Take a staff/student roster to take attendance at the assembly point.

Remember RNC

- Rescue anyone in immediate danger of the fire.
- Notify GSBI Administration and Call 911.
- Confine the fire by closing doors to the fire (do not lock).
- If you are trapped by smoke, shelter in place, stay low, call 911, cover your mouth with a wet cloth, stay near a window, open it but do not break it, put something in cracks around the door to reduce the amount of smoke entering the room.
- Know the locations of fire extinguishers, fire exits, and alarm system in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze and sweep the fire extinguisher toward the base of the flame.
- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.

Staff

- Secure all cash and credit information before evacuating.
- Secure all confidential information before evacuating.
- Take your personal belongings including bags, keys, medications, etc.

Supervisors

- Take your staff/student roster.
- Once at your evacuation assembly point, start taking attendance and report anyone missing to emergency responders.

III. HAZARDOUS MATERIAL SPILL / LEAK**Important Point**

- Call 911
- Any effort made to rescue people or protect property should be weighed against the possibility that you could become contaminated and become part of the problem.
- Anyone contaminated will be isolated and possibly decontaminated on scene.

Shelter in Place

- When sheltering in place everyone should stay in the building until the emergency is resolved and the “all clear” is given by emergency responders. Employees will take the following actions:
- Close all windows and doors.
- Turn individual heating/cooling systems (HVAC) off.
- Move to an interior room without doors and windows.
- Seal air vents and doors with coats, jackets, and sweaters.

Inside a GSBI Building

- Isolate the spill and go to the evacuation assembly point (EAP).
- Isolate everyone contaminated with the hazardous material until emergency responders arrive.

Outside a GSBI Building

- Isolate the spill, leave the area, and keep others from getting near the hazardous material until emergency responders arrive.
- Isolate everyone contaminated with the hazardous material until emergency responders arrive.
- If the spill is severe, the emergency responders may order you to shelter-in-place.

Supervisor

- Take your staff/student roster.
- Once at your evacuation assembly point take attendance and report anyone missing

to emergency responders.

IV. TORNADO WARNINGS

Important Points

- Tornadoes along with lightning and hail can cause severe damage and may pose a threat to life, safety, and buildings.
- Tornadoes can develop so rapidly that advance warning is impossible.
- **Tornado Watch:** Tornadoes are possible in your area. Remain alert for approaching storms and know what counties are in the watch area by listening to a Weather Radio or your local radio/television channels.
- **Tornado Warning:** A tornado has been sighted or indicated by weather radar.
- Once you have been notified of a tornado warning, you should take cover in the lowest level of the building.
- The safest area is the basement. However, if a basement is not available you should move to the center of the building on the lowest floor away from outside walls and glass.
- Persons with disabilities will be provided assistance in getting to shelter and into a protected position.

Staff

- Secure all cash and credit information before evacuating.
- Secure all confidential information before evacuating.
- You should not leave shelter until the “all clear” has been given by an emergency responder.

Supervisors

- Once it is safe, meet with your employees to make sure everyone is safe and explain how information will be communicated should they have to meet somewhere else to work.

WHAT TO DO AFTER THE TORNADO TOUCHDOWN

Keep your group together and wait for emergency responders to arrive. Stay away from power lines and puddles with wires in them; they may still be carrying electricity! Watch your step to avoid broken glass, nails, and other sharp objects. Stay out of any heavily damaged buildings; they could collapse at any time. Do not use matches or lighters, in case of leaking natural gas pipes or fuel tanks nearby. Remain calm, alert, and listen for instructions from emergency responders.

V. ICE AND SNOW

Occasionally during the winter months, inclement weather such as snow and/or ice make road and highway conditions hazardous. If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via e-mail announcement, telephone calls to each department, and posting on the GSBI website. If weather conditions deteriorate overnight,

then the administration will make a decision either to close the campus for the day or open later in the day. Announcements will be made via GSBI website, the main campus telephone number, and broadcast over major television and radio stations.

VI. BOMB THREAT

Important Points

- If you receive a call or other notification of a bomb threat, dial 911, the Police at 770-4764151 and persons to GSBI Administration.
- When you receive a bomb threat, remain calm and ask:
 - Where is the bomb?
 - Why has the bomb been planted?
 - Who the caller is?
 - Is the caller male or female?

If possible, keep talking to the caller and take note of the following for the authorities: time of call: gender and likely age of the caller.

The Police Department will determine if a building evacuation is needed.

- If an evacuation is required you will be directed where to wait while the building is being searched. Take your personal belongings, bags, keys, medications, etc.
- You should not touch any suspicious or unfamiliar objects.
- You should note the location and description of any suspicious, unusual, or out of place objects, and report your observations to emergency responders.
- Do not use any type of electronic device (i.e. cell phone, tablet, iPod, etc.) because this could cause bomb to detonate.
- Do not turn lights switches or electronics on or off.
- If you are evacuated from the building exit in a calm manner.
- Do not evacuate a building unless it is initiated by the emergency responders.

Staff

- Secure all cash and credit information before evacuating.
- Secure all confidential information before evacuating.
- Take your personal belongings including bags, keys, medications, etc.

Supervisor

- Take your staff/student roster.
- Once at your evacuation assembly point take attendance and report anyone missing to emergency responders.

VII. ACTIVE SHOOTER

Important Points

- In the extremely unlikely event of an active shooter on GSBI campus take all
- precautions to ensure your safety and that of others.
- Call 911 as soon as possible and report the situation on campus.
- Follow **the five (5)** Outs of responding in an active shooter situation:
 - **Figure Out** - What is Going On?
 - **Get Out** - Move quickly to an exit and go to a safe location.
 - **Hide Out** - Find a place to hide that provides protection and concealment.
 - **Keep Out** - If you cannot get out, keep the shooter out by locking or barricading the door.
 - **Take Out** - Take out the shooter, scream and yell, throw chairs, books, notebooks, and book bags at the shooter.

- If you get the shooter's gun place it in a trash can.
- The Police do not know who the active shooter is.
- There may be more than one shooter so be watchful for additional gunmen.
- Multiple gunmen may split up, making response to the shooting more difficult.
- Shooter(s) may try diversion tactics, so stay hidden until you are found by the Police.

- Keep your hands in plain view, do not run towards the Police, and follow their orders immediately.
- Police responding to an active shooter will stop the shooting before they help injured
- victims.
- If you encounter a police officer, immediately follow their instructions, without
- question or hesitation.

Supervisors

- If you can get away, take your staff/student roster and go to your evacuation assembly point.
- Take attendance and report anyone missing to the emergency responders.

VIII. VIOLENT OR CRIMINAL BEHAVIOR

In the event of violent or criminal acts, immediately dial 911 and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident

- Description of person(s) involved
- Description of property involved
- Weapons involved, if any
- Welfare of the victim

GSBI students and employees who witness a crime are expected to assist authorities insofar as they are able. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door. Please immediately report suspicious situations or persons to GSBI Administration.

IX. ILLNESS OR INJURY

Important Point

- In the event of a serious injury or illness:
- Immediately call 911 for assistance. Give your name, the campus location of the victim, and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.
- Keep the victim still and as comfortable as possible.
- Ask the victim, “Are you OK?” and “What is wrong?”
- Check breathing and give CPR if necessary and ONLY if you are properly trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics.
- In the case of minor injuries, such as small cuts and scrapes, a first aid kit is located in the Office of Academic Affairs.

Staff

- After calling 911, notify the Police Department of Duluth at 614-287-2525.
- Notify your supervisor.
- If you are not trained to provide first aid or CPR, go to the front of the building and help guide emergency responders to the victim.

Supervisors

- If it is a workplace injury or an accidental injury, make sure the appropriate forms are completed and the Police Department is notified to create the required report.

X. HOSTAGE SITUATIONS

Hostage situations are extremely rare, but nonetheless, preparation is wise. If you are taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).
- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all time if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory.
- Be prepared to answer questions from the police on the phone.

XI. EVACUATION ROUTES

Evacuation routes are posted around the campus buildings in various places. Each room has an evacuation map posted on the wall.

XII. FIRE EXTINGUISHERS

Fire extinguishers are located throughout the building. They are regularly inspected and maintained. Do not operate or handle a fire extinguisher except in an emergency.

XIII. CAMPUS CLOSING

Campus closing will be reported via email, text message, the GSBI website, and on local radio, TV and internet. If there is any doubt regarding a school closing, **DO NOT COME TO SCHOOL** until you have checked and verified GSBI is open and operating.

Important Points

- If the President closes campus it will likely be due to a critical incident or weather emergency.
- Follow your emergency response guidelines (ERG) for critical incidents.

Staff

- Secure all cash and credit information before leaving.
- Secure all confidential information before leaving.
- Take your personal belongings including bags, keys, medications, etc.
- Check with your supervisor about what you need to do if the campus is closed for more than one day.

Supervisors

- Prepare your staff for the closure, assign tasks that will enable everyone to leave by

the time campus closes.

- Inform your staff how you will communicate with them if campus is closed for more than a day.

CAMPUS SAFETY & SECURITY POLICY

Georgia Synergy Business Institute, a Christ-centered Institute that offers undergraduate program, is committed to providing all administrators, staff, students, volunteers, visitors, vendors and contractors with a safe and secure workplace and an environment for learning. GSBI is a commuter school that maintains an administration and classroom building and parking lot on its campus in Duluth, GA.

All employees are expected to abide by the Crime Awareness and Campus Security Act of 1990 and its 1992 through 2000 amendments. This act makes timely warnings about crimes that pose an ongoing threat; to maintain a crime low; and to assure some basic rights to campus sexual assault victims. Each GSBI student and employee is expected to promptly report any criminal actions or other emergencies to the appropriate authorities.

Reporting Criminal Actions

GSBI administrators, faculty and impacted staff serving within student affairs, operations and admission have significant responsibilities for students and campus activities and are therefore, required to report all crimes.

POLICE AND MEDICAL CONTACT INFORMATION FOR FAMILY JUSTICE

Rape Crisis

Georgia Network to End Sexual Assault
GNESA.org/Page/Rape-Crisis-Centers-Georgia 404-815-5261

National Sexual Assault
 Hotline 1-800-656-HOPE
 (4673)

Grady Health System - Rape Crisis
 Center 404-616-4861 Main Client
 Number GradyHealthSystem.org

Domestic Violence Centers

Partnership Against Domestic
Violence/PADV 404-873-1766 Crisis Line 770-
963-9799 Gwinnett Crisis
Line 800-334-2836 GA Statewide
Hotline PAVD.org

Georgia Coalition Against Domestic Violence
(GCADV)
[GCADV.org/Projects-and-
Initiatives/Statewide-Domestic-
ViolenceHotline/](http://GCADV.org/Projects-and-Initiatives/Statewide-Domestic-ViolenceHotline/)
1-800-334-2836

National Domestic Violence Hotline
TheHotline.org
1-800-SAFE (7233)
1-800-787-3224 (TTY)

National Teen Dating Abuse Helpline
LoveIsRespect.org
1-866-331-9474
1-866-331-8453 (TTY)

Protective Orders

County Sheriff's Office 185
Central Ave. SW, Suite 900
Atlanta, GA 30303 404-612-5100
Sheriff.org

Gwinnett County Sheriff's Department
2900 College Pkwy.
Lawrenceville, GA 30043
770-822-3122
770-619-6500
GwinnettCountySheriff.com

Legal Services

Atlanta Legal Aid Society - Gwinnett Office
Gwinnett County
678-376-4545
AtlantaLegalAid.org/Get-Help/

Legal Services

Atlanta Legal Aid Society
Gwinnett County
404-524-5811

Counseling Services

Covenant Counseling and Family Resources
Center 2219 Scenic Dr
Snellville, GA 30078
CovenantCounseling.org
404-845-3727

Women Are Dreamers Too
Inc./WADT Confidential
Address , GA 30004
404-477-4211 Main Client
Number WADT.org

View Point Health 175
Gwinnett Dr. Ste.260
Lawrenceville, GA
30046
MyViewPointHealth.org

View Point Health
Norcross Office
5030 Georgia Belle Ct.
Ste.2036 Norcross, GA
30093

County Dept. of Behavioral Health 99
Jesse Hill Jr. Drive
Atlanta, GA 30303 LiveBetter.org

Stalking Resource
Center 202-467-8700
SRC@NCVC.org

New Beginnings Counseling
Center 1585 Old Norcross Rd. Ste.
203

Lawrenceville, GA 30046
770-831-1799MainClientNumber
Counselinganew.com

Hospitals

Gwinnett Medical Center -
Lawrenceville 1000 Medical Center
Boulevard Lawrenceville, GA 30046
678-312-1000

Gwinnett Medical Center -
Duluth 3620 Howell Ferry Road
Duluth, GA 30096
678-312-6800