

**Department of Religion**

**Foreign Language Teaching Assistant**

**Handbook**

2018-2019

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## I. INTRODUCTION

The Department of Religion would like to welcome you to the University of Georgia. We look forward to working with you and hope your stay here will be a productive one. The Religion Department office staff consist of Cheryl Gantt, the Business Manager, Kim Scott, the Administrative Assistant, and the Clerk I (currently vacant). They are located in room 3 Peabody Hall. All employment paperwork is processed through the Business Manager and all classroom issues are handled by the Administrative Assistant. Dr. Godlas is your FLTA Advisor and should be contacted for all other issues as well as for assistance with training on using your email, the library, classroom policy and issues and your housing.

## II. TERMS OF YOUR EMPLOYMENT

While here at UGA you will be classified as an "Adjunct Instructor". You are considered employed at the university even though you will not be paid by UGA. The University requires you to have **a Social Security Number**. This number is used in your permanent record at UGA and it is important that you apply for the number as soon as possible after your arrival here and notify the Business Manager in the Religion Department Office as soon as you receive it.

**A. EMPLOYMENT PAPERWORK:** As an employee of UGA you are required to fill out certain employment paperwork. You will receive an email from the "OnBoard" (From Human Resources) system to your new UGA email with instructions on filling out this paperwork. <http://hr.uga.edu/uga-onboarding-system/> . These forms must be completed within the first 2 days of employment. **You should bring a copy of your passport/visa, your I-94, and your DS2019 to the Business Manager as soon as possible.**

Human Recourses employee information: <http://hr.uga.edu/employees/policies-procedures/>

## B. REGISTRATION FOR CLASSES:

Since you are not classified on campus as a student, you will not register for classes the same way a student would. You can view the schedule of classes at the Registrar's website to see what classes are available: <http://www.reg.uga.edu/schedule-of-classes>. In order to get permission to attend a class you will have to contact the individual instructors of the class you are interested in enrolling in and obtain their permission to sit in on the class. Contact information for all UGA faculty can be found on the [www.uga.edu](http://www.uga.edu) website.

Dr. Alan Godlas will supply you with a letter of introduction to give to instructors in the classes you wish to take to explain your position here at UGA.

## C. UGA RESOURCES

**1. Email.** Once your paperwork is processed by the Religion Department Business Manager will be able to apply for a UGA MyID for you. This will be assigned by the MyID system. For more information see: <http://eits.uga.edu/> ("Key Services – New User"). This ID is used for your email as well as for access to your class rolls, initiating withdrawals and accessing the grade rolls. All official UGA business (from the Registrar and the Religion Dept) will come to your MyID email address ([xxxxxx@uga.edu](mailto:xxxxxx@uga.edu)). You can log in to the UGA mail account here: <http://ugamail.uga.edu>

**2. UGA ID Card.** Once your paperwork is processed by the Religion Department Business Manager you will be able to apply for a UGA ID card. See [http://tate.uga.edu/ugacard\\_content\\_page/ugacard-about](http://tate.uga.edu/ugacard_content_page/ugacard-about) for more information. You may need to use an Access Services Form (see below). Dr. Godlas will help with this process.

**3. Library.** Once you have your UGA ID card you will be able to use the UGA Library services. <http://www.libs.uga.edu/>

**4. Parking.** If you have a vehicle and need parking on campus, please see <http://www.parking.uga.edu/> for more information. You may need to use an Access Services Form (see below).

**5. Access Services Form.** This form can be used to get your MyID, UGA ID Card, and Parking while your paperwork is being processed. See the Business Manager for a copy.

### III. DEPARTMENT RESOURCES AND POLICIES

A. **COPY MACHINE, FAXING, SCANNING & OFFICE SUPPLIES:** The office policy states that only faculty, office staff, and graduate assistants are allowed to use the copy machine or any other equipment in the office. The Business Manager will give you your copy code for using the machine.

**DO NOT COPY A COURSE PACKET FOR ALL THE STUDENTS IN YOUR CLASS!** The Department of Religion **DOES NOT supply textbooks nor course packets for students. Abuse of copy machine usage will result in limiting the number of copies you are allowed to make.** Typically copying for the classroom should be limited to syllabi, study sheets and tests. If you have a number of handouts they should be made into a packet for students to purchase. Packets can be prepared for purchase through the UGA Book Store or BelJeans.

FAXING AND SCANNING: If you need to Fax or Scan something, please see the Religion Department Staff for help with how to FAX and SCAN using the copy machine.

**OFFICE SUPPLIES** are available in Room 3B. They are for use ONLY in the teaching of your classes at UGA. Office supplies are not for personal use nor should you supply your students in the classroom paper or pens. They should bring their own. Out supply budget is limited to please do not take large quantities of supplies for use outside your classroom/teaching needs.

B. **COMPUTERS AND COMPUTER HELP:** There is a computer for your use in room 22 Peabody Hall (the Right side of the room is the Religion Dept. side). This computer cannot be removed from the office. You will have access to this computer at all times while at UGA. You may use the computer for word-processing, email, Internet access, etc.

The computers are a privilege (not a right). Each person using the machine is responsible for proper use of the machine. No downloads to the hard drives are allowed! You may download to a diskette if you wish. The computer in Room 22 is shared by all the FLTAs in Religion so do not download or save unnecessary documents on the computers. Only the computers on the right side of the room are for Religion Department use. The office staff does not have time to personally instruct you on the computer use. You will need to be basically self-sufficient or get help from Dr. Godlas. Please remember to SHUT DOWN the computers when not in use. Do not just LOGOFF or put them to sleep.

Requests for Computer Support should be submitted to: <http://oit.franklin.uga.edu> and click "Submit a Ticket".

C. **FLTA OFFICE, PHONE, KEYS AND MAILROOM.** You will be given keys to the FLTA Office (room 22 Peabody Hall, right side of the room). Please KEEP THE ROOM LOCKED at ALL TIMES when you are not in the room (even just to go around the corner to the restroom). You will not have a key to the main office where your mailbox is, but you may have students bring items to the departmental office that can be put in your mailbox and your mailbox will be available to you during regular office hours. Peabody Hall is open during the regular hours, 8:00 am-5:00 pm, when UGA is open for business. The building will be unlocked Monday through Friday from 7:30AM - 9:00PM. The schedule can be extended any days we have classes, lectures, or student organization meetings outside of that schedule. Also note that the building is locked on holidays when UGA is closed. Building access after regular business hours will be by your UGA ID card. Access to Room 3 from 5:30 pm-7:30 am will require both your UGA ID card AND a key.

## IV. CLASSROOM RESOURCES AND POLICIES

**A. SCHEDULING CLASSES.** Your classes should be scheduled according to UGA policy. Language classes numbered 1000-levels are 4 semester hours credit and should be scheduled for Monday, Tuesday, Wednesday and Thursday each week and should meet for 50 minutes each class period. Language classes numbered 2000 or above are 3 semester hours credit and can be scheduled for 50 minutes each day on Monday, Wednesday and Friday (MWF) or 75 minutes on Tuesday/Thursday (TR). See Appendix B for Course Offerings Time Periods. You will need to coordinate with the Dept. Administrative Assistant to schedule your classes (Ms. Kim Scott – [kmscott@uga.edu](mailto:kmscott@uga.edu)). Your fall classes have already been scheduled, but you will need work with Ms. Scott to schedule your spring classes.

**B. ORDERING TEXTBOOKS.** Textbook orders are done through the Departmental Office by the Administrative Assistant, Kim Scott ([kmscott@uga.edu](mailto:kmscott@uga.edu)). You will receive an email stating when book orders are due for the upcoming semester. You will need to check with Dr. Godlas and you will need to communicate your book order to the Administrative Assistant by the deadline indicated in order to guarantee your books arriving in time for the beginning of the semester. You can make changes to your order, but the bookstore may not be able to have the books on time. You need to submit an order EVERY SEMESTER. No books will be order automatically. Books are only ordered that are requested. If you wish to have a desk copy of the book you are using, you will need to let the Administrative Assistant know. Desk copies are not automatically ordered. Typically book orders for spring are ordered in October and orders for fall are ordered in March.

**C. ACCESSING CLASS ROLLS.** You access your class rolls at the Registrar's Website: <http://www.reg.uga.edu/facultyStaffServices> . You logon using your UGA MyID and password.

- 1. Overrides into your class.** If you wish to allow a student to register for your class, but BANNER/ATHENA says the class is full you can add the student as an override as long as there is room in the classroom. You cannot add more people in the class than there are seats in the room. For example: if you have 10 people on your class roll and there are 20 seats in the room, you may add up to 10 more student to the class. Also if a student wants to register for your class and they do not have the prerequisite you can give the student permission to register if you feel they do not need the prerequisite. If you want to approve an override into a full class or an override of the prerequisite you need to contact the Religion Dept Administrative Assistant, Kim Scott ([kmscott@uga.edu](mailto:kmscott@uga.edu)) and make a request that an override be given to the student. This request needs to come from your email and have the student's full name, their 810 number, and the class ID and call number from your class roll. The student will then be given PERMISSION to add the class and then can register for it in BANNER.
- 2. Drop/Add.** The Drop/Add period for undergraduate students consists of the first four days of the semester as days to drop/add, then the fifth day for final adds. During this time students can "drop" your class or "add" your class to their schedule. Your class rolls will change during this time and will not be final till the 8<sup>th</sup> day of the semester.
- 3. Late Add Form and Section Changes.** If a student has been dropped from your class, or was not able to add during the Drop/Add period and you wish to add the student to the class, the student can obtain a Late Add Form from the Registrar's Office, bring it to you for a signature, then after the Religion Department Head signs the form the student can return it to the Registrar's office to register for the

class. <https://reg.uga.edu/student-forms/late-add-form/>. You can also find the form for a section change if the student registered for the wrong section of a class you are teaching.

**D. WITHDRAWALS.** After the designated drop/add period, students must withdraw from classes by selecting the Withdrawal Option on the Main Menu in BANNER. An email will be sent to the instructor of the class, who must then follow the directions in the email to complete the withdrawal. <https://reg.uga.edu/faculty-and-staff/drop-or-withdrawal/>

Note: Students withdrawing after the withdrawal deadline, as specified in the official academic calendar, must be assigned a grade of "WF" except in those cases in which the student is doing satisfactory work and the withdrawal is recommended by the Office of Student Affairs for health or emergency reasons. For this reason, all withdrawals (Course and University) after the midpoint must be reviewed by the Office of the Vice President for Student Affairs. <https://reg.uga.edu/faculty-and-staff/drop-or-withdrawal/>

**E. YOUR COURSE SYLLABI.** Your course syllabi needs to be loaded into the online system by the first day of the semester. You should be working with Dr. Godlas right away to develop your syllabi and to get them loaded into this system: <https://syllabus.uga.edu/LoginFac.aspx>. If you have problems loading them you can send the syllabi to the Administrative Assistant in the office and they can load it for you. This may especially be a problem for fall semester, but by spring semester you should be able to load the syllabi yourself. You can view sample course syllabi at: <https://syllabus.uga.edu/Browse.aspx>. Feel free to view and copy the content as you need. See Appendix B.

**F. CLASS EVALUATIONS:** Two weeks before the end of the semester, the department office will put in your mailbox class evaluations for your current classes. At some time before the end of the semester you need to take time from class and have the students fill out the evaluations.

- o You should designate a student to take the completed evaluations IN THE ENVELOPE THEY CAME IN back to the Religion Departmental Office, Room 3 Peabody Hall.
- o You should LEAVE THE ROOM while evaluations are being filled out.
- o You should not discuss the evaluations with students nor view the evaluations after they have been completed by the students. Evaluations are COMPLETELY CONFIDENTIAL.
- o After grades have been posted for the semester you will receive a summary of the evaluations along with the typed comments.

**G. FINAL EXAM POLICY :** A final examination schedule is published each semester by the Office of the Vice President for Instruction, and a preliminary copy is available in the Schedule of Classes each term (<http://www.reg.uga.edu/calendars>). No time and date departures from the examination schedule should occur without prior approval of the dean of the school or college and the Vice President for Instruction. Similar advance approval also must be obtained to administer standardized, departmental "mass" examinations to groups of students enrolled in the same course. Although there are special courses where a final examination of the regular type may not be appropriate, each student must be provided the opportunity to stand for a final examination as part of the completion of a full instructional term. Each instructor has the authority to design and administer the final examination in whatever manner is appropriate. Additionally, the instructor has the authority to structure the course syllabus and content so that the final examination may be a summative evaluation of the entire term's work or a portion of the term's work. Take home exams are permissible as long as the exams are not due earlier than the final examination time slot as assigned by the University.

**Classes that do not follow a MWF or Tu/Th schedule:** Classes meeting on days that differ from the customary MWF or Tu/Th schedule should schedule examinations based on the first class meeting day and hour of the week. For example, classes that meet M/Tu/W/Th should examine students based on the hour of the MWF class schedule, and classes that meet Tu/W/Th/F should examine students based on the hour of the Tu/Th class schedule.

**Final Exam Schedule Conflicts:** Upon the consent of the academic department, the individual faculty instructor has the authority to manage students who have personal conflicts with the final examination schedule. A student with three final examinations scheduled within the same calendar day or two examinations at the same time may petition to reschedule one exam to a different time or day. If one of the conflicting final examinations is a mass exam, then it will be rescheduled. The student can access the policy and petition at: <https://curriculumsystems.uga.edu/curriculum/finalExamConflicts/>

**Reading Days:** These days have been designated by the University Council to provide time for students to prepare for final examinations. No mandatory assignments are to be scheduled for completion during reading days -- either for course work or extra-curricular or co-curricular activities. Exceptions for good cause can be made to this policy by the Vice President for Instruction. Nothing in this policy limits an instructor from scheduling optional study reviews for students during reading days.

**Final Instructional Day:** No tests or quizzes are to be administered on the final instructional day of a course, unless the course has not been assigned a final examination time slot by the University. All labs may administer tests or quizzes on the final instructional day. For purposes of this policy, student presentations to the class in a seminar or graduate course shall not be considered a test or a quiz.

**Admission to Course Examinations:** Students who have not registered for the course will not be admitted to the final examination, and only under extraordinary circumstances will they be admitted to the examination unless they have attended at least 50 percent of the total class and laboratory exercises held in the course.



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# Office of the Registrar

## UNIVERSITY OF GEORGIA

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### Fall 2018 Final Exam Schedule

Monday/Wednesday/Friday Classes	Tuesday/Thursday Classes
8:00 am Exam: Wed., Dec. 12 8:00 am – 11:00 am	8:00 am Exam: Tues., Dec. 11 8:00 am – 11:00 am
9:05 am Exam: Mon., Dec. 10 8:00 am – 11:00 am	9:30 am Exam: Thur., Dec. 6 8:00 am – 11:00 am
10:10 am Exam: Fri., Dec. 7 8:00 am – 11:00 am	11:00 am Exam: Tues., Dec. 11 12:00 pm – 3:00 pm
11:15 am Exam: Wed., Dec. 12 12:00 pm – 3:00 pm	12:30 pm Exam: Thur., Dec. 6 12:00 pm – 3:00 pm
12:20 pm Exam: Mon., Dec. 10 12:00 pm – 3:00 pm	2:00 pm Exam: Tues., Dec. 11 3:30 pm – 6:30 pm
1:25 pm Exam: Fri., Dec. 7 12:00 pm – 3:00 pm	3:30 pm Exam: Thur., Dec. 6 3:30 pm – 6:30 pm
2:30 pm Exam: Wed., Dec. 12 3:30 pm – 6:30 pm	5:00 pm Exam: Wed., Dec. 12 7:00 pm – 10:00 pm
3:35 pm Exam: Mon., Dec. 10 3:30 pm – 6:30 pm	6:30 pm Exam: Mon., Dec. 10 7:00 pm – 10:00 pm
4:40 pm Exam: Fri., Dec. 7 3:30 pm – 6:30 pm	8:00 pm Exam: Wed., Dec. 12 7:00 pm – 10:00 pm
5:45 pm Exam: Fri., Dec. 7 7:00 pm – 10:00 pm	9:30 pm Exam: Mon., Dec. 10 7:00 pm – 10:00 pm
6:50 pm Exam: Thur., Dec. 6 7:00 pm – 10:00 pm	----
7:55 pm Exam: Thur., Dec. 6 7:00 pm – 10:00 pm	----
9:00 pm Exam: Tues., Dec. 11 7:00 pm – 10:00 pm	----

#### Mass Exams

Refer to list below chart for specific course numbers

Class	Exam
ACCT	Tues., Dec. 11 7:00 pm – 10:00 pm
BIOL	Fri., Dec. 7 7:00 pm – 10:00 pm
BUSN	Wed., Dec. 12 7:00 pm – 10:00 pm
CHEM	Wed., Dec. 12 7:00 pm – 10:00 pm
FINA	Fri., Dec. 7 7:00 pm – 10:00 pm
GENE	Fri., Dec. 7 7:00 pm – 10:00 pm

Class	Exam
*LANG Mass Exams FREN, SPAN, ITAL, GRMN, RUSS	Mon., Dec. 10 7:00 pm – 10:00 pm
MARK	Thur., Dec. 6 7:00 pm – 10:00 pm
MATH	Thur., Dec. 6 7:00 pm – 10:00 pm
MGMT	Tues., Dec. 11 7:00 pm – 10:00 pm
PHYS	Tues., Dec. 11 7:00 pm – 10:00 pm

Mass exams are given for the following courses: ACCT 2101, 2102; BIOL 1104, 1107,1108; BUSN 4000; CHEM 1210, 1211, 1212, 2211, 2212, 2311H, 2312H, 2411, 2412; CSCI 4050/6050; ENGR 2120; FINA 3000; GENE 3200; MARK 3000; MATH 1113, 2250; MGMT 3000; PHYS 1111-1111L, 1112-1112L, 1211-1211L, 1212-1212L

Final exams for PHYS 1111, 1112, 1211 and 1212 may be given as Mass Exams if so decided by the instructor. Please check with the instructor to see if he or she will be giving the final during the Mass Exam time.

\*LANG mass exams include FREN, SPAN, ITAL, and PORT 1001, 1002, 1110, 2001, 2002 (PORT will have mass exams if there are enough sections); GRMN 1001, 1002, 2001, 2002; RUSS 1001, 1002.

## Final Exam Policy

A final examination schedule is published each semester by the Office of the Vice President for Instruction, and a preliminary copy is available on the Office of the Registrar web site for each term. No time and date departures from the examination schedule should occur without prior approval of the dean of the school or college and the Vice President for Instruction. Similar advance approval also must be obtained to administer standardized, departmental "mass" examinations to groups of students enrolled in the same course. Although there are special courses where a final examination of the regular type may not be appropriate, each student must be provided the opportunity to stand for a final examination as part of the completion of a full instructional term. Each instructor has the authority to design and administer the final examination in whatever manner is appropriate. Additionally, the instructor has the authority to structure the course syllabus and content so that the final examination may be a summative evaluation of the entire term's work or a portion of the term's work. Take home exams are permissible as long as the exams are not due earlier than the final examination time slot as assigned by the University.

## Classes that do not follow a MWF or Tu/Th schedule

Classes meeting on days that differ from the customary MWF or Tu/Th schedule should schedule examinations based on the first class meeting day and hour of the week. For example, classes that meet M/Tu/W/Th should examine students based on the hour of the MWF class schedule, and classes that meet Tu/W/Th/F should examine students based on the hour of the Tu/Th class schedule.

## Final Exam Schedule Conflicts

Upon the consent of the academic department, the individual faculty instructor has the authority to manage students who have conflicts with the final examination schedule. A student with three final examinations scheduled within a twenty-four (24) hour period\* or two examinations at the same time may petition to reschedule one exam to a different time or day. If one of the conflicting final examinations is a mass exam, then it should be rescheduled first. The instructions for rescheduling are located at the following web sites: [www.bulletin.uga.edu](http://www.bulletin.uga.edu) (<http://www.bulletin.uga.edu/>) and [www.curriculumssystem.uga.edu](http://www.curriculumssystem.uga.edu) (<http://www.curriculumssystem.uga.edu/>).

*\*The twenty-four (24) hour period begins at the start time of the first exam.*

## Reading Days

These days have been designated by the University Council to provide time for students to prepare for final examinations. No mandatory assignments are to be scheduled for completion during reading days -- either for course work or extra-curricular or co-curricular activities. Exceptions for good cause can be made to this policy by the Vice President for Instruction. Nothing in this policy limits an instructor from scheduling optional study reviews for students during reading days.

## Final Instructional Day

No tests or quizzes are to be administered on the final instructional day of a course, unless the course has not been assigned a final examination time slot by the University. All labs may administer tests or quizzes on the final instructional day. For purposes of this policy, student presentations to the class in a seminar or graduate course shall not be considered a test or a quiz.

## Admission to Course Examinations

Students who have not registered for the course will not be admitted to the final examination, and only under extraordinary circumstances will they be admitted to the examination unless they have attended at least 50 percent of the total class and laboratory exercises held in the course.

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[Home \(/\)](#) [UGA \(http://www.uga.edu/\)](http://www.uga.edu/) [Provost \(http://provost.uga.edu/\)](http://provost.uga.edu/) [OVPI \(http://ovpi.uga.edu/\)](http://ovpi.uga.edu/)

[Text Only \(http://text.usg.edu/tt/https://reg.uga.edu/\)](http://text.usg.edu/tt/https://reg.uga.edu/) [Non-Discrimination Statement \(https://eoo.uga.edu/policies/NDAH-Policy.html\)](https://eoo.uga.edu/policies/NDAH-Policy.html)

[Submit a Student Complaint \(https://studentcomplaints.uga.edu/\)](https://studentcomplaints.uga.edu/)

[Privacy \(https://eits.uga.edu/access\\_and\\_security/infosec/pols\\_regs/policies/privacy/\)](https://eits.uga.edu/access_and_security/infosec/pols_regs/policies/privacy/)

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([http://a.cms.omniupdate.com/10?skin=uga&account=OVPI&site=Registrar&action=de&path=/\\_hidden/fall-18-final-exam-schedule.pcf](http://a.cms.omniupdate.com/10?skin=uga&account=OVPI&site=Registrar&action=de&path=/_hidden/fall-18-final-exam-schedule.pcf))

**H. GRADES AND GRADE ROLLS.** Grade rolls are made available to faculty about one week before the end of classes at the Registrar's website: <http://www.reg.uga.edu/facultyStaffServices>. Instructors are responsible for reporting of grades to the Registrar's office by the deadline each semester. Late grade reporting could result in students receiving "ER" grades or "no grade reported". In this case the faculty member will have to submit "grade change" forms for each student in the course. Grades of "ER" (Error in reporting) not removed by the end of the term following their assignment will be changed to "WF." For more information see: <http://www.bulletin.uga.edu/bulletin/acad/Grades.html>.

**I. INCOMPLETES.** If you have a student that is unable to complete the course for what you consider to be a legitimate reason you may assign a grade of 'I' (Incomplete). The student should not register for the course again, but contact you, the instructor, and make arrangements to complete the course within three (3) semesters of receiving the grade or the 'I' will automatically convert to an 'F'. When the student has completed the work necessary to remove the Incomplete you will then fill out a "Grade Change Form" to remove the "I" and change it to a letter grade.

**J. GRADE CHANGE FORMS.** Grade Changes are done online at: <https://reg.uga.edu/resources/documents/imported/ChangingGradesPriorTerm.pdf>. If for some reason you need a paper copy you may obtain the "Grade Change Form" from the Religion Departmental Office. Grade Change forms are not given to your students, only you as instructors of record for a course. This form can be used to change a factual error in grade, removing an Incomplete, changing a grade to a "W" or "WF" (if the proper paperwork is received) or changing grades of "ER" or "NR" when you may have mistakenly not submitted grades on time.

**K. CLASSROOM MATERIALS (DVDs, Videos):** Videos are available from the Religion office for you to show in your classes. You MUST SIGN OUT THE VIDEOS on the note pad located in room 3D on the video shelf. When you return the video you need to indicate so on the note pad.

**L. CLASSROOM TECHNOLOGY:** Rooms 201, 205C and 219A in Peabody Hall are technology ready. The key for the cabinet is available through the Administrative Assistant in the Religion office. If you are teaching outside of Peabody Hall you need to contact the Center for Teaching and Learning (CTL) to see about getting a key to the technology cabinet for the room and building you are teaching in, <http://www.ctl.uga.edu/pages/classroom-support-and-learning-spaces-staff>

## M. Grading System for UGA

The grading system at the University of Georgia is as follows:

Grade	Points	Description
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Satisfactory
C	2.0	Satisfactory
C-	1.7	Satisfactory C- will not satisfy requirements that require a C (2.0) or better
D	1.0	Passing
F	0.0	Failure
W	NA	Withdrew. This grade indicates that a student was permitted to withdraw from a course. Withdrawals will not be permitted after the withdrawal deadline of the semester (date is specified in the Academic Calendar) except in cases of hardship as determined by the appropriate official. This grade is not included in the grade point average computation.
I	NA	Incomplete. This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course. The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three semesters (counting summer school as one semester) may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an "I" is not satisfactorily removed after three semesters, the "I" grade will be changed to an "F" (or "U" grade for a course graded S/U) by the Registrar.  Please note: To submit the final grade, the instructor follows the change of grade process. The student does not need to register for the course again. The "I" grade is not included in the grade point average computation.
S	NA	This grade indicates satisfactory participation in certain required courses. Normally, "S" grades are given in a limited number of professional, seminar, or graduate-level courses. Credit is included in hours earned. The grade is not included in the grade point average computation.
U	NA	This symbol indicates unsatisfactory performance in certain required courses in which S grades may normally be given. No credit is given. The grade is not included in the grade point average computation.
V	NA	This symbol indicates an audit. No credit is given. The grade is not included in the grade point average computation.
K	NA	This symbol indicates that a student was given credit for the course via a credit by examination program approved by the faculty; e.g., AP, IB, Proficiency, etc. The grade is not included in the grade point average computation.
NR	NA	This symbol indicates that a grade was not received by the Office of the Registrar in time for processing. The NR symbol will be replaced by a grade upon receipt of an official grade change form from the instructor. The NR is not included in the grade point average computation.
NG	NA	No grade reported by instructor at the time of processing.
WM	NA	This symbol indicates a military withdrawal due to involuntary activation. This symbol is not included in the grade point average computation.

The cumulative grade point average is based on all residence hours attempted at the University exclusive of grades/symbols indicated as NA in the above table.

The overall grade point average is based on all residence hours attempted at the University of Georgia as well as all transfer credit hours exclusive of grades/symbols indicated as NA in the above table.

### **Grade Reports**

Students may view their grades via Athena. Grade reports are not mailed.

### **Minimum Grade Point Average**

A minimum cumulative grade point average of 2.00 is required to meet all undergraduate graduation requirements. A student will not be approved for graduation if he or she has a grade of I which, when changed to a recorded grade, could cause the student's grade point average to fall below the minimum required for graduation. This policy applies to students for all degrees conferred by the University.

### **Change of Grades**

A grade in a course recorded by the Office of the Registrar cannot be changed except in the following circumstances:

- A symbol of I not removed after three semesters (counting summer school as one semester) becomes an F (or U for a course graded S/U).
- Any grade will be changed upon a written statement by the instructor that the grade was a factual error. All grade changes are subject to approval by the instructor's department head.

**\*\*Please note that Change of Grade forms are not permitted to be in the possession of the student.**

## V. INSTRUCTIONAL RESOURCES AND POLICIES

### A. CENTER FOR TEACHING AND LEARNING RESOURCES FOR TEACHING ASSISTANTS.

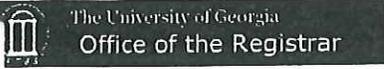
As a teacher, a faculty member:

- encourages the free pursuit of learning in each student,
- holds before the student the best scholarly standards,
- demonstrates respect for the student as an individual,
- adheres to the role of intellectual guide and counselor, and
- protects the student's academic freedom.

Types of unacceptable conduct:

1. Failure to meet the responsibilities of instruction, including:
  - a) arbitrary denial of access to instruction,
  - b) significant intrusion of material unrelated to the course,
  - c) significant failure to adhere, without legitimate reason, to the rules of the faculty in the conduct of courses, to meet class, to keep office hours, or to hold examinations as scheduled,
  - d) evaluation of student work by criteria not directly reflective of course performance, and
  - e) undue and unexcused delay in evaluating student work.
2. Discrimination against a student on political grounds, or for reasons of race, religion, sex, sexual orientation, ethnic origin, national origin, ancestry, marital status, medical condition<sup>1</sup>, status as a Vietnam-era veteran or disabled veteran, or, within the limits imposed by law or University regulations, because of age or citizenship or for other arbitrary or personal reasons.
3. Committing a knowing violation of the University policy, including the pertinent guidelines relating to nondiscrimination against students on the basis of handicap.
4. Use of the position or powers of a faculty member to coerce the judgment or conscience of a student or to cause harm to a student for arbitrary or personal reasons.
5. Participating in or deliberately abetting disruption, interference, or intimidation in the classroom.

It is also unacceptable conduct for a Teaching Assistant to fail to follow the instructions of the faculty member in charge of the course.



Home :: Faculty / Staff Services :: Course Offerings Time Period Table

## Course Offerings Time Period Table

Fall and Spring: All Campuses

- Our Office
- Bulletins/Commencement Programs
- Calendars
- Change of Information
- Credit from Testing
- DegreeWorks
- Diploma Information
- Enrollment Certifications
- Faculty / Staff Services
- Data Requests
- Banner Training Materials
- Change of Grades
- Course Offerings Time Period Table
- Drop or Withdrawal for Non-Attendance
- FERPA Quiz
- Pass/Fail Policy and Procedures
- Pertinent Dates for Scheduling Courses in Banner
- SIS Training Materials
- Student Advisement
- Student Withdrawal Information
- Tuition Assistance Program (TAP)
- User ID Requests
- FAQs
- FERPA (Privacy Act)
- UGA Alumni
- Former Students
- Forms
- Graduation / Commencement
- Grades
- OASIS
- Parents/Guardians Info
- Policies
- Registrar's Advisory Council
- Registration
- Schedule of Classes
- Transcripts
- Tuition & Fees
- Veterans

Class Period	Start Time	End Time	Format	Meeting Days
01	08:00 AM	08:50 AM	Semester	MWF
02	09:05 AM	09:55 AM	Semester	MWF
03	10:10 AM	11:00 AM	Semester	MWF
04	11:15 AM	12:05 PM	Semester	MWF
05	12:20 PM	01:10 PM	Semester	MWF
06	01:25 PM	02:15 PM	Semester	MWF
07	02:30 PM	03:20 PM	Semester	MWF
08	03:35 PM	04:25 PM	Semester	MWF
09	04:40 PM	05:30 PM	Semester	MWF
10	05:45 PM	06:35 PM	Semester	MWF
11	06:50 PM	07:40 PM	Semester	MWF
12	07:55 PM	08:45 PM	Semester	MWF
13	09:00 PM	09:50 PM	Semester	MWF
71	08:00 AM	09:15 AM	Semester	Tu/Thr
72	09:30 AM	10:45 AM	Semester	Tu/Thr
73	11:00 AM	12:15 PM	Semester	Tu/Thr
74	12:30 PM	01:45 PM	Semester	Tu/Thr
75	02:00 PM	03:15 PM	Semester	Tu/Thr
76	03:30 PM	04:45 PM	Semester	Tu/Thr
77	05:00 PM	06:15 PM	Semester	Tu/Thr
78	06:30 PM	07:45 PM	Semester	Tu/Thr
79	08:00 PM	09:15 PM	Semester	Tu/Thr
80	09:30 PM	10:45 PM	Semester	Tu/Thr
01	08:30 AM	09:20 AM	Law	
02	09:30 AM	10:20 AM	Law	
03	10:30 AM	11:20 AM	Law	
04	11:30 AM	12:20 PM	Law	
05	12:30 PM	01:20 PM	Law	
06	01:30 PM	02:20 PM	Law	
07	02:30 PM	03:20 PM	Law	
08	03:30 PM	04:20 PM	Law	
09	04:30 PM	05:20 PM	Law	

10	05:30 PM	06:20 PM	Law
11	06:30 PM	07:20 PM	Law
12	07:30 PM	08:20 PM	Law
13	08:30 PM	09:20 PM	Law

Summer: All Campuses  
Sessions = Thru, 1st, 2nd, Extended

Class Period	Start Time	End Time	Format	
01	08:00 AM	09:00 AM	Summer	
02	09:15 AM	10:15 AM	Summer	
03	10:30 AM	11:30 AM	Summer	
04	11:45 AM	12:45 PM	Summer	
05	01:00 PM	02:00 PM	Summer	
06	02:15 PM	03:15 PM	Summer	
07	03:30 PM	04:30 PM	Summer	
08	05:00 PM	06:15 PM	Summer	
09	06:30 PM	07:45 PM	Summer	
10	08:00 PM	09:15 PM	Summer	
01	08:30 AM	09:45 AM	Law	Summer
02	10:00 AM	11:15 AM	Law	Summer
03	11:30 AM	12:45 PM	Law	Summer
04	01:00 PM	02:15 PM	Law	Summer
05	02:30 PM	03:45 PM	Law	Summer
06	04:00 PM	05:15 PM	Law	Summer

Summer Session = May  
All Campuses

Class Period	Start Time	End Time	Format	
01	08:00 AM	09:15 AM	May	Session
02	09:30 AM	10:45 AM	May	Session
03	11:00 AM	12:15 PM	May	Session
04	12:30 PM	01:45 PM	May	Session
05	02:00 PM	03:15 PM	May	Session
06	03:30 PM	04:45 PM	May	Session
07	05:00 PM	06:15 PM	May	Session
08	06:30 PM	07:45 PM	May	Session
09	08:00 PM	09:15 PM	May	Session
10	09:30 PM	10:45 PM	May	Session

## Syllabus System – Faculty/Instructor Login

<http://www.syllabus.uga.edu/>

University policy requires that a syllabus for each course be available online. In departments that offer multiple sections of the same course, a syllabus should be uploaded for each instructor teaching the course. (For information outlining what is required in the syllabus, see Course Syllabus Information below.) The Syllabus System has been developed to facilitate this process. To access this system, login with your UGA MyID and password. If you need assistance, call the Office of Curriculum Systems at 542-6358.

After logging in, proceed as follows:

- Faculty/instructor information must be verified if the user is entering the Syllabus System for the first time or if the user is not a CAPA user. Review and edit faculty/instructor information if necessary. Then click Save Faculty/Instructor Information button.

### SELECT COURSE TO UPLOAD SYLLABUS:

- Select a prefix and course ID from the dropdown lists.
- If the course is split level, crosslisted, or has a lab, select the appropriate button. For example, for the crosslisted course ENGL(HIST) 3100 you can select to upload a syllabus for ENGL 3100 or HIST 3100 or ENGL(HIST) 3100.
- Choose a semester and year from the dropdown list. Enter a call number and/or the days and times the course will be taught. If a faculty/instructor member has more than one syllabus for a course, this information will help distinguish between the syllabi. For example, Dr. Smith teaches one section of ENGL 1101 on Tuesday and Thursday and another on Monday, Wednesday, and Friday. The display for ENGL 1101 would appear as follows:

ENGL 1101	Fall 2009	Dr. Smith	Tu, Th
ENGL 1101	Fall 2009	Dr. Smith	M, W, F

### UPLOAD SYLLABUS:

- Click on the Browse button to find your syllabus file you would like to upload. (Please select only .doc, .docx, .pdf, or .wpd type file.) Double click on the file name or click the Open button, then click the Add/Update Information button. The syllabus file will now appear under Existing Syllabus Files(s).

### EDIT INFORMATION FOR SYLLABUS:

- Click the edit link in the left column of the Existing Syllabus File table to change the semester and year, days and times, call number or to replace the syllabus file. The fields to edit will appear below. The syllabus file cannot be edited in this system. To replace this syllabus file with a new or revised file, click the Browse button to upload the new file. Click the Add/Update Information button when you are done.
- If you wish to delete this entry, click on delete in the left column. Click the Add/Update Information button when you are done.

### UPLOAD ADDITIONAL SYLLABUS FOR SAME COURSE:

- To enter another syllabus for the same course, choose the course from the dropdown list, enter a call number and/or the days and times the course will be taught, and then click the Browse button to add a new file.

### UPLOAD SYLLABUS FOR ANOTHER COURSE:

- To enter a syllabus for a different course, select a prefix and course ID from the dropdown lists and follow the process outlined above.
- When you are done, click the Exit Syllabus System button.

## Course Syllabus Information

The following information should be included in the course syllabus.

- Instructor name
- Instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).
- a. Course title and number as they appear on the course application.\*
- b. Course description as it appears on the course application.\*
- c. Prerequisites, corequisites, and cross-listings for the course.\*
- d. Course objectives or expected learning outcomes of the course.\*
- e. Topical outline for the course.\*

*\*Information in the syllabus should be consistent with the information that appears on the course in CAPA. Click here to view the course in CAPA.  
<https://www.capa.uga.edu/capa/main.html>*

- f. Reference to the University Honor Code and Academic Honesty Policy and a statement as to what behavior unique to the course could be academically dishonest.

The syllabus must include this statement:

As a University of Georgia student, you have agreed to abide by the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in "A Culture of Honesty" found at: [www.uga.edu/honesty](http://www.uga.edu/honesty). Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.

The link to more detailed information about academic honesty can be found at:  
<http://www.uga.edu/ovpi/honesty/acadhon.htm>

- g. The syllabus must also include this statement:  
The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.
- h. Principal course assignments (such as required reading, papers, other activities, and the week of the course in which these assignments are expected to be completed and submitted).
- i. Specific course requirements for grading purposes (e.g., written and oral tests and reports, research papers, performances or other similar requirements, participation requirements -- if any).
- j. Grading Policy. How the final grade will be determined with respect to weights or points assigned to various course requirements.

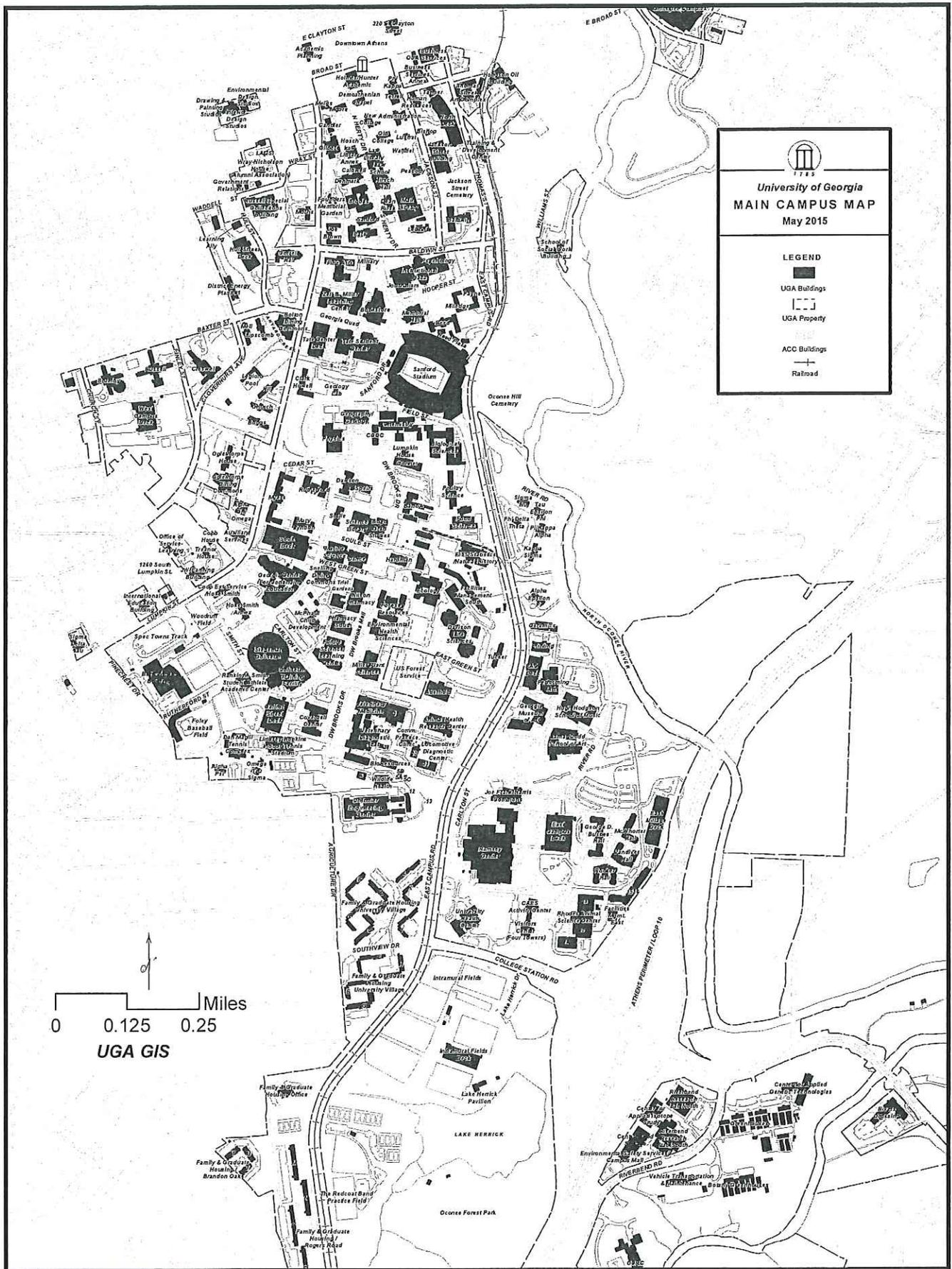
k. Attendance Policy. If there are specific requirements for attendance, these should be stated; if attendance is to be weighed for the final grade, the syllabus should state what the weight or course points will be.

l. Required course material, including texts.

m. Policy for make-up of examinations.

The full policy on providing a syllabus may be found at  
<http://www.curriculumsystems.uga.edu/Policies/CourseSyllabusPolicy.pdf>.

D. CAMPUS MAPS AND BUILDING CODES



# UGA BUILDING INDEX by NUMBER

April 2015

Num.	Name	Grid	Num.	Name	Grid	Num.	Name	Grid
0000						2213	Brumby Hall	A - 2
0005	Franklin House	C - 1	1050			2200		
0019	Hodgson Oil Building	D - 1	1050	Environmental Health Sciences	C - 4	2214	Hill Hall	B - 2
0020	Phi Kappa Hall	C - 1	1057	Davison Life Sciences Complex	D - 4	2215	Church Hall	B - 2, B - 3
0021	Demosthenian Hall	C - 1	1058	Life Sciences Fermentation Lab	D - 4	2216	Boggs Hall	B - 3
0022	Chapel	C - 1	1060	Aderhold	C - 4, D - 4	2217	Oglethorpe House	B - 3
0023	Terrell Hall	C - 1	1061	Miller Plant Science	C - 4	2218	Alpha Chi Omega Sorority	B - 3
0024	Meigs Hall	C - 1	1064	Vet. Med. Locomotive Diag. Ctr.	C - 4	2219	Delta Phi Epsilon Sorority	A - 4
0025	Moore College	C - 1	1065	Vet. Medicine 9	C - 4	2220	Sigma Delta Tau Sorority	A - 4
0030	New College	C - 1	1066	Vet. Medicine 10	C - 4	2221	University Village A	C - 5
0031	Candler Hall	C - 1	1067	Vet. Medicine 11	C - 4	2222	University Village B	C - 5
0032	Bishop House	C - 1	1068	Vet. Medicine 12	C - 5	2223	University Village C	C - 5
0033	School of Social Work Building	D - 2	1070	College of Veterinary Medicine 1	C - 4	2224	University Village D	C - 5
0040	Jackson Street Building	C - 1, D - 1	1072	Vet. Medicine 2	C - 4	2225	University Village E	C - 6
0041	Waddell Hall	C - 1	1073	Vet. Medicine 6	C - 4	2226	University Village F	C - 6
0042	Peabody Hall	C - 1	1077	Animal Health Research Center	C - 4, D - 4	2227	University Village G	C - 6
0043	Hirsch Hall	C - 1	1079	Vet Med Diagnostic Lab	C - 4	2228	University Village H	C - 6
0043	Law Library Annex	C - 1	1082	Wildlife Health	C - 5	2229	University Village J	C - 5
0043	Law School Addition	C - 1	1084	Vet Med BioResources	C - 4	2230	University Village K	C - 5
0044	Denmark Hall	C - 1	1090	Driftmier Engineering Center	C - 5	2231	University Village L	C - 5
0045	Dean Rusk Hall	C - 1	1094	Soil Tillage Laboratory	C - 5	2232	Alpha Epsilon Pi Fraternity	D - 4
0046	Caldwell Hall	C - 1	1110	Carlton Street Deck	B - 4	2233	Kappa Sigma Fraternity	D - 3
0050	Baldwin Hall	D - 2	1111	Paul D. Coverdell Center	B - 4, C - 4	2238	Family Housing Office	B - 6
0053	LeConte Hall	C - 2	1130	Statistics & Computer Services	D - 3	2240	Rogers Road Apts M	B - 7
0054	Main Library	C - 2	1139	South Campus Deck	B - 3	2241	Rogers Road Apts N	B - 7
0055	Brooks Hall	C - 1	1140	Forestry Resources 2	C - 4	2242	Rogers Road Apts P	B - 7
0056	Park Hall	C - 2	1215	Rutherford Hall	B - 3, C - 3	2243	Rogers Road Apts Q	B - 7
0058	Sanford Hall	C - 2	1220	Soule Hall	C - 3	2244	Rogers Road Apts R	C - 7
0060	Fine Arts Building	C - 2	1221	Mary Lyndon Hall	B - 3, C - 3	2245	Rogers Road Apts S	C - 8
0061	Military Building Army ROTC	C - 2	1222	Myers Hall	B - 3	2255	Alpha Psi Vet. Fraternity	B - 4
0062	Journalism Building	C - 2	1246	Family Science Center 1	C - 4	2256	Omega Tau Sigma Fraternity	B - 4
0064	Psychology Building	C - 2, D - 2	1247	Housing Research Center	B - 4, C - 4	2257	Oglethorpe Dining Commons	B - 3
0066	Instructional Plaza	C - 2	1248	Consumer Research Center	B - 4	2260	Brandon Oaks T	B - 6
0081	Zell B. Miller Learning Center	C - 2	1249	Family Science Center 2	B - 3, C - 3	2261	Brandon Oaks U	B - 6
0082	Hull Street Deck	B - 2	1250	Tucker Hall	D - 4	2262	Brandon Oaks V	B - 6, B - 7
0090	Geology Hydrothermal Lab	C - 2	1340	Horticulture Greenhouse	C - 3	2265	Bolton Dining Commons	B - 2
0101	Chicopee Main Building No.1	E - 0, E - 1	1340	Horticulture Greenhouse	C - 4	2291	Sigma Nu Fraternity	D - 3
0103	Central Office Supply	E - 0	1500			2292	Tau Epsilon Phi Fraternity	D - 3
0110	Business Services	C - 1	1501	Rhodes Animal Science Center - A	D - 5, E - 5	2293	Phi Delta Theta Fraternity	D - 3
0113	Office of University Architects	C - 1	1502	Rhodes Animal Science Center - B	E - 5	2294	Pi Kappa Alpha Fraternity	D - 3
0120	Holmes/Hunter Academic Building	C - 1	1503	Rhodes Animal Science Center - C	E - 5	2352	Vet. Medicine Pole Barn	D - 8
0121	Business Services Annex	C - 1	1510	East Village Deck	E - 5	2362	Storage Barn	D - 8
0122	North Campus Deck	C - 1, D - 1	1511	Joe Frank Harris Commons	D - 5	2368	Vet. Medicine Shop	D - 8
0123	Tanner Building	C - 1	1512	George D. Busbee Hall	E - 5	2369	Vet. Medicine Storage	D - 8
0124	Sculpture Canopy	D - 1	1513	Rooker Hall	E - 5	2370	Vet. Medicine Block Building	D - 8
0130	Old College	C - 1	1514	Vandiver Hall	E - 5	2371	Vet. Medicine Barn	D - 8
0178	Central Campus Mech. Building	C - 2	1515	McWhorter Hall	E - 5	2373	Shop Building	D - 8
0250	Joseph E. Brown Hall	C - 2	1516	Building 1516	E - 5	2383	Vet. Medicine Fish Barn	D - 8
0270	Payne Hall	D - 2	1617	District Energy Plant #2	C - 3, D - 3	2408	Agronomy Soil Building	F - 6
0271	Millledge Hall	D - 2	1618	Central Heating Plant 2	C - 3	2409	Soil Building 2	F - 6
0280	Reed Hall	C - 2, D - 2	1620	Central Heating Plant 1	C - 3	2410	Headhouse Horticulture	F - 6
0290	Clark Howell Hall	B - 2, C - 2	1621	Science Library	C - 3	2411	Headhouse Plants Agronomy	F - 6
0500			1632	Electronics Shop	C - 3	2413	Soil Storage Building	F - 6
0620	Human Resources	C - 1	1634	Vehicle Transportation & Maintenance	E - 7	2414	Lath Greenhouse 3 Botony	F - 7
0631	Administration Building	C - 1	1637	Campus Transit Facility	D - 8	2417	Rhizotron Building	F - 6
0632	Lustrat House	C - 1	1640	Georgia Center for Cont Ed	B - 3, B - 4	2418	Riverbend Research Lab South	E - 6
0640	Gilbert Hall	C - 1	1641	Physical Plant Utility	D - 4	2419	CCRC	E - 7
0650	Founders House	C - 2	1642	Physical Plant Grounds	D - 4	2423	Horticulture Greenhouse 1	F - 6
0669	Tate Parking Deck	C - 2	1643	Snelling Dinning Hall	C - 3	2425	Entomology Greenhouse/Headhouse	F - 6
0670	Memorial Hall	C - 2	1652	Child Development Laboratory	B - 4, C - 4	2426	Agronomy Seed Lab	F - 6
0671	University Bookstore	C - 2	1654	Stegeman Coliseum	B - 4	2437	Soil Chemical & Equipment Bldg	F - 6
0672	Tate Student Center	C - 2	1656	Cobb House	B - 3	2438	CAGTECH	F - 6
0678	Sanford Stadium	C - 2, C - 3	1657	Treanor House	B - 3	2440	Lake Herrick Pavilion	D - 6
0739	Correll Hall	B - 2	1665	Storage Shed	B - 4	2500		
0740	Russell Special Collections Building	B - 2	1668	Judges Tower	A - 4, B - 4	2600	Thomas Street South	D - 1
0741	District Energy Plant #1	B - 2	1670	Tennis Hall of Fame	B - 4	2604	Legion Pool	B - 2
0751	Wray-Nicholson House	B - 1	1671	Butts-Mehre Building	A - 4	2606	Thomas Street Art Studio	D - 1
0752	Wray-Nicholson Props 240	B - 1	1673	Student Athlete Academic Center	B - 4	2614	Learning Ally	B - 2
0753	Wray-Nicholson Prop 290	B - 1	1675	J.W. Fanning Building	B - 3	2622	Henry Feild Tennis Stadium	B - 4
0754	Wray-Nicholson Prop 150	B - 1	1678	Women's Tennis Clubhouse	B - 4	2623	Lindsey Hopkins Indoor Tennis Stad.	B - 4
0755	Wray-Nicholson Prop 154	B - 1	1679	Men's Tennis Clubhouse	B - 4	2627	Office of Service-Learning	A - 3
0756	Government Relations	B - 1	1680	Vet. Medicine 5A	C - 4	2632	Intramural Fields Restrooms	D - 6
0757	259 Wadell St	B - 1	1682	Vet. Medicine 5C	C - 4	2634	Intramural Field Equipment Shed	D - 6
0766	Environmental Design Studios	B - 1	1683	Vet. Medicine 5D	C - 4	2635	1260 S. Lumpkin St.	A - 4
0767	Interior Design Studios	B - 1	1685	Foley Baseball Stadium	A - 4, B - 4	2636	UGA Real Estate Foundation	A - 4
0768	Drawing & Painting Studios	B - 1	1686	Baseball Maintenance & Storage	B - 4	2680	Sculpture & Ceramics Studio	D - 1
1000			1687	Coliseum Training Facility	B - 4	2685	Staff Training & Development	D - 1
1000	Biological Sciences Building	C - 3, D - 3	1690	Ramsey Center	D - 5	2691	Thomas Street Sculpture	D - 1
1001	Chemistry	C - 3	1691	Hugh Hodgson School of Music	D - 4, E - 4	2835	Four Towers	D - 5
1002	Geography and Geology	C - 3	1692	Performing Arts	D - 4	2970	Intramural Tennis Pavilion	C - 6
1003	Physics Building	C - 3	1693	Georgia Museum of Art	D - 4	2972	Intramural Fields Deck	D - 6
1004	Chemistry Annex	C - 3	1694	Lamar Dodd School of Art	D - 4, E - 4			
1010	Dawson Hall	C - 3	1698	East Campus Deck	E - 5			
1010	Speirs Hall	C - 3	1699	Performing Arts Complex Deck	D - 4			
1011	Conner Hall	C - 3	1701	UGA Health Center	D - 5			
1012	Lumpkin House	C - 3	2000					
1013	Poultry Science	D - 3	2029	529 Baxter St	A - 2			
1020	Food Science Building	D - 3	2118	Campus Mail/Environmental Safety	E - 6			
1021	Barrow Hall	C - 3	2119	Auxiliary Services	B - 3			
1022	Food Processing Lab	C - 3	2122	Central Food Storage	E - 6			
1023	Boyd Graduate Research Center	C - 3	2124	Riverbend Solvent Storage Bldg	E - 6			
1030	Marine Science / Dance	C - 3	2125	Riverbend Research Lab North	E - 6			
1031	Hardman Hall	C - 3	2127	Center for Applied Isotope Study	E - 6			
1033	Ecology	C - 4	2130	Printing Department	D - 4			
1038	Pharmacy South	C - 4	2131	Ceramics	D - 4			
1040	Forestry Resources 1	C - 4	2136	West Campus Deck	A - 3			
1041	R. C. Wilson Pharmacy	C - 4	2204	Morris Hall	B - 2			
1042	Hoke Smith Annex	B - 4	2208	Lipscomb Hall	B - 2			
1043	Coop. Ext. Serv. - Hoke Smith	B - 4	2209	Mell Hall	B - 2			
1044	Forestry Resources 3	C - 4	2211	Creswell Hall	B - 2			
1046	Forestry Resources 4	C - 4	2212	Russell Hall	A - 2			

# UGA BUILDING INDEX by NAME

April 2015

Name	Num.	Grid	Name	Num.	Grid	Name	Num.	Grid
000			G			R		
259 Wadell St	0757	B - 1	George D. Busbee Hall	1512	E - 5	Rhodes Animal Science Center - C	1503	E - 5
529 Baxter St	2029	A - 2	Georgia Center for Cont Ed	1640	B - 3, B - 4	Riverbend Research Lab North	2125	E - 6
1260 S. Lumpkin St.	2635	A - 4	Georgia Museum of Art	1693	D - 4	Riverbend Research Lab South	2418	E - 6
1324 S. Lumpkin St.	2219	A - 4	Gilbert Hall	0640	C - 1	Riverbend Solvent Storage Bldg	2124	E - 6
A			Government Relations	0756	B - 1	Rogers Road Apts M	2240	B - 7
Aderhold	1060	C - 4, D - 4	H			Rogers Road Apts N	2241	B - 7
Administration Building	0631	C - 1	Hardman Hall	1031	C - 3	Rogers Road Apts P	2242	B - 7
Agronomy Seed Lab	2426	F - 6	Headhouse Horticulture	2410	F - 6	Rogers Road Apts Q	2243	B - 7
Agronomy Soil Building	2408	F - 6	Headhouse Plants Agronomy	2411	F - 6	Rogers Road Apts R	2244	C - 7
Alpha Chi Omega Sorority	2218	B - 3	Henry Feild Tennis Stadium	2622	B - 4	Rogers Road Apts S	2245	C - 8
Alpha Epsilon Pi Fraternity	2232	D - 4	Hill Hall	2214	B - 2	Rooker Hall	1513	E - 5
Alpha Psi Vet. Fraternity	2255	B - 4	Hirsch Hall	0043	C - 1	Russell Hall	2212	A - 2
Animal Health Research Center	1077	C - 4, D - 4	Hodgson Oil Building	0019	D - 1	Russell Special Collections Building	0740	B - 2
Auxiliary Services	2119	B - 3	Hoke Smith Annex	1042	B - 4	Rutherford Hall	1215	B - 3, C - 3
B			Holmes/Hunter Academic Building	0120	C - 1	S		
Baldwin Hall	0050	D - 2	Horticulture Greenhouse	1340	C - 4	Sanford Hall	0058	C - 2
Barrow Hall	1021	C - 3	Horticulture Greenhouse 1	2423	F - 6	Sanford Stadium	0678	C - 2, C - 3
Baseball Maintenance & Storage	1686	B - 4	Housing Research Center	1247	B - 4, C - 4	School of Social Work Building	0033	D - 2
Biological Sciences Building	1000	C - 3, D - 3	Hugh Hodgson School of Music	1691	D - 4, E - 4	Science Library	1621	C - 3
Bishop House	0032	C - 1	Hull Street Deck	0082	B - 2	Sculpture & Ceramics Studio	2680	D - 1
Boggs Hall	2216	B - 3	Human Resources	0620	C - 1	Sculpture Canopy	0124	D - 1
Bolton Dining Commons	2265	B - 2	I			Shop Building	2373	D - 8
Boyd Graduate Research Center	1023	C - 3	Instructional Plaza	0066	C - 2	Sigma Delta Tau Sorority	2220	A - 4
Brandon Oaks T	2260	B - 6	Interior Design Studios	0767	B - 1	Sigma Nu Fraternity	2291	D - 3
Brandon Oaks U	2261	B - 6	Intramural Fields Deck	2972	D - 6	Snelling Dining Hall	1643	C - 3
Brandon Oaks V	2262	B - 6, B - 7	Intramural Fields Equipment Shed	2634	D - 6	Soil Building 2	2409	F - 6
Brooks Hall	0055	C - 1	Intramural Fields Restrooms	2632	D - 6	Soil Chemical & Equipment Bldg	2437	F - 6
Brumby Hall	2213	A - 2	Intramural Tennis Pavilion	2970	C - 6	Soil Storage Building	2413	F - 6
Building 1516	1516	E - 5	J			Soil Tillage Laboratory	1094	C - 5
Business Services	0110	C - 1	J.W. Fanning Building	1675	B - 3	Soule Hall	1220	C - 3
Business Services Annex	0121	C - 1	Jackson Street Building	0040	C - 1, D - 1	South Campus Deck	1139	B - 3
Butts-Mehre Building	1671	A - 4	Joe Frank Harris Commons	1511	D - 5	Speirs Hall	1010	C - 3
C			Joseph E. Brown Hall	0250	C - 2	Staff Training & Development	2685	D - 1
CAGTECH	2438	F - 6	Journalism Building	0062	C - 2	Statistics & Computer Services	1130	D - 3
Caldwell Hall	0046	C - 1	Judges Tower	1668	B - 4	Stegeman Coliseum	1654	B - 4
Campus Mall/Environmental Safety	2118	E - 6	K			Student Athlete Academic Center	1673	B - 4
Campus Transit Facility	1637	D - 8	Kappa Sigma Fraternity	2233	D - 3	T		
Candler Hall	0031	C - 1	L			Tanner Building	0123	C - 1
Carlton Street Deck	1110	B - 4	Lake Herrick Pavilion	2440	D - 6	Tate Center Parking Deck	0669	C - 2
CCRC	2419	E - 7	Lamar Dodd School of Art	1694	D - 4, E - 4	Tate Parking Deck Booths	0179	C - 2
Center for Applied Isotope Study	2127	E - 6	Lath Greenhouse 3 Botony	2414	F - 7	Tate Student Center	0672	C - 2
Central Campus Mech. Building	0178	C - 2	Law Library Annex	0043	C - 1	Tau Epsilon Phi Fraternity	2292	D - 3
Central Food Storage	2122	E - 6	Law School Addition	0043	C - 1	Tennis Hall of Fame	1670	B - 4
Central Heating Plant 1	1620	C - 3	LeConte Hall	0053	C - 2	Terrell Hall	0023	C - 1
Central Heating Plant 2	1618	C - 3	Learning Ally	2614	B - 2	Thomas Street Art Studio	2606	D - 1
Central Office Supply	0103	E - 0	Legion Pool	2604	B - 2	Thomas Street Sculpture	2691	D - 1
Ceramics	2131	D - 4	Life Sciences Fermentation Lab	1058	D - 4	Thomas Street South	2600	D - 1
Chapel	0022	C - 1	Lindsey Hopkins Indoor Tennis Stad.	2623	B - 4	Treanor House	1657	B - 3
Chemistry	1001	C - 3	Lipscomb Hall	2208	B - 2	Tucker Hall	1250	D - 4
Chemistry Annex	1004	C - 3	Lumpkin House	1012	C - 3	U		
Chicopee Main Building No.1	0101	E - 0, E - 1	Lustrat House	0632	C - 1	UGA Health Center	1701	D - 5
Child Development Laboratory	1652	B - 4, C - 4	M			UGA Real Estate Foundation	2636	A - 4
Church Hall	2215	B - 2, B - 3	Main Library	0054	C - 2	University Bookstore	0671	C - 2
Clark Howell Hall	0290	B - 2, C - 2	Marine Science	1030	C - 3	University Village A	2221	C - 5
Cobb House	1656	B - 3	Mary Lyndon Hall	1221	B - 3, C - 3	University Village B	2222	C - 5
Coliseum Training Facility	1687	B - 4	McWhorter Hall	1515	E - 5	University Village C	2223	C - 5
College of Veterinary Medicine 1	1070	C - 4	Meigs Hall	0024	C - 1	University Village D	2224	C - 5
Conner Hall	1011	C - 3	Mell Hall	2209	B - 2	University Village E	2225	C - 6
Consumer Research Center	1248	B - 4	Memorial Hall	0670	C - 2	University Village F	2226	C - 6
Coop. Ext. Serv. - Hoke Smith	1043	B - 4	Men's Tennis Clubhouse	1679	B - 4	University Village G	2227	C - 6
Correll Hall	0739	B - 2	Military Building Army ROTC	0061	C - 2	University Village H	2228	C - 6
Creative Problem Solving Lab	2627	A - 3	Milledge Hall	0271	D - 2	University Village I	2229	C - 5
Creswell Hall	2211	B - 2	Miller Plant Science	1061	C - 4	University Village J	2230	C - 5
D			Moore College	0025	C - 1	University Village K	2231	C - 5
Dance	1030	C - 3	Morris Hall	2204	B - 2	University Village L	2232	C - 5
Davison Life Sciences Complex	1057	D - 4	Myers Hall	1222	B - 3	V		
Dawson Hall	1010	C - 3	N			Vandiver Hall	1514	E - 5
Dean Rusk Hall	0045	C - 1	New College	0030	C - 1	Vehicle Transportation & Maintenance	1634	E - 7
Demosthenian Hall	0021	C - 1	North Campus Deck	0122	C - 1, D - 1	Vet Med BioResources	1084	C - 4
Denmark Hall	0044	C - 1	O			Vet Med Diagnostic Lab	1079	C - 4
District Energy Plant #1	0741	B - 2	Office of Service-Learning	2627	A - 3	Vet. Med Locomotive Diag. Ctr.	1064	C - 4
District Energy Plant #2	1617	C - 3, D - 3	Office of University Architects	0113	C - 1	Vet. Medicine Barn	2371	D - 8
Drawing & Painting Studios	0768	B - 1	Oglethorpe Dining Commons	2257	B - 3	Vet. Medicine Pole Barn	2352	D - 8
Driftmier Engineering Center	1090	C - 5	Oglethorpe House	2217	B - 3	Vet. Medicine Shop	2368	D - 8
E			Old College	0130	C - 1	Vet. Medicine Storage	2369	D - 8
East Campus Deck	1698	D - 5	Omega Tau Sigma Fraternity	2256	B - 4	Vet. Medicine 10	1066	C - 4
East Village Deck	1510	E - 5	P			Vet. Medicine 11	1067	C - 4
Ecology	1033	C - 4	Park Hall	0056	C - 2	Vet. Medicine 12	1072	C - 4
Electronics Shop	1632	C - 3	Paul D. Coverdell Center	1111	B - 4, C - 4	Vet. Medicine 13	1680	C - 4
Entomology Greenhouse/Headhouse	2425	F - 6	Payne Hall	0270	D - 2	Vet. Medicine 14	1682	C - 4
Environmental Design Studios	0766	B - 1	Peabody Hall	0042	C - 1	Vet. Medicine 15	1683	C - 4
Environmental Health Sciences	1050	C - 4	Performing Arts	1692	D - 4	Vet. Medicine 16	1073	C - 4
F			Performing Arts Complex Deck	1699	D - 4	Vet. Medicine 17	1065	C - 4
Family Housing Office	2238	B - 6	Pharmacy South	1038	C - 4	Vet. Medicine Block Building	2370	D - 8
Family Science Center 1	1246	C - 4	Phi Delta Theta Fraternity	2296	D - 3	Vet. Medicine Fish Barn	2383	D - 8
Family Science Center 2	1249	B - 3, C - 3	Phi Kappa Hall	0020	C - 1	Vet. Medicine 12	1068	C - 5
Fine Arts Building	0060	C - 2	Physical Plant Grounds	1642	D - 4	W		
Foley Baseball Stadium	1685	A - 4, B - 4	Physical Plant Utility	1641	D - 4	Waddell Hall	0041	C - 1
Food Processing Lab	1022	C - 3	Physics Building	1003	C - 3	West Campus Deck	2136	A - 3
Food Science Building	1020	D - 3	Pi Kappa Alpha Fraternity	2294	D - 3	Wildlife Health	1082	C - 5
Forestry Resources 1	1040	C - 4	Poultry Science	1013	D - 3	Women's Tennis Clubhouse	1678	B - 4
Forestry Resources 2	1140	C - 4	Printing Department	2130	D - 4	Wray-Nicholson House	0751	B - 1
Forestry Resources 3	1044	C - 4	Psychology Building	0064	C - 2, D - 2	Wray-Nicholson Prop 150	0754	B - 1
Forestry Resources 4	1046	C - 4	R			Wray-Nicholson Prop 154	0755	B - 1
Founders House	0650	C - 2	R. C. Wilson Pharmacy	1041	C - 4	Wray-Nicholson Prop 290	0753	B - 1
Four Towers	2835	D - 5	Ramsey Center	1690	D - 5	Wray-Nicholson Props 240	0752	B - 1
Franklin House	0005	C - 1	Reed Hall	0280	C - 2, D - 2	Z		
G			Rhizotron Building	2417	F - 6	Zell B. Miller Learning Center	0081	C - 2
Geography and Geology	1002	C - 3	Rhodes Animal Science Center - A	1501	D - 5, E - 5			
Geology Hydrothermal Lab	0090	C - 2	Rhodes Animal Science Center - B	1502	E - 5			

## E. CONFLICT RESOLUTION AND STUDENT APPEALS

Occasionally interactions between students, staff and faculty result in misunderstandings, disputes and/or differences of opinion concerning classroom conduct and grades. In the majority of instances these differences can be resolved as a result of an informal discussion between the persons involved. The Department of Religion encourages students to promptly pursue informal action first. In instances where informal resolution is unsuccessful, students should contact the Religion Department Head for mediation concerning these matters.

Important Points:

- Attempt to resolve the matter informally at first. Most disputes are the result of poor communication.
- Attempt to resolve the matter immediately.
- Try to be rational and objective. Do not allow emotions to interfere with finding a resolution.
- Know your desired outcome. Be objective in this assessment.
- Keep complete and accurate notes of the situation and the steps you have taken to find a resolution. Develop a file for these documents.
- Avoid being aggressive or accusatory. This only hinders the process.
- Know the appropriate policies. Consult the departmental handbook, UGA General Bulletin, or campus policies.

## ACADEMIC HONESTY AT UGA:

Every student must agree to abide by UGA's academic honesty policy and procedures known as A Culture of Honesty, when applying for admission to the University of Georgia. A Culture of Honesty and the University of Georgia Student Honor Code work together to define a climate of academic honesty and integrity at the University. All members of the University community have a responsibility to uphold and maintain an honest academic environment and to report when dishonesty occurs. Where suspected violations of the academic honesty policy occur, appropriate procedures are designed to protect the integrity of the academic process while ensuring due process. The University's academic honesty system is an academic process founded on educational opportunities. The Office of Student Academic Services is responsible for managing the University's academic honesty process and supporting the UGA Student Academic Honesty Council in ensuring that information related to the academic honesty policy is available to all members of the University community. For more complete information and the whole policy see: <https://honesty.uga.edu/Academic-Honesty-Policy/>

## F. CONFIDENTIALITY OF STUDENT RECORDS

The Family Education Rights and Privacy Act (FERPA) and University policy provide important safeguards for maintaining the confidentiality of student records. For the complete text of these policies, see Appendix II of this publication.

In general there are two basic rules to remember: 1) each student has the right to inspect, review, and challenge the content of his/her University records, and 2) no personally identifiable information may be disclosed to unauthorized individuals or organizations without the student's prior written consent (unless otherwise provided for under FERPA).

As an instructor, you are responsible for protecting the confidentiality of students' work. Examinations and papers may not be left in open, unattended areas for students to pick up, nor may students' scores be posted in public places unless names are coded so that individual students cannot be identified by others. TAs are also expected to avoid discussions regarding an individual student's academic work with persons other than the faculty member and other TAs teaching the course.

For More information: <https://reg.uga.edu/general-information/ferpa/>

## G. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY (NDAH POLICY)

The University of Georgia ("the University") is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents' policy, and University policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person's race, sex (including sexual harassment), sexual orientation, ethnic or national origin, religion, age, disabled status, or status as a disabled veteran or veteran of the Vietnam era. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal from the University.

Please read and be familiar with this policy: <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>

### DEFINITION OF SEXUAL HARASSMENT

Consistent with the requirements of applicable federal and state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as such laws may be revised or amended, with their respective applicable implementing regulations, including Title 34, Subtitle B, Part 106 of the Code of Federal Regulations and with the Equal Opportunity/Affirmative Action Policy of the University of Georgia ("UGA"), UGA does not discriminate on the basis of sex in employment, programs, services, or activities.

<https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

### EXAMPLES OF SEXUAL HARASSMENT

Examples of sexual harassment may include, but are not limited to the following:

1. Physical Assault.
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
3. Sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.
4. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliate another.

5. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history that do not serve a medical or academic purpose.

#### CONSENSUAL RELATIONSHIPS

When one party has a professional relationship towards the other, or stands in a position of authority over the other, even an apparently consensual sexual relationship may lead to sexual harassment Or other breaches of professional obligations. The University prohibits all faculty and staff; including graduate teaching assistants, from pursuing sexual relationships with undergraduates whom they are currently supervising or teaching.

The University also strongly discourages sexual relationships between faculty or administrators and graduate/professional students and/or employees whose work they supervise. Anyone involved in a sexual relationship with someone over whom he or she has supervisory power must recuse himself or herself from decisions that affect the compensation, evaluation, employment conditions, instruction, and/or the academic status of the subordinate involved.

#### OFF CAMPUS PROGRAMS AND ACTIVITIES

Students and employees who feel that they have experienced discrimination and/or harassment while participating in off-campus programs and activities should immediately report such incidents to the program director or the NOAH Officer. Off-campus programs and activities include, but are not limited to, study abroad programs, internships, student teaching and applied learning experiences.

#### SUPERVISORY RELATIONSHIPS

No Individual who is in a position of authority over another, either in the employment or educational context, has the authority to discriminate against or harass others by virtue of his or her supervisory role. The University does not in any way, expressly or impliedly, condone the discrimination or harassment of a student or employee by a supervisor. Furthermore, a supervisor who does not appropriately handle reports or incidents of discrimination and/or harassment, or who does not report those incidents to the NDAH Officer, may be subject to disciplinary action.

#### ACADEMIC FREEDOM AND FREEDOM OF EXPRESSION

The University is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. However, these freedoms come with a responsibility that all members of the education community benefit from these freedoms without intimidation. In recognition and support of academic freedom for faculty in the pursuit of teaching, academic freedom and freedom of expression shall be strongly considered in investigating and reviewing complaints and reports of discrimination and/or harassment. However, raising issues of academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or the University's Non-Discrimination and Anti-Harassment Policy.

#### DISCRIMINATORY HARASSMENT:

At the University of Georgia, discriminatory harassment is defined as: Unwelcome verbal or physical conduct which is directed at a person because of their race, color, religion, national origin, sex, sexual orientation, age, veteran status, or disability, when:

1. .Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;

2. Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; or

3. Such conduct unreasonably interferes with one's ability to participate in or benefit from an educational program or activity.

#### OTHER VIOLATIONS OF THE NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

Other violations of this policy may include, but are not limited to the following:

1. Retaliation against a person who has made a report or filed a complaint alleging sexual harassment, or participated as a witness in a sexual harassment investigation.

2. Disregarding, failing to investigate adequately, or delaying investigation of allegations of sexual harassment, when responsibility for reporting and/or investigating sexual harassment charges comprises part of one's supervisory duties.

#### STUDENT TO STUDENT COMPLAINTS

Discrimination and/or harassment perpetrated by a student who is not employed by the University should be treated as a disciplinary matter and should be reported to the Director of the Office of Student Conduct at 706-542-1131.

#### RESPONSIBILITY OF STUDENTS AND EMPLOYEES

All students and employees should report any discrimination and/or harassment that they experience and/or observe to the NOAH Officer. No student or employee should assume that an official of the University of Georgia knows about his or her particular situation. The University encourages any person who feels he or she has been discriminated against or harassed to report the incident to the NOAH Officer. Any student, faculty member, or employee who knows of, or receives a complaint of discrimination or harassment should report the information or complaint to a supervisor and/or the NOAH Officer.

#### VIOLATIONS OF THE NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The University will not tolerate discrimination or harassment of its students, visitors, and employees and will investigate all allegations. Where either discrimination and/or harassment is found, steps will be taken to end it immediately. In those instances where it is determined that an individual has discriminated against another or harassed another, that individual will be subject to appropriate discipline. The level of discipline will depend on the severity of the discrimination or harassment and may include, but is not limited to, probation or termination.

To make deliberate false accusations of discrimination or harassment violates this policy. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of discrimination or harassment does not constitute proof of a false and/or malicious accusation.

Other violations of this policy may include, but are not limited to, the following:

1. Retaliation against a person who has made a report or filed a complaint alleging discrimination or harassment or participated as a witness in a discrimination or harassment investigation.

2. Disregarding or delaying investigation of allegations of discrimination or harassment, when responsibility for reporting discrimination or harassment are part of one's supervisory duties.

For information on reporting abuse of this policy: <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>



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# Office of the Registrar

## UNIVERSITY OF GEORGIA

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General Information

## 2018–2019 Academic Calendar

Approved by University Council

*\*Note: Orientation dates listed are tentative until confirmed by Undergraduate Admissions.*

### Fall Semester 2018

Based on 50 minute classes (MWF), 75 minute classes (TTH), 15 weeks of classes + Exams

Orientation / Advisement	Aug. 9	Thursday
Registration	Aug. 10	Friday
Classes Begin	Aug. 13	Monday
Drop / Add	Aug. 13 – 17	Monday – Friday
Holiday: Labor Day – No Classes	Sept. 3	Monday
Midterm	Oct. 3	Wednesday
Withdrawal Deadline	Oct. 17	Wednesday
Fall Break – No Classes	Oct. 26	Friday
Last Day of Classes prior to Thanksgiving Break	Nov. 16	Friday
Thanksgiving Break – No Classes	Nov. 19 – 21	Monday – Wednesday
Holiday: Thanksgiving	Nov. 22– 23	Thursday – Friday
Classes Resume	Nov. 26	Monday
Friday Class Schedule in Effect*	Dec. 4	Tuesday
Classes End	Dec. 4	Tuesday
Reading Day	Dec. 5	Wednesday
Final Exams	Dec. 6 – 12	Thursday – Wednesday
Commencement	Dec. 14	Friday
Grades Due	Dec. 17	Monday, 12 PM

### Spring Semester 2019

Based on 50 minutes classes (MWF), 75 minutes classes (TTH), 15 weeks of classes + Exams

Orientation / Advisement	Jan. 7	Monday
Registration	Jan. 8	Tuesday
Classes Begin	Jan. 9	Wednesday
Drop / Add	Jan. 9 – 15	Wednesday – Tuesday
Holiday: Martin Luther King Jr. Day	Jan. 21	Monday
Midterm	Mar. 1	Friday
Last Day of Classes prior to Spring Break	Mar. 8	Friday
Spring Break – No Classes	Mar. 11 – 15	Monday – Friday
Classes Resume	Mar. 18	Monday
Withdrawal Deadline	Mar. 21	Thursday
Classes End	Apr. 30	Tuesday
Reading Day	May 1	Wednesday
Final Exams	May 2 – 8	Thursday – Wednesday
Commencement	May 10	Friday

Grades Due	May 13	Monday, 12 PM
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## Summer 2019

### May Session

Based on 150 minutes daily, 15 days of classes

Registration	May 14	Tuesday
Classes Begin	May 15	Wednesday
Drop / Add	May 15 – 16	Wednesday – Thursday
Midterm	May 24	Friday
Withdrawal Deadline	May 24	Friday
Holiday: Memorial Day	May 27	Monday
Classes End	June 5	Wednesday
Final Exams	June 6	Thursday
Grades Due	June 10	Monday, 12 PM

### Extended Summer Session

Based on 205 minutes per week for 11 weeks (2250 minutes for a 3 hour course).

Registration	May 14	Tuesday
Classes Begin	May 15	Wednesday
Drop / Add	May 15 – 21	Wednesday – Tuesday
Holiday: Memorial Day	May 27	Monday
Midterm	June 24	Monday
Withdrawal Deadline	June 24	Monday
Holiday: 4th of July	July 4	Thursday
Classes End	July 31	Wednesday
Final Exams	August 1 – 2	Thursday – Friday
Grades Due	Aug. 5	Monday, 12 PM

### Thru Term

Based on 60 minutes daily, 38 days of class

Orientation	June 5	Wednesday
Advisement / Registration	June 6	Thursday
Classes Begin	June 7	Friday
Drop / Add	June 7 – 13	Friday – Thursday
Midterm	July 3	Wednesday
Withdrawal Deadline	July 3	Wednesday
Holiday: 4th of July	July 4	Thursday
Classes End	July 31	Wednesday
Final Exams	August 1 – 2	Thursday – Friday
Grades Due	Aug. 5	Monday, 12 PM

### Short Session I

Based on 120 minutes daily, 19 days of classes

Orientation	June 5	Wednesday
Advisement / Registration	June 6	Thursday
Classes Begin	June 7	Friday
Drop / Add	June 7 – 10	Friday – Monday
Midterm	June 20	Thursday
Withdrawal Deadline	June 20	Thursday
Classes End	June 3	Wednesday
Holiday: 4th of July	July 4	Thursday
Final Exams	July 5	Friday
Grades Due	July 8	Monday, 12 PM

## Short Session II

Based on 120 minutes daily, 19 days of classes

Orientation / Advisement / Registration	July 5	Friday
Classes Begin	July 8	Monday
Drop / Add	July 8 – 9	Monday – Tuesday
Midterm	July 19	Friday
Withdrawal Deadline	July 19	Friday
Classes End	Aug. 1	Thursday
Final Exams	Aug. 2	Friday
Grades Due	Aug. 5	Monday, 12 PM

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[Text Only \(http://text.usg.edu/tt/https://reg.uga.edu/\)](http://text.usg.edu/tt/https://reg.uga.edu/)   [Non-Discrimination Statement \(https://eoo.uga.edu/policies/NDAH-Policy.html\)](https://eoo.uga.edu/policies/NDAH-Policy.html)

[Submit a Student Complaint \(https://studentcomplaints.uga.edu/\)](https://studentcomplaints.uga.edu/)

[Privacy \(https://eits.uga.edu/access\\_and\\_security/infosec/pols\\_regs/policies/privacy/\)](https://eits.uga.edu/access_and_security/infosec/pols_regs/policies/privacy/)

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(<http://a.cms.omniupdate.com/10?skin=uga&account=OVPI&site=Registrar&action=de&path=/general-information/calendars/2018-2019.pcf>)

# 4.06-2 Religious Holidays Attendance Policy

University System policy prohibits the institution from scheduling registration periods or the first day of class on a religious holiday. In addition, the university asks faculty members for understanding of recognized religious holidays. For example, the university asks faculty members for understanding of Jewish students missing classes and other academic commitments on Rosh Hashanah and Yom Kippur and to allow students in this situation to make up the work that is missed.

Similarly, faculty members should also be cognizant of other major religious holidays, including but not limited to Diwali (Hindu), Eid al Adha (Islam), Eid al Fitr (Islam), Good Friday (Christian) and Passover (Jewish). Please consult a resource such

as <http://www.interfaithcalendar.org/> for a more comprehensive list of religious observances as well as for specific dates of each holiday.

**Implementation**The calendar of the university is recommended by the Registrar to the Educational Affairs Committee and must be approved by the University Council. It is the responsibility of those constructing the calendar to avoid scheduling registration periods or the first day of class on religious holidays.

It is the responsibility of the instructor and student to determine the conditions under which work will be made up when a student misses class or other academic obligations because of a religious holiday.

The Vice President for Student Affairs and the Vice President for Instruction will remind the faculty each year near the beginning of the fall term of university policy in this area.

**2018 Holidays**

	<b>Date</b>	<b>Day</b>
<b>New Year's Day</b>	Jan. 1, 2018	Monday
<b>Martin Luther King, Jr. Day</b>	Jan. 15, 2018	Monday
<b>Memorial Day</b>	May 28, 2018	Monday
<b>Independence Day</b>	July 4, 2018	Wednesday
<b>Labor Day</b>	Sept. 3, 2018	Monday
<b>Thanksgiving</b>	Nov. 22–23, 2018	Thursday– Friday
<b>Christmas Holidays</b>	Dec. 24–28, 2018	Monday–Friday

Christmas (5 days): The University will be closed from December 25 until December 31 except in years when December 24 and December 31 are both Mondays. In such years, the University will be closed from Monday, December 24 – Friday, December 28 and will open on Monday, December 31; this is consistent with the 2018 Holiday Calendar the Cabinet approved at its September 22, 2015 meeting.

## Inclement Weather and Emergency Closing Procedures

The University of Georgia (“UGA” or “University”) will operate in accordance with the University Academic and Master calendars except when overriding public safety concerns otherwise require closure. In the event of inclement weather or an emergency, UGA follows a set procedure for announcing operational changes by making one of three announcements:

1. UGA is open and operating on a regular schedule;
2. UGA will close early or will delay opening until a specific time; or
3. UGA is closed; only designated employees report.

### Communication

Any changes to University operations will be announced in the following ways:

1. ArchNews — An all-campus email through ArchNews is the primary means to distribute such announcements. The announcement also is posted to the [UGA home page](#).
2. Social Media — announcements will also be posted to:
  - a. Twitter ([@universityofga](#) and [@UGAEVENTS](#));
  - b. Facebook ([University of Georgia](#) and [UGA Today](#));
  - c. Instagram ([@universityofga](#)); and
  - d. SnapChat ([university-ga](#)).
3. Radio — Up-to-date information is provided to Athens radio stations. Atlanta TV and radio stations that have requested to receive UGA weather announcements also are notified.

### Decision Not to Open or to Close Campus

In Athens, inclement winter weather often develops overnight. In such cases and depending on conditions, attempts are made to post announcements and notify media by 6:30 a.m. for the start of the class day. If inclement weather or an emergency develops during morning rush hour or during daytime on a school/work day, the same notification procedures listed above are followed. When inclement weather or emergency conditions are such that closings occur two or more days in succession, the procedure is followed each day, with an announcement being made each day by 6:30 a.m. Because conditions can change unexpectedly overnight, an evening announcement usually will not be made for the next day except in the most extreme weather circumstances. On days when UGA generally is scheduled to be closed (Saturdays, Sundays and holidays), the University does not usually make blanket closing announcements. Even when the University is open, there could be unsafe travel conditions in your area. Please exercise caution and gather as much information as possible about weather and road conditions before you decide whether to travel during periods of inclement weather.

**Designated Employees.** Designated Employees are employees assigned to positions identified by their department or unit as necessary to the maintenance

and operations of the University. In the event of closure or delay, Designated Employees are still expected to report on time unless conditions prevent safe travel. Departments and units will coordinate with Human Resources to identify Designated Employees in advance.

### **Effect of Closure**

When UGA is closed, the University is closed for faculty, staff, and students. Designated Employees should report unless conditions prevent safe travel. Delayed openings or early closure announcements will include additional information specific to the closure or delay.

- A. **Special Events.** Departments and units hosting special events should make their own prior arrangements with employees and participants, notifying them how to proceed in case of inclement weather or an emergency. In unique circumstances, where the safety of the participants and employees are not jeopardized, special events, such as ticketed concerts or athletic events open to the public, may be held upon prior approval by the applicable Dean, Director, or Vice President. All departments and units must ensure adequate University and facility services by coordination with Facilities Management Division, the UGA Police, and other units expected to support such operations. In cases of extreme weather, the University may require and announce a shutdown of all activities, including special events, unless special approval is granted by the President.
- B. **Transportation.** If UGA is closed, campus transit will not operate. If UGA closes early, vans and buses will operate for one hour after the official closing. Up to date information on routes, schedules, detours and delays may be found at <http://transit.uga.edu/>.
- C. **Dining Services.** The five University dining commons will provide meal plan service even when the University closes for inclement weather. However, the department will delay opening on these days by one hour and may opt to close early if weather conditions are extreme. Meal plan participants will be notified by email of any changes in daily operations. Up to date information will also be provided through the [UGA Food Services Facebook page](#). All Food Services retail operations are closed on days when the University is officially closed.
- D. **Other Campuses.** Announcements for weather closings at UGA campuses in Buckhead, Gwinnett, Griffin, and Tifton are handled by those campus administrators separately from the main campus announcements.
- E. **Employee Leave.** Information regarding Employee Leave during closure may be found at: <http://policies.uga.edu/FA/nodes/view/1172/Inclement-Weather>

### **Additional Resources for Emergencies**

#### **1. University of Georgia Police Department**

- a. Emergency — Dial 911

b. Non-emergencies — (706) 542-2200 / TTY (706) 542-1188

**2. University Office of Emergency Preparedness** — oversees the security and emergency management program for the University of Georgia. For additional information on the University's emergency operations plan, visit

[www.prepare.uga.edu](http://www.prepare.uga.edu).

(updated 3/16/2016)

# EMERGENCY ACTION PLAN SUMMARY

## IMPORTANT EMERGENCY PHONE NUMBERS:

UGA Police: **911** or (706) 542-2200 Emergency Line | (706) 542-1188 (TTY Hearing Impaired)

*The UGA Police Department is the primary contact for ALL campus emergencies.  
Calls will be routed to the appropriate campus and local responders from UGA Police Communications.*

## Emergency Response Actions:

**Fire** - When the fire alarm is activated, evacuation is mandatory • **Evacuate the building immediately** • Do not use the elevators • Take personal belongings with you (keys, purses, wallets, etc.) • Call the UGA Police • Follow directions given by your building's emergency coordinator, fire department, or the police • Help those needing assistance to move from the area • Do not re-enter the building until authorized to do so by emergency personnel

**Tornado/Severe Weather** – Monitor local TV stations, radio stations, NOAA weather radio, weather related Internet sites, etc. • Be prepared to take shelter on the lowest level of your building • Do not pull the fire alarm • Stay away from windows • Move to an interior hallway • Wait for an all clear notification prior to returning to your work area or classroom • If outdoors, lie in a ditch or low-lying area

**Medical Emergency** - Call the UGA Police • Provide your name, location, number of people injured, and description of the medical emergency • Stay on the phone for instructions of what to do • Send someone to meet first responders outside the building at the street

**Armed Intruder** – Call the UGA Police • In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life • If it is possible to flee the area safely and avoid danger, do so • If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area • Remain in place until an “all clear” is given by an authorized person or police

**Chemical Spill/Hazardous Materials Emergency** - Call the UGA Police • Provide information on the type of chemicals (if known), size of the spill, and possible exposures • Evacuate the area and the building based on instructions from emergency personnel • The evacuated area should remain evacuated until an all clear indication is given by the appropriate authorities • Do not leave the area as decontamination may need to be conducted

### How Will You Be Notified on a Campus Emergency?

- UGAAlert System Emergency notifications via: Phones, cell phones, and email (see [www.ugaalert.uga.edu](http://www.ugaalert.uga.edu) for more information) & UGAAlert Desktop – messages scroll across UGA computers
- Campus T.V. Emergency Alert Systems – Campus cable T.V. Stations
- Outdoor Tornado Warning Sirens – Audible sirens to alert people outdoors of a tornado warning
- UGA Homepage – [www.uga.edu](http://www.uga.edu) – check for detailed emergency information



The UGA Office of Security and Emergency Preparedness

## Emergency Contact Numbers

The UGA Police Department is the primary contact for all Athens campus emergencies. Calls will be routed to the appropriate campus and local responders from UGA Police Communications.

University of Georgia Police Department  
 University of Georgia-Emergency-Hearing Impaired  
 Off Campus Emergencies  
 UGA Environmental Safety Division  
 UGA Hazard Assessment Response Team (HART)  
 UGA Office of Security and Emergency Preparedness  
 UGA Physical Plant Work Order Desk  
 After hours, weekends or holidays  
 UGA Fire Safety Office (non-emergency)  
 UGA BioSafety Office  
 UGA Radiation Safety Office  
 Athens-Clarke County Police Non-Emergency  
 Athens-Clarke County Fire Dept. Administration  
 St. Mary's Hospital  
 Athens Regional Medical Center

**911** or (706) 542-2200  
 TTY: (706) 542-1188  
**911**  
 (706) 542-5801  
 (706) 227-7276  
 (706) 542-5845  
 (706) 542-7456  
 (706) 542-2200  
 (706) 369-5706  
 (706) 542-7265  
 (706) 542-5801  
 (706) 546-5900  
 (706) 613-3360  
 (706) 389-3000  
 (706) 475-7000

## SUSPICIOUS MAIL OR PACKAGES

Protect yourself, your business, and your mailroom

If you receive a suspicious letter or package:

• Stop. Don't handle.

• Isolate it immediately.

• Don't open, smell, or taste.

• Activate your emergency plan. Notify a supervisor.



If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:

• Isolate area immediately • Call 911 • Wash your hands with soap and water



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## BOMB THREAT CHECKLIST

When will the bomb explode?  
 What kind of bomb is it?  
 What will cause it to explode?  
 Where is it right now?  
 What does it look like?  
 Did you place the bomb?  
 Who placed the bomb?  
 Why did they place the bomb?  
 What is your address?  
 What is your name?

## SUSPECT DESCRIPTION

Gender	Pants
Race	Shirt
Age	Scars/Tattoos
Height	Shoes
Weight	Jewelry
Complexion	Glasses
Hair Color	Hair Style
Weapon Description	
Direction of Travel	
What the suspect said	
Vehicle: make, model, color, tag number	