**Required Statements that must be attached to Course Syllabus**

**Religious Observance Policy**

Students are permitted to miss class in observance of religious holidays and other activities observed by a religious group of which the student is a member without academic penalty. Exercising of one’s rights under this policy is subject to the GC Honor Code. Students who miss class in observance of a religious holiday or event are required to make up the coursework missed as a result from the absence. The nature of the make-up assignments and the deadline for completion of such assignments are at the sole discretion of the instructor. Failure to follow the prescribed procedures voids all student rights under this policy.

**Assistance for Student Needs Related to Disability**

If you have a disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, you may be eligible to receive accommodations to assist in programmatic and physical accessibility. Disability Services, a unit of the GCSU Office of Institutional Equity and Diversity, can assist you in formulating a reasonable accommodation plan and in providing support in developing appropriate accommodations to ensure equal access to all GCSU programs and facilities. Course requirements will not be waived, but accommodations may assist you in meeting the requirements. For documentation requirements and for additional information, we recommend that you contact the Office of Disability Services.

**Student Opinion Surveys Statement**

Given the technological sophistication of Georgia College students, the student opinion survey is being delivered through an online process. Your constructive feedback plays an indispensable role in shaping quality education at Georgia College. All responses are completely confidential and your name is not stored with your responses in any way. In addition, instructors will not see any results of the opinion survey until after final grades are submitted to the University. An invitation to complete the online opinion survey is distributed to students near the end of the semester. Your participation in this very important process is greatly appreciated.

**Academic Honesty**

The integrity of students and their written and oral work is a critical component of the academic process. The submission of another’s work as one’s own is plagiarism and will be dealt with using the procedures outlined in the GC Catalog. Remember that allowing another student to copy one’s own work violates standards of academic integrity.

**Fire Drills**

Fire drills will be conducted annually. In the event of a fire alarm, students will exit the building in a quick and orderly manner through the nearest hallway exit. Learn the floor plan and exits of the building. Do not use elevators. If you encounter heavy smoke, crawl on the floor so as to gain fresh air. Assist disabled persons and others if possible without endangering your own life. Assemble for a head count on the front lawn of main campus or other designated assembly area.

# ****Academic Grievances or Appeals****

An academic grievance or appeal is an allegation by a student of substantial and/or unjustified deviation, to the student’s detriment, from policies, procedures and/or requirements regarding admission, grading policies, special agreements, instructor’s requirements and academic requirements of the University. Students shall have the right to file academic grievances or appeals according to the following procedures approved by the University. Link: [Academic Grievances or Appeals](http://gcsu.smartcatalogiq.com/en/2014-2015/Undergraduate-Catalog/Academic-Policies/Grievances/Academic-Grievances-or-Appeals)

Graduate Student Petition

<http://www.gcsu.edu/registrar/docs/GraduatePetition.pdf>

Undergraduate Student Petition

<http://www.gcsu.edu/registrar/docs/Student_Petition_Undergraduate.pdf>