



PUBLIC SERVICES AND CONTINUING EDUCATION

Philip D. Allen, B. A., Interim Director of Public Services
903 North Patterson Street

Shirley A. McClain, B. A., M. Ed., Assistant Director, Evening Program
Suzanne Ewing, B. A. , Assistant Director, Continuing Education
Kathie Gardner, B. S. , Assistant Director, Off-Campus Programs
Ann L. Kasun, B. A. , Assistant Director, Distance Learning
Richard Westway, B. A., Director, Production Services
Bill Muntz, B.S., M. P. A., Production Manager, Satellite Services
Grace McCray, B. A., Program Coordinator
Julie Halter, B. A. , Program Coordinator

The Office of Public Services, with offices in the Regional Center for Continuing Education, 903 North Patterson Street, administers a number of educational and education-related programs which are presented on the main campus as well as other sites located throughout south Georgia. There are five major divisions in Public Services: Continuing Education, Off-Campus Credit Programs, Distance Education, Satellite Services, and the Evening Program.

The Continuing Education Division oversees professional development programs, leisure-type programs, and children's programs.

The Off-Campus Credit Division is responsible for assessing needs, requesting courses, and carrying out administrative duties involved with credit courses taught at off-campus sites.

The Distance Education Division is responsible for administrative duties involved with classes taught through two-way distance education technology. VSU is part of the Georgia Statewide Academic and Medical System (GSAMS), which is comprised of approximately 400 two-way distance learning sites throughout the state.

The Division of Satellite Services is responsible for producing and transmitting programs via satellite with the VSU satellite uplink. VSU is one of three educational agencies in the state, along with Georgia Public Television and the University of Georgia, with satellite uplink capabilities.

The Evening Program Division aids students who are seeking degrees by attending classes on campus in the evening. Most of these students work during the day.

Public Services programs at Valdosta State are designed to aid residents of south Georgia in continuing their education and to assist adults in resolving problems encountered in their communities. The personnel in Public Services desire to learn of the needs and interests of area residents which can be met best by the university. Efforts are made to identify resources located in the institution and the community to develop educational programs and services to meet adult needs and interests.

OFF-CAMPUS CREDIT PROGRAM

The Office of Public Services administers Valdosta State University's off-campus programs. Each semester, courses are offered in Douglas, Thomasville, Tifton, Waycross, Bainbridge, and other areas as the need arises. In addition, selected undergraduate programs are offered at Moody Air Force Base, Marine Corps Logistics Base in Albany, and the Naval Submarine Base, Kings Bay. By offering its courses at convenient off-campus locations, Valdosta State assists students in pursuing a college degree, allows teachers to meet certification/recertification requirements, and offers students a means of enhancing their personal and professional development.

For information and assistance regarding Valdosta State University's off-campus programs, contact the Office of Public Services, Off-Campus Programs, located in the Regional Center for Continuing Education. Telephone 229-245-3842. Information concerning programs offered at the Moody Air Force Base and the Albany Marine Corps Base may be obtained by calling the Valdosta State University office at Moody, Telephone 229-257-4163. Information concerning programs offered at the Naval Submarine Base, Kings Bay may be obtained by calling the VSU office at Kings Bay, Telephone 912-673-8524.

DISTANCE EDUCATION

The Distance Education Program offers a variety of courses to off-campus locations using the advanced technology of two-way, interactive video. As part of the GSAMS network, VSU operates six classrooms on campus, four at community colleges (ABAC, Bainbridge, South Georgia, and Waycross), one at Kings Bay Submarine Base and one at Moody Air Force Base. For information concerning classes available through this technology, call 229-245-3842.

SATELLITE SERVICES

Through Satellite Services, VSU produces and transmits programs to satellite downlinks located in the state of Georgia and beyond Georgia's boundaries. This unit works very closely with Georgia Public Television to produce programs for the citizens of the state.

CONTINUING EDUCATION NON-CREDIT COURSES

Varied continuing education programs are offered for persons in Valdosta and surrounding communities. The Professional Development Institute presents seminars and courses for persons in professions, business, and industry. Some courses are developed especially to meet the relicensing or recertification requirements of specific professional groups. Other Continuing Education activities include Learning in Retirement, Children's Programs (including SCOPE, Kamp Kids, Fine Arts Academy, and swimming lessons), and Leisure Classes.

CONTINUING EDUCATION UNIT (CEU) RECORDING AND REPORTING

The Southern Association of Colleges and Schools requires the use of the CEU (Continuing Education Unit) by member institutions and provides this definition: "One continuing education unit is ten contact hours of participation in an organized, continu-

ing education experience under responsible sponsorship, capable direction, and qualified instruction.” The Office of Public Services administers the implementation of CEU procedures for the University. A permanent record of each participant’s CEU credits is maintained, with transcripts available upon request.

EVENING PROGRAM

Valdosta State University Evening Program assists adults in meeting their post-secondary educational needs and is designed specifically for adults who have never attended college or who have interrupted their education because of other commitments. Each semester, Valdosta State University offers a wide variety of evening credit courses leading to a degree. Students may take advantage of 19 different degree choices. Most of the courses are scheduled to begin at 6:30 p.m. and 8:30 p.m., on Mondays and Wednesdays, and on Tuesdays and Thursdays.

Each applicant for the program is counseled by the Assistant Director of Public Services, who is responsible for the Evening Program. All degree programs are administered as integral parts of the University. Admission procedures are the same as those for regular, full-time day students. To register for classes, students must be admitted to the University. Former students who have not been in attendance within the last year and who were in good academic standing at the time of withdrawal are admitted after application to the Director of Admissions for readmission through the Evening Program. Students who have never attended Valdosta State University must apply for admission. For assistance, call 229-245-3842.

COMMUNITY SERVICES

The physical and human resources of the University are available to assist groups in developing education-related programs and in working on the resolution of community problems. Under certain conditions, facilities of the University may be used by civic organizations for programs. University personnel are available as resource persons, consultants, public speakers, or group leaders to serve on community-oriented projects. Inquiries for community service assistance should be directed to the Director of Public Services.

EDUCATIONAL INSTITUTES AND WORKSHOPS

During the year, and particularly in summer months, educational institutes and workshops are organized by University personnel. Institutes and workshops are oriented toward the working adult as a means of providing up-to-date information and techniques in specific areas of endeavor. University personnel welcome suggestions for possible institutes and workshops.

EDUCATIONAL PROJECTS

The resources of the University are available to assist any public school system in south-central Georgia in identifying and resolving problems of the school system or in developing and conducting special studies. The University, through its well qualified faculty and administrators, is interested in working with public schools in the continuing process of improving the quality of education.



UNIVERSITY GUIDELINES AND PROCEDURES

BOARD OF REGENTS STATEMENT ON DISRUPTIVE BEHAVIOR

The following is the policy of the Board of Regents of the University System of Georgia regarding disruptive behavior in any institution of the University System:

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussion, peaceful and nondisruptive protest, and dissent. The following statement relates specifically to the problem described below. It does not change or in any way infringe upon the Board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and institutional structures through which it operates.

In recent years, a new and serious problem has appeared on many university and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins, and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion, or even protest, in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board reaffirms its beliefs that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education.

The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

Of equal or greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its flowering on university and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem, the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstruct or disrupt any teaching, research, administrative, disciplinary or other public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia, is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

CANCELLATION OF STUDENT REGISTRATION FOR CAUSE

The University reserves the right to cancel the registration of any student who fails to meet his or her financial responsibility, according to the rules and regulations of the University. The rules and regulations provide that:

1. All fees are due and payable upon completion of registration. Students should not report for registration without having sufficient funds available to pay their fees. The payment instructions are in each term's class offering booklet.
2. Any check issued to the University in payment of fees, or to be cashed for personal convenience, must be paid upon presentation to the bank on which it is drawn. A student who issues a check on a bank without having sufficient funds on deposit in that bank has violated the statutes of the State of Georgia and may be prosecuted.

3. All fines for violations of the rules related to parking and traffic, and charges related to the library and other facilities such as laboratory breakage, etc., must be paid promptly. Those students having outstanding obligations will not be allowed to enroll in subsequent terms.
4. Misuse of an I.D. card may result in suspension from classes of all involved students.
5. Students who have secured short term loans must have this obligation paid in full according to the terms agreed upon with the Loan Officer to avoid suspension or possible cancellation of the term's registration.
6. Students who misrepresent the facts pertaining to their qualifications to live off-campus may be suspended from classes. In each instance, students will be given proper notice to comply with the housing regulations before action is taken to effect cancellation of their registration.
7. The University reserves and intends to exercise the right to withhold copies of education records and/or to cancel enrollment of students who owe the University money.

DRUG-FREE WORKPLACE

Valdosta State University, as a senior unit of the University System of Georgia and recipient of federal funds, supports and complies with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989.

Faculty, staff, and students of Valdosta State University are advised that the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs and alcohol is prohibited, and violations of this policy will result in appropriate disciplinary action, to include suspension or termination.

Faculty, staff, and students are expected to adhere to the policies of the institution, observe the basic rules of good conduct, and observe all local, state, and federal regulations relative to illegal drugs and alcohol. Violations of such regulations, including misdemeanor or felony convictions during the course of one's employment or enrollment, will result in appropriate disciplinary action.

This policy is subject to modifications, and any changes will be publicized. Questions regarding this matter may be directed to the Office of Human Resources or the Office of the Vice President for Student Affairs.

ACADEMIC DISHONESTY

Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgment of external sources. Specific regulations related to student conduct and behavior are contained in the *Student Handbook*, *Student Code of Ethics*.

Plagiarism

Plagiarism is defined as “the copying of the language, structure, ideas, and/or thoughts of another and passing off same as one’s own, original work.” The violation, then, consists of both copying and misrepresenting the material in question. When a student places his or her name on any kind of work, he or she claims responsibility for the originality of the contents except for those parts that are specifically attributed to another or that are considered common knowledge. If a student has consulted any outside source, whether published or not, and has incorporated any of its “language, structure, ideas, and/or thoughts” into his or her work without acknowledging that source, he or she may be guilty of misrepresenting the work’s originality. When paraphrasing material from an outside source, the student must change both the sentence structure and the vocabulary (where possible) in expressing the original material in his or own words. Any instance where the “language, structure, ideas, and/or thoughts” have been borrowed from another’s work, paraphrased or not, without proper reference/citation, the act constitutes plagiarism on the part of the writer.

For a more detailed discussion of this issue that includes numerous examples, please consult the Valdosta State University *Thesis and Dissertation Guide*, available from the Graduate School.

The Student Code of Ethics presented in the *VSU Student Handbook* describes offenses of academic irregularity and possible penalties, which range from a reduced grade for the course in most instances to suspension from the University in extreme cases. The process that is to be followed is also contained in the Code of Ethics section.

Inappropriate Use of University Computing Facilities

Students are expected to comply with all rules pertaining to the use of the University’s computers. These are described in detail in the Code of Ethics contained in the *Student Handbook*. The misappropriation of intellectual property, i.e., software piracy, or the use of the computers for personal or commercial gain is prohibited. Students are expected to respect the privacy of others in all matters of access and records.