

PART 5: Piedmont University Policies

Non-Discrimination Policy: It is the policy of Piedmont University not to discriminate in its educational programs, activities, or employment on the basis of sex, gender identity, sexual orientation, physical or mental disability, pregnancy, race, age, religion, color, national or ethnic origin, veteran status, genetic information, or any other category protected by applicable federal, state, or local law.

Piedmont University adheres to the federal definition of a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement. For the purposes of this definition, an instructional hour equates to direct instruction of 750 minutes for each credit hour awarded. The standard expectation for direct instruction classes is that students will spend a minimum of two hours outside the classroom for each hour spent in class, which is, 1500 minutes per credit hour awarded. Courses that are offered on a schedule other than the full 15-week semester contain the same number of hours as if the course were scheduled for a full semester. No reduction in direct instruction time or work time outside of class is permitted for courses offered in accelerated terms.

The Learning Center exists to help our students reach their various academic goals. The Learning Center offers academic support in all areas, including accounting, foreign languages, math, science, writing, and more. All tutors have excelled in the subjects that they help support and tutors are trained in the art of tutoring. Tutoring sessions and athletes in the Study Hall are monitored to provide the individualized attention our students need to achieve their personal best. We offer support by appointment in Starfish and walk-in availability is provided on a first come first served basis. For more information, please contact Oliver Howington ohowington@piedmont.edu or call 706-778-8500, ext. 1176 or visit: <https://www.piedmont.edu/learning-center>.

Piedmont University strives to make learning experiences accessible to all participants and will provide reasonable accommodations for students with disabilities. If you experience difficulties, based on the impact of a disability or health condition, please contact the Office of Accessibility, Resources, and Services (OARS) at oars@piedmont.edu or 706-778-8500, ext. 1504, or visit Daniel 303 Suite D to initiate a conversation about appropriate accommodations. Please know that accommodations are not retroactive, so avoid any delays. To request accommodations (*academic, dietary, housing, or emotional support animals*) please go to: <https://www.piedmont.edu/student-success-center/disabilities-support/> and click the link to “Request accommodations”. If you are already receiving accommodations and need to update your memo or information, please click the link below and use your Piedmont email and password: <https://piedmont-accommodate.symplicity.com/students>

Title IX Statement: Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment and sexual violence, in any educational programs and activities of educational institutions that receive federal funding. Piedmont University students and employees are covered by Title IX. If you believe you may be subject to sexual harassment, sexual violence or any form of sex discrimination, the following administrators are available to respond to

general concerns or questions or to address specific complaints. You may also make a report here: [Incident/CSA Reporting Form \(wufoo.com\)](#)

Amy Brown, JD

Title IX & Compliance Coordinator

Daniel Hall, 303D

Demorest, GA 30535

titleix@piedmont.edu

706-894-4207

Statement on Academic Integrity: Students must be familiar with the university academic integrity policy. Plagiarism and other violations of this policy will not be tolerated. Instructors must send any academic integrity concerns directly to the dean who is responsible for the discipline in which the course is taught. For additional resources regarding academic integrity, please investigate the Library's libguide on the topic: <https://library.piedmont.edu/academicintegrity>.

Directives on Completion of Student Work: Course activities designated as quizzes, tests and exams are always to be completed by a student individually and without assistance from other people or resources UNLESS permission for collaboration or the use of external resources is explicitly permitted by the course professor(s). Hence all quizzes, tests and exams are to be considered closed-book/closed-notes and closed-internet (e.g., Google searches). Artificial intelligence apps are also banned on quizzes, tests and exams unless explicitly permitted by the course professor(s).

Student Email Policy: All Piedmont University students are required to use their Piedmont Lions email account (see Catalog at <https://piedmont.smartcatalogiq.com/2024-2025/undergraduate-catalog/academic-program/regulations/campus-email/> for complete policy). Since the Lions account is an official communications channel of the university, students are responsible for all information distributed to them through their account. Students are expected to check it daily.

Withdrawal Policy: Within the first several days of a term, students may add and drop courses with the permission of their advisor. The ranges for drop/add vary depending on the term (Fall, Spring, or Summer) and duration of the class (8 week or 15 week). Students should check the academic calendar for specific information. After this time, students may withdraw from a class. Please refer to the university catalog at <https://piedmont.smartcatalogiq.com/2024-2025/undergraduate-catalog/student-academic-records-undergraduate-and-graduate/withdrawal-policies/withdrawal-from-classes/> for the particulars regarding the withdrawal policy.

Excused Absence Policy: Student absences for university-sanctioned events are generally considered excused absences because they are supportive of the university program. However, there are exceptions to the policy as noted in the University catalog. When absences are excused, instructors must allow students to make up any work that has been missed. Students are responsible for notifying their instructors, in advance, about absences from class due to participation in university-sanctioned events. See full policy in the University catalog at <https://piedmont.smartcatalogiq.com/2024-2025/undergraduate-catalog/academic-program/regulations/class-attendance-and-absences/>.

Starfish®: We Care About Your Success! We have partnered with Starfish Retention Solution, creating a platform for communication and resources focused on supporting your efforts throughout your educational journey. During the semester you may receive emails or texts from Starfish® regarding your course grades or academic performance. Please pay attention to these communications and consider taking the recommended actions. They are sent to help you be successful. In addition, your instructor may: (1) request that you schedule an appointment by going to Starfish, or (2) recommend that you contact a specific campus resource, such as tutoring or counseling. You may also be contacted directly by one of these services. You can quickly connect to many resources using Starfish. We hope you will choose to use the tool to support your success. You may access Starfish at <https://piedmont.starfishsolutions.com/starfish-ops/support/login.html?tenantId=9379>.

Piedmont University Library is dedicated to the success of our on- and off-campus students. The Arrendale Library provides a comfortable environment for individual and group study. The Library's website <https://library.piedmont.edu/home> offers the fastest, simplest solution to finding the authoritative sources you need: journal citations and full-text articles, access to books and eBooks, study guides, encyclopedias, streaming video, and more. The open Internet doesn't have the peer-reviewed, academic materials you need to support your work. You access the academic research space through the Library's website. Overwhelmed? Need help navigating? No problem: speedy assistance is available via chat or email with the Ask a Librarian service, or face-to-face in the Arrendale Library.

Student complaints: Students who have an academic concern or complaint may pursue such grievance by submitting it in writing according to the following procedure. Please note, the full procedure can be found in the Piedmont Catalog at <https://piedmont.smartcatalogiq.com/2024-2025/undergraduate-catalog/about-piedmont-college/student-complaints/>. (1) the student must first attempt to resolve the grievance by meeting with the involved faculty or staff member; (2) if the grievance remains unresolved, the student should present the written grievance to the department chair; (3) if the grievance is related to the department chair or cannot be resolved by the chair, the complaint should be presented to the dean of the college. Academic resolutions made by the dean are considered final.