

- 3.4.5** The institution publishes academic policies that adhere to principles of good educational practice. These are disseminated to students, faculty, and other interested parties through publications that accurately represent the programs and services of the institution. **(Academic policies)**

Judgment of Compliance

Compliance

Narrative

Consistent with Board of Regents policy, Albany State University has developed its own academic policies that adhere to principles of good educational practices. University System of Georgia academic policies are in place to ensure consistently good educational policy throughout the state and are also disseminated via the web in the Board of Regent's Academic Affairs Handbook, section 2 [\[1\]](#).

Faculty Handbook

The University's Faculty Handbook is distributed in hardcopy form and also found on the University's website and available to all faculty. [\[2\]](#) This handbook is developed, updated, and approved by the Faculty Senate. This handbook is the primary method for communication of academic policies to faculty members. The handbook is based on institutional practices and upon good practices. The handbook is reviewed and updated regularly, with the most recent draft form currently under review.

Catalogs and Check Sheets

The University Catalogs, undergraduate and graduate, and institutional website are the primary mediums for conveying information about the institution to students and other constituents about official policies and procedures and about academic programs [\[3\]](#), [\[4\]](#). As a supplement to the catalogs, all programs have check sheets which describe in detail, the sequence of courses that must be followed. These check sheets are available in each department, the university's catalog and the institution's website [\[5\]](#). Furthermore, the check sheets replicate catalog information and are used in face-to-face advising sessions for dissemination of academic policy information directly to students in person.

Document Dissemination

Documents are disseminated both in paper format and on line. Electronic copies are provided to off campus and distance learners via the university web site. Additional materials include the ASU Student Handbook [\[6\]](#), ASU Staff Handbook [\[7\]](#), departmental handbooks [\[8\]](#), the distance learning handbook [\[9\]](#), and administrative handbooks [\[10\]](#).

Supporting Documentation

[1] [State Level Policies, Board of Regents-Academic Affairs Handbook](#)

[2] [Faculty Policies, Albany State University Faculty Handbook](#)

- [3] [Undergraduate Policies, ASU Undergraduate Catalog, 2004-2007](#)
- [4] [Graduate Policies, ASU Graduate Catalog, 2006-2009](#)
- [5] [Departmental Check Sheet, Sample](#)
- [6] [Student Policies, Student Handbook](#)
- [7] [Staff Policies, Staff Handbook](#)
- [8] [Departmental Policies, Sample Handbook \(Nursing\)](#)
- [9] [Distance Learning Handbook](#)
- [10] [Administrative Handbook, Department Chair Administrative Handbook](#)