

3.9.1 The institution publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community.
(Student rights)

Judgment of Compliance

Compliance

Narrative

Albany State University publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community.

Information and policies related to student rights and responsibilities are published in the:

- The “RAM” Student Handbook [\[1\]](#). [\[2\]](#)
- The Ram Life Resident Guidelines Handbook [\[3\]](#).
- The Student Code of Conduct Handbook distributed by the Office of Student Judicial Affairs [\[4\]](#).

The handbooks are available electronically on the Enrollment Management and *Student Affairs Website in addition to being available in hard copy*. These materials are distributed to and discussed with parents and students during the June and August New Student Orientation Program (Student Judicial System/Student Code of Conduct) [\[5\]](#). In our May and January Orientation Program information is given to the students, and is given to the general ASU student population during the August Registration period. Students not attending NSOP are requested to pick up the document during the August registration. Albany State University is in compliance with this standard and the following narrative and documentation indicates examples of how this requirement is being met:

An excerpt from the table of contents of the student handbook reveals many published statements related to student rights and responsibilities

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Among the rights outlined in the section on University policies are the statements on student record rights, equal opportunity,

Student Record Rights

“The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student’s education records. The FERPA gives certain rights to parents regarding their child’s educational records, but these rights transfer to the

student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students..." (p. 47 – Ram Handbook).

Nondiscrimination: ASU prohibits discrimination in any form. The student handbooks include statements for the student regarding equal opportunity, affirmative action, and the Americans with Disabilities Act for example:

"In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, ASU does not discriminate on the basis of race, color, sex, handicap, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and athletic and other school-administered programs." (p.48 – Ram Handbook) [\[14\]](#)

Financial Aid: Student rights and responsibilities related to financial aid are outlined in the Ram Student Handbook pp.17-19 [\[15\]](#).

The ASU Grievance and appeal policies and procedures are detailed in the University student handbook [\[16\]](#) which is available in hard copy and on the university website [\[17\]](#). The student is required to begin the process with the instructor and proceed up the administrative chain until the Academic Dean instructs the Chair to convene a grievance committee.

Code of Conduct – sample: Alcohol and Drug Policy and Sexual Harassment Policy

Drug Free Campus Policy

In order to comply with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, 20 U.S.C., Section 1145q, and the Drug Free Workplace Act of 1988, 41 U.S.C., Section 701, et. seq., Albany State University hereby adopts the following Drug and Alcohol Policy.

ASU is committed to supporting and complying with the Drug Free Schools Communities Act amendments of 1989 (public law 10-226, section 22, and sub-part b) as an institution of higher education. (pp.41 Ram Student Handbook) [\[18\]](#).

Sexual Harassment

As an institution of higher education, Albany State University has a moral commitment to the worth and dignity of all persons. Consequently, sexual harassment is deemed unacceptable and will not be tolerated. ASU's policy of opposition to sexual harassment is not only a legal responsibility and practical utility, but stems from the University's profound commitment to moral values as expressed in its mission and purpose..... (p.52 Ram Student Handbook) [\[19\]](#).

In addition to University documents, many departments have student handbooks for their majors [\[20\]](#). The departmental handbooks reinforce University policies and outline the policies specific to the program. For example, the Department of Nursing Student Handbook is distributed to each nursing student. Most student policies of the Albany State University Department of Nursing are congruent with the student policies of Albany State University. Differences in the nursing policies are justified by the Department of Nursing purposes, and are found primarily in the areas of student admission, grading,

progression/retention, withdrawal, readmission, and health requirements and are noted in the Nursing Student handbook. Specific nursing policies have been developed to address these areas in order to achieve program and educational outcomes, i.e. passing the NCLEX-RN and functioning in beginning RN positions within the legal and ethical standards of nursing. When policies for students in any program, graduate or undergraduate, differ from University policies, the program specific policies are provided to students in writing and available via the web. The policies specific to the Nursing program are published in the Department of Nursing Student Handbook, are consistently applied, and are publicly accessible.

Example: Department of Nursing Student Policies compared to University Student Policies

Student Policy	College policy	Dept of Nursing policy – Rationale for differences
<p>Selection and admission</p>	<p>Undergraduate Students must meet Board of Regents criteria for core and courses in major, as well as minimum hours for the baccalaureate degree</p> <p>Graduate Applicant must meet criteria for regular, provisional, or non-degree status (Graduate Catalog p.147)</p> <p>Applicant must maintain have a grade point average of 3.00 on a 4.00 scale.</p>	<p>Undergraduate The admissions policies for Nursing require a cumulative 2.75 GPA in the required nursing core courses, with no more than one failure in a science and no more than one added attempt to pass either part of the Regents exam. Nursing is a rigorous discipline and requires high standards of academic achievement. Students with less than the above minimum requirements are less likely to be successful in the Nursing program.</p> <p>Applicants to the Nursing Program are subject to a five-year time limit on their Anatomy and Physiology courses being used for admission into the nursing program. Applicant must retake courses or may validate Anatomy and Physiology knowledge by passing a standardized test at the national average.</p> <p>Rationale: Current knowledge in science content is necessary to provide a platform on which to build nursing knowledge.</p> <p>Graduate : Criteria are consistent with those in graduate handbook, except: Applicant must submit a copy of malpractice insurance Undergo a personal interview with the Coordinator of the Graduate Nursing Program.</p> <p>Have a Graduate Record Examination (GRE) score of 800 or better, or a Miller's Analogies Test (MAT) score of 44 or better.</p>

Student Policy	College policy	Dept of Nursing policy – Rationale for differences
		Submit two references regarding professional accomplishments and academic potential. Submit evidence of current Georgia Nursing Licensure.

Supporting Documentation

- [1] [The Ram Student Handbook](#)
- [2] [Section 4-Ram Life Resident Guidelines](#)
- [3] [The Ram Life Resident guidelines Handbook](#)
- [4] [The Student Code of Conduct Handbook](#)
- [5] [Student Judicial System/Student Code of Conduct](#)
- [6] [University Policies p.47](#)
- [7] [Grievance Procedures p.55](#)
- [8] [Regents Statements on Disruptive Behavior p.58](#)
- [9] [Student Conduct Information & Regulations p.60](#)
- [10] [Student Rights p.67](#)
- [11] [Disciplinary Procedures/Process p.69](#)
- [12] [Sanctions for Inappropriate Behavior p.73](#)
- [13] [Student Government Association Constitution p.75](#)
- [14] [The Ram Student Handbook p.48](#)
- [15] [The Ram Student Handbook pp. 17-19](#)
- [16] [The Ram Student Handbook](#)
- [17] [University Website-The Ram Student Handbook](#)
- [18] [The Ram Student Handbook p.41](#)

[19] [The Ram Student Handbook p.52](#)

[20] [Departmental handbooks](#)