

- 4.3** The institution makes available to students and the public current academic calendars, grading policies, and refund policies. **(Publication of policies)**

Judgment of Compliance

Compliance

Narrative

Albany State University (ASU) publishes information for students and the public in a variety of ways. The most prevalent are hard copies of catalogs, manuals, and handbooks. In addition, the University utilizes its website to share information with students and the general public regarding academic calendars, grading and refund policies.

Academic Calendars

Academic calendars are retained by the Registrar's Office and the Office of Academic Affairs. They are published in the University Catalog [1] but most recent copies are maintained on the University's Website [2]. Academic calendars are available for distribution by the Registrars Office. A form repository which contains updated forms is located outside of the Registrar's office for easy student access. Form repositories with copies of the current Academic Calendars are also located in the administrative office of academic departments. This same information is made available to off campus sites via the web and hard copies located in cooperative offices.

Grading Policies

Grading Policies are contained in the Undergraduate Catalog (page 41) [3] and Graduate Catalog (page 20) [4], both of which are available in hard copy as well as posted on the ASU website. The grading system is based on Board of Regents [5] policy guidelines (*BOR Policy Manual Section – Academic Affairs Section 305*). The grading policy is also maintained in a form repository for all students located in academic departments. This same information is made available to off campus sites via the web and hard copies located in cooperative offices.

Refund Policies

Refund policies are maintained by the Office of Financial Aid [6]: a unit of the Office of Fiscal Affairs. Refund policies are based on Board of Regents policy (BOR Policy Manual – Finance and Business Section 705.04) [7]. The policy is published in hard format and made available on the ASU website in various locations including the Undergraduate Catalog (page 30) [8] and the Graduate Catalog (page 24) [9]. A hard copy of the graduate refund policy is contained in the Graduate Student Handbook (page 21) [10]. This same information is made available to off campus sites via the web and hard copies located in cooperative offices.

Supporting Documentation

[Academic Calendar, Albany State University Undergraduate Catalog - pages 12-15](#)
[Publication of Albany State University Academic Calendar](#)

- [1] [Grading Policies, Albany State University Undergraduate Catalog - page 41](#)
- [2] [Grading Policies, Albany State University Graduate Catalog - page 20](#)
- [3] [Grading Policies, Board of Regents Policy Manual Section 305](#)
- [4] [Albany State University Refund Policy - Office of Financial Aid Website](#)
- [5] [Board of Regents Policy Manual - Finance and Business Policy Section 705.04](#)
- [6] [Refund Policies, Albany State University Undergraduate Catalog–page 30-31](#)
- [7] [Refund Policies, Albany State University Graduate Catalog - page 24](#)
- [8] [Refund Policies, Graduate Handbook - page 21](#)