Albany State University
Albany, Georgia

Distance Education
User Handbook

Office of Academic Affairs
Off-Campus Instruction Unit
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Preface

This handbook has been developed as an aid to students who enroll in Albany State University’s Off-Campus Programs or WebCT Courses. This includes helpful information on university policy and procedures; however, it is the responsibility of the student to become familiar with the rules, regulations, student judicial system and departmental requirements outlined in the catalog and student handbook.

The statements found in this handbook are presented for informational purposes only and should not be construed as the basis of a contract between Albany State University and the student. It is the intent of Albany State University to apply the provisions of this handbook as stated herein. The university reserves the right to change any provision listed, included but not limited to academic requirements for graduation, without actual notice to individual students; however, every reasonable effort will be made to keep students advised of any such changes.

Information on changes will be available in the offices of the Vice-President for Academic Affairs, deans, and departmental chairs. It is especially important that each student realize that it is his or her responsibility to keep apprised of current graduation requirements for his or her particular program.
Mission of Distance Learning

Albany State University is a regional university in Southwest Georgia with a mission to foster access and opportunity for each qualified student interested in pursuing a post secondary education. In order to fully accommodate prospective students and to offer convenient courses to all students’ distance-learning options will be provided. Students will be able to fully interact with their professors and classmates in an elective environment guided by the same principles of adult learners as in a face-to-face environment. This virtual learning experience will accommodate students from any of the twenty-four counties in the rural service areas and throughout the states of Georgia and the world.
INTRODUCTION

Distance learning opportunities at Albany State University have been made available to students for well over ten years through the GSAMS program. It provided visual and voice delivery to students at sites that had connections to the GSAMS signal. The setting for teaching modality required a classroom with large screen television and phone services. The instructor is lectured to students at two or more GSAMS sites around the state of Georgia. Student feedback was through the phone system. This systems also requires an assistant at the location site where the students attended. This was the major thrust for distance learning at Albany State University (ASU) even though only a limited number of classes were offered in certain areas.

The very first on-line course developed at ASU was offered in 1998, in the school counseling program. Since that time a few other on-line courses were developed and offered in school administration and some web-assisted course in other disciplines. Albany State University is now part of a consortium to offer a full undergraduate degree on-line in College of Business in Collaboration with Dalton State College and Georgia Southwestern University.

During the spring semester 2005, twenty faculty members agreed to be trained to offer courses on line in the core subjects. The faculty members represented four departments at the university. Thirteen of those faculty members completed the training and have developed courses to be offered fully on-line for the fall 2005, semester. In addition, there is an on-going process to train other faculty members by the technology department to prepare more on-line courses to be offered in the future.

The most comprehensive activities toward on-line course development was supported by a federal grant to the nursing department. As a result, the complete Family Nurse Practitioner Program will be piloted during the 2005-2006 academic year. Once the Board of Regents approves the program, this will offer a major enrollment opportunity for prospective students in the region and around the state of Georgia.

With the collaboration of the technology department and Academic Affairs, individual faculty members, department chairs, and academic deans will have more options for course offering, thus allowing for more flexibility and convenience for all involved.

In view of the dynamics associated with ASU’s efforts to offer on-line instruction it became necessary to develop a set of guidelines to ensure that the same quality of interactions and comparable opportunity to learn for students were built into the process. The guidelines in this handbook will serve that purpose and provide the necessary directives for the ability to judge on-line course effectiveness.
**Definition of Distance Learning**

Off-Campus (Distance Learning) Instruction is an operation of the Office of Academic Affairs and is thereby governed by all policies of the Academic Affairs Office.

In the University System of Georgia, a distance education course is defined as one in which more than 50 percent of instruction is delivered through one or more forms of distance technology and in which the instructor of the course and the students are separated by time and/or geographic location. USG distance education courses may be taught using videocassettes, Video IP Conferencing, cable television, print-based materials, CD-ROMs, the Internet, other network option or any combination of these.

Off-campus instruction is instructional delivery by an ASU instructor on ASU’s approved sites. The current off-campus sites are active and approved by the Board the Regents, Abraham Baldwin College (Tift County), Bainbridge College (Decatur County), Fort Valley State University (Peach County) and Waycross College (Ware County). For a complete listing of all approved sites log on to www.peachnet.edu, click Administration, click Strategic Research and Analysis, click Curriculum Inventory Reporting and click External Site Data Base.

Georgia Statewide Academic and Medical System (GSAMS) instruction is the largest and most comprehensive two-way, interactive video network in the world. Telephone (T-1) lines connect sites all across Georgia, enabling people in multiple locations to interact as if they were in the same room - regardless of geographical distance. An obvious advantage of taking a college course via GSAMS is the reduced travel time and expense. Students can attend classes on one campus while being taught by an instructor on another campus. (System used until December 2005)

**Video Conferencing IP:** This system will rely on two-way interactive telecommunication system for delivery to multiple sites (real time) and multimedia computers for independent and small group on-line resources and synchronous/asynchronous communication.

**On-line Courses On-line:** courses are offered via the Internet. Using a computer and the WebCT course management tool, students can access course notes and assignments on the World Wide Web. These may be supplemented with CD-ROMs and videotapes in some courses. Students can communicate with the instructor and classmates using e-mail, on-line chat, electronic bulletin boards, or a combination of methods, including face-to-face meetings.

A course is on-line if 75 % course content; learning activities and support services are integrated and delivered on-line (via the internet). Typically, content is presented through the Web pages and class discussions utilizing the WebCT Vista interactive tools, presentations, student discussions, student/faculty chat rooms, grade book and e-mail.

An on-line course has the same curriculum components as a traditional course: content, syllabus, objectives, and learning outcomes. The major difference is the mode of delivery. An on-line course is conducted asynchronously through the Internet using the official ASU learning Management System-WebCT Vista.
On-line Training and Course Development

I. On-line Course Development
Faculty who develop on-line courses must complete 21 hours of WebCT Vista training offered by the WebCT Vista Administrator or staff at Albany State University. Faculty will design courses following the guidelines of this training and will align course objectives and student learning outcomes with WebCT technology tools and instructional methods.

II. WebCT Training
The Office of Information Technology provides certified WebCT Vista trainers to faculty who are interested in developing on-line or web-enhanced courses. The WebCT training consists of hands on learning of WebCT teaching and building tools. The workshops are available at various points during the semester and follows an organized sequence of learning topics. Additionally, faculty will be able to consult with WebCT administrators in the Pendergast Library during normal business hours or after hours at the Information Technology Help Desk. Individual tutorials or support can be scheduled as well.

III. Course Development Process

The process for developing a distance education course is outlined in the following rubric:

- Step 1 Faculty attend WebCT Vista training offered through Information Technology.
- Step 2 Faculty develop the on-line course using WebCT Vista instruction, evaluation tools and course guidelines as outlined by the respective academic department, chair, and dean. Faculty review course components using evaluation rubric provided by Academic Affairs On-line Course Review Committee.
- Step 3 Determine the technology support and appropriate personnel to implement course in its final phase.
- Step 4 Faculty and WebCT Vista Administrator make final reviews of the proposed course.
- Step 5 Faculty will submit on-line course to the Academic Affairs On-Line Course Committee for approval. Please refer to the Academic Affairs On-line Course Submissions Policy and Procedures.
Initial Orientation Sessions for Distance Learning Courses

A message will be sent from the WebCT Vista Administrator through the ASURAMS e-mail system the week of registration indicating the availability of an on-line orientation to the WebCT Vista Learning System. Instructions for accessing this orientation and a user name and password will be provided.

During the first week of class, a second e-mail message will be generated to students registered in on-line courses providing them with a reminder to complete the on-line WebCT Vista orientation.

Students taking their first on-line course at ASU will be required to complete an orientation to the WebCT Vista system. This orientation will facilitate the student's understanding of the WebCT Vista system and increase the student's adaptation to the on-line learning environment. Students wishing a WebCT Vista refresher are also invited to repeat the on-line orientation.

The orientation will involve an interactive learning process that will familiarize the student to the WebCT course functions, structure, and navigational features to view course resources.
Technical Support

• Instructional Technology, an area within the Information Technology Department, will provide technical support to faculty and students using WebCT during the normal business hours of 8 am – 5 pm. Contact the help desk at (229) 430-4909, and a help desk ticket will be issued to the appropriate personnel. Help with WebCT includes assistance with re-setting passwords or downloading plug-ins needed for WebCT, course design, or any other issues concerning WebCT.

Support needed after hours can be obtained by accessing http://www.webct.com/support or e-mailing webct@asurams.edu. Additional help can also be obtained by accessing the links found in the Campus Bookmarks section of your WebCT homepage.

• Faculty can receive technical support for on-campus issues related to hardware, software, internet access, network access, and Banner Web by contacting the help desk at (229) 430-4909 or by e-mailing ihelpdesk@asurams.edu.

• Students can receive technical support for issues related to network access and Banner Web by contacting the help desk at (229) 430-4909 or by e-mailing ihelpdesk@asurams.edu.
Assessing Distance Learners

Assessing the progress of the distance education student is vital to determine if the method of information delivery is effective. By ensuring that course lessons, chapter, or unit lessons, have clearly stated objectives, students can measure their own mastery of the given subject matter. Faculty must also ensure that students with varying learning styles and computer skills can successfully complete assignments and activities planned for the students.

Faculty can use WebCT Vista to assess the student's mastery of the given subject matter using various tools:

- Vista Mail can be used to e-mail essays, reports, or other documents to the instructor
- Individual Assignments allow students to submit assignments and instructors to post grade, enter comments, and attach additional documents.
- Group Assignments allow students to work in groups and/or review the work of their colleagues
- By using Discussion Questions, instructors become familiar with the writing and analytical styles of the student. Using discussions, students can also evaluate the responses of others.
- Self-Quizzes, ideally in the same format as the real exam, provide instant feedback without placing a grade in the gradebook.
- Quizzes and exams containing randomized multiple choice, short answer, or essay questions (pulled from a question bank) allow assessment for both students and faculty.
- Interactive, multimedia exercises engage the learner and also provide a method of assessing knowledge retention and application.

Feedback is also essential to the distance learner's assessment—particularly his/her self-assessment. Feedback helps students to improve their performance, and prevents them from making recurring mistakes. Many on-line students rely on feedback to ensure that they can move on to the next topic or assignment. Not providing students with feedback on their work gives the impression of a lack of concern, leads to dissatisfaction and frustration with the course and instructor, and encourages cheating.

Students should also provide feedback so that instructors can evaluate their mode of delivery and alter, if necessary, assignments and assessments. Students should be allowed to provide feedback to the instructor at least twice during the semester, preferably before the midterm and final exams, and should also have an opportunity to provide end-of-the-course feedback.

Feedback can be provided using the various WebCT Vista tools:

- Vista Mail
- Discussion Board (public and private discussions, reflective journals)
- Individual/Group Assignments
- Anonymous Surveys

For feedback to be effective for all, faculty and student feedback comments should be detailed, related to specific assignments or concerns, and improvement-focused.
Student Evaluation of Faculty
For WebCT and Distance Learning Courses

Frequency of Evaluation
Faculty who teach courses designated distance learning and/or on-line shall be eligible for evaluation by students on two (2) separate occasions each year: during the Fall and Spring semester of each academic year.

Date of Evaluation
Students’ evaluations of faculty who teach courses designated distance learning and/or on-line shall take place following mid-term examinations for both the Spring and Fall semesters of each academic year. The Office of Institutional Research, Planning and Outreach (IRPO) is responsible for notifying and disseminating information to respective academic departments with regard to the specific timeframe for the administration of the student evaluation of faculty.

Method of Administering Evaluation
Students’ evaluations of faculty who teach courses designated distance learning and/or on-line will be administered via the internet using an electronically-based questionnaire under the supervision of the Office of Institutional Research, Planning and Outreach. Each class will be assigned a specific course code for identification purposes. Albany State University’s Office of Institutional Research, Planning and Outreach will provide each departmental chairperson with instructions on how to conduct the web-based evaluation; they will also be provided with a web-link to the website containing the evaluation forms. Chairpersons of academic divisions are responsible for providing instructors with assigned course code for his/her selected course and other instruction pertaining to their course evaluation. The student evaluation of faculty questionnaire will only be assessable to students on-line during the evaluation period.
Preparation, Analysis and Distribution of Results
Albany State University’s Office of Institutional Research, Planning and Outreach is solely responsible for preparing the summary report for each distance learning or on-line course evaluated by enrolled students. Each student evaluation of faculty report will contain the following summary statistics:

1. Frequency, percentage, mean, and standard deviation on questions related to the instructor/course;
2. Total number of responses on demographic/non-demographic questions;
3. Table comparing the instructor’s average mean to the University, the appropriate College and the Departmental average mean in four areas: Instructor, Course, Environment, and Overall;
4. Graph representing the average means, and
5. Typed, unedited student comments.

The final compilation of each student evaluation of faculty for each course will be distributed accordingly: Completed Fall evaluations will be distributed the following Spring Semester of the same academic year. Spring evaluations will be distributed in the fall semester of the following academic year.

Albany State University’s Office of Institutional Research, Planning and Outreach is responsible for providing completed students evaluation of each course to academic departmental chairpersons. IRPO is also responsible for providing a compilation of individual faculty reports by Colleges to respective deans. Duplicates of all faculty reports will be submitted to the VP for Academic Affairs. The IRPO office maintains a record of all students’ evaluations of faculty of distance learning and on-line courses.
Multimedia Support

The area of Instructional Technology is available to assist faculty with incorporating existing multimedia content (narrated lectures, interactive activities, and audio/video) into their courses. The benefits of using multimedia in the distance education course are as follows:

• Supports multiple learning styles
• Allows for self-paced and active learning
• Creates an engaging learning experience
• Grants the instructor flexibility in course content delivery
• Facilitates the process of workshops

Instructional Technology will work with faculty to determine the appropriate types of multimedia needed to enhance the on-line or web-based course. Staff from Information Technology (Instructional Technology and Network Services) will work with faculty who want to create their own multimedia content.

On-line Resources
Students enrolled in WebCT courses will have a folder on each course homepage that provides links to various on-line resources such as Galileo, Merriam-Webster On-line dictionary and thesaurus, copyright policy, and the James Pendergrast Memorial Library.
The James Pendergrast Memorial Library has responded to the challenge of supporting off-campus learners in a number of ways. Some of these include remote access to on-line databases, virtual reference services, on-line public access catalog, Ariel document delivery system, Galileo and Galileo Interconnected Libraries and the Library's website. Students enrolled in an off-campus ASU distance-learning course have several library tools, materials, and services to aid in obtaining information resources to support their coursework.

The on-line library catalog for the university is called GIL RAMCAT. It contains computerized records of the books, periodicals, electronic journals, and government documents in the Library. Students can utilize the GIL RAMCAT from any remote site at gil.asurams.edu. Students may renew books from any remote site by accessing the GIL On-line Catalog.

The virtual reference services that are available to distance learners are:
1. ERIC
2. GALILEO
3. ELECTRONIC JOURNALS
4. GIL EXPRESS
5. INTERLIBRARY LOAN.

ERIC (Educational Resources Information Center) is a national information system designed to provide ready access to an extensive body of education related literature. It is the largest education database in the world. It contains more that 980,999 bibliographic records of journals, articles, research reports, curriculum and teaching guides, conference papers and books.

GALILEO, the University System of Georgia's premier collection of over 100 electronic databases, some of which are full-text journal articles are available from any remote site through the GALILEO password. GALILEO stands for Georgia Library Learning On-line. It is an initiative of the Board of Regents of the University System of Georgia. It is a world wide web-based virtual library. Galileo provides access to multiple information resources, including secured access to licensed databases and products. Participating institutions may access over 100 databases indexing thousands of periodicals and scholarly journals. There are over 2,000 journal titles provided in full-text for the distance learner.
The GIL Universal Catalog is a joint catalog for all University System of Georgia colleges and universities. Students can use the universal catalog by logging on to GIL EXPRESS @ https://gilus.usg.edu. Students can request books owned at any UGA library through GIL Express. This service is also available from any remote site. The UPS arrangement for delivery of items is within a two to three day delivery when books are borrowed from other University System colleges and universities. Interlibrary Loan of books not owned by Albany State University or other USG libraries and journal articles not owned by ASU libraries may be borrowed from other lending institutions. The Ariel Document Delivery System gives easy access to materials that are not available at Albany State. It provides swift receipt of any periodicals ordered via Interlibrary Loan.

In addition to Galileo, the Library has several databases that have been selected and acquired for in depth research for distance learners. These databases include: Mental Measurement Yearbooks, JSTOR ARTS and SCIENCES, I, II, and Business, EBSCO HOST Full-Text Journals, Net Library, CINHAL Full-Text, American Humanities Index with Full-Text, EconLit Full-Text. For a full listing, please see Albany State’s Galileo site@ www.galileo.usg.edu.

The Library’s Home page is available for general library information. It can be accessed @ http://asuweb.asurams.edu/pendergrast. At the website, electronic links are available to access several resources.

Several On-line Tutorials are available to distance learners to help them in navigating the on-line resources. The On-line Library Learning Center, which is available from Galileo is a tutorial to help students use library resources for research @ www.galileo.usg.edu. The RDN Virtual Training Site provides a set of free on-line tutorials designed to help students improve their internet information literacy and IT skills. This source is available @ www.vts/rdn.ac.uk/

Distance Learners can pursue knowledge through off-campus avenues as discussed in this document. This knowledge can be generated in different ways, and in places other than the classroom. The principle driving force for access to all of the resources and materials in the library is through the worldwide web.
Below is a chart designating the documentation for all of the resources available to distance learners.

### Documentation of Library Resources for Distance Learners

<table>
<thead>
<tr>
<th>Source</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Library Website</td>
<td><a href="http://asuweb.asurams.edu/pendergrast">http://asuweb.asurams.edu/pendergrast</a></td>
</tr>
<tr>
<td>Library Instruction Guides</td>
<td>See Scanned Documentation</td>
</tr>
<tr>
<td>Galileo Tutorial</td>
<td><a href="http://io.gsu.edu">http://io.gsu.edu</a></td>
</tr>
<tr>
<td>JSTOR Tutorials</td>
<td><a href="http://jstor.org">jstor.org</a></td>
</tr>
<tr>
<td>GIL/RAMCAT On-line Public Access Catalog</td>
<td><a href="http://gil.asurams.edu">gil.asurams.edu</a></td>
</tr>
<tr>
<td>Galileo Tutorial</td>
<td><a href="http://galileo.usg.edu">galileo.usg.edu</a></td>
</tr>
<tr>
<td>Net Library Tutorial</td>
<td><a href="http://asuweb.asurams.edu/pendergrast">http://asuweb.asurams.edu/pendergrast</a></td>
</tr>
<tr>
<td>JSTOR Arts &amp; Science I and II Tutorial</td>
<td><a href="http://jstor.org">jstor.org</a></td>
</tr>
<tr>
<td>JSTOR Business Tutorial</td>
<td><a href="http://asuweb.asurams.edu/pendergrast">http://asuweb.asurams.edu/pendergrast</a></td>
</tr>
<tr>
<td>GIL Express (Universal Borrowing)</td>
<td><a href="http://gil.usg.edu/">http://gil.usg.edu/ or https://gil.usg.edu</a></td>
</tr>
<tr>
<td>Ebsco Host A to Z Listing</td>
<td><a href="http://asuweb.asurams.edu/pendergrast">http://asuweb.asurams.edu/pendergrast</a></td>
</tr>
<tr>
<td>Galileo Databases</td>
<td><a href="http://asuweb.asurams.edu/pendergrast">http://asuweb.asurams.edu/pendergrast</a></td>
</tr>
</tbody>
</table>
Student Support and Services

Admissions
All the information a student needs to know in order to attend Albany State University, including an on-line or printable application, can be found on the web at http://asuweb.asurams.edu/ASU/admissions/.

Albany State University
Office of Recruitment and Admissions
504 College Drive
Albany, GA  31705
(229) 430-4646

Academic Advisement
Advisors in Academic Advisement aid students in interpreting University regulations and requirements and in meeting those requirements in the correct sequence. Advisors in this department maintain a record of the student's academic progress on a semester basis.

Albany State University
Academic Advisement
504 College Drive
Albany, GA  31705
(229) 430-3976

Banner Web
The link to Banner Web can be found on the ASU Rams homepage, www.asurams.edu. Students can access Banner Web for the following:
• View their end-of-semester grades and transcript
• Check on the status of financial aid,
• Obtain network ID, WebCT Vista ID and Password, and e-mail address
• Update student information such as mailing address and contact information
• Register for classes
• Payment of fees

Bookstore
The “Pick, Pay, and Go” book system allows students to order books via e-mail, or fax. Orders can be faxed to (229) 430-1614 or e-mailed to joseph.moore@asurams.edu. On all requests, please include your Visa or MasterCard information (16 digit account number and expiration date) on your request.

Albany State University
Campus Bookstore
504 College Drive
Albany, GA  31705
(229) 430-4746
Financial Aid
The Office of Financial Aid provides needs-based funds as well as information on available scholarships to all students. For needs-based funds, students must complete the Free Application for Federal Student Aid Form (FAFSA) [http://www.fafsa.ed.gov/]

Albany State University
Financial Aid Office
504 College Drive
Albany, GA 31705
Telephone: (229) 430-4650
Fax: (229) 430-3936
E-mail: ifinaid@asurams.edu

Registrar’s Office
The Office of the Registrar can be contacted to obtain an official copy of the student’s transcript and other student forms, provide enrollment verification, or to get help with the acceptance of transfer credits.
On-line access to student forms and other registration information can be found on the ASU web page. [www.asurams.edu]

Albany State University
Office of the Registrar
504 College Drive
Albany, GA 31705
(229) 430-4638
University Policies

I. 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. Since most University students are 18 years of age, or older, the rights of the FERPA heretofore assigned to parents are now transferred to their college students. These rights are:

1. Eligible students have the right to inspect and review all the student’s education records maintained by the institution.
2. Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible student has the right to place a statement in the records commenting on the contested information in the records.
3. Generally, Albany State University must have written permission from the eligible student before releasing any information from a student’s record. However, the law allows schools to disclose records, without consent, to the following parties:
   • School employees who have a need to know
   • Other schools to which a student is transferring
   • Parents when a student over 18 is still dependent
   • Certain government officials in order to carry out lawful functions
   • Appropriate parties in connection with financial aid to a student
   • Organizations doing certain studies for the school
   • Accrediting organizations/agencies
   • Individuals who have obtained court orders or subpoenas
   • Persons who need to know in cases of health and safety emergencies
   • State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.
   • Schools may also disclose, without consent, directory type information such as a student’s name, address and telephone number.
II. Equal Opportunity

Albany State University admits students of any race, color, sex, or national or ethnic origin to all the rights, privileges, and activities generally accorded or made available to all its students. 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. Inquiries concerning compliance with these laws and the regulations thereunder should be directed to the Vice-President for Student Affairs.

III. Required Class Attendance Policies

Class attendance at Albany State University is compulsory. Students' grades are based on daily class participation and performance. Professors will not administer examinations and quizzes to students who have been absent from class for reasons other than official business of the University, sickness, emergencies such as death in the immediate family, jury duty, court summons, etc.

When students are absent for emergency reasons, the number of excused absences permitted should not exceed the number of credit hours awarded for the course except for the most extreme unavoidable emergencies (e.g., death of family members, jury duty, etc.). The instructor will officially certify all excused absences.

Please note that class excuses are no longer issued from the Office of the Vice-President for Student Affairs.

IV. Drug and Alcohol 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.

1. Policy

Albany State University seeks to foster the development of a well-rounded character, scholastic attainment and a sense of personal responsibility. To fulfill this purpose and to protect and promote the health and welfare of its faculty, staff and students, Albany State University is committed to maintaining a drug- and alcohol-free campus.

To this end, Albany State University is committed to providing drug and alcohol education, information and assistance to its faculty, staff and students. It is the policy of Albany State University that the use of illicit drugs or alcohol by faculty, staff or students on campus, or in connection with or affecting any school-related activity, is strictly prohibited. Violations of this policy will result in the imposition of disciplinary sanctions up to and including termination of faculty and staff, and expulsion of students.
2. Standards of Conduct

A. The use, consumption or possession of alcoholic beverages and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs by an faculty member, staff member, student or any other individual on campus, or off campus in connection with or affecting any school-related activity, is strictly prohibited.

B. The term staff includes all non-faculty personnel employed by Albany State University including student employees under college work-study programs and other institutional programs of student employment.

C. The term illicit drugs includes any controlled substances listed in 21 U.S.C., Section 812 and other federal regulations, any controlled substances listed in Schedules I-V in Ala Code Section 20-2-22 through Section 20-2-32, and any legal drugs. Which are not prescribed by a licensed physician.

D. The term school-related activity includes, but is not limited to, any academic, athletic, extra-curricular, social, administrative, work-related or other activity which takes place on the campus of Albany State University or on any premises owned by Albany State University or which takes place off the campus and is sponsored by any Albany State University organization.

E. Any faculty member, staff member, or student violating this policy will be subject to disciplinary procedures, up to and including termination or expulsion, and may be required to participate in a drug and/or alcohol abuse, assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

F. Albany State University does not differentiate between drug users and drug pushers or dealers. Any faculty member, staff member or student who gives or in any way transfers drugs to another person or sells or manufactures drugs on campus or off campus in connection with or affecting any school-related activity, is subject to discipline.

G. In addition to subjecting faculty members, staff members and students to its internal disciplinary procedures, Albany State University may refer those individuals who violate federal, state or local illicit drug and alcohol laws to the appropriate federal, state or local law enforcement agencies for prosecution.

H. RESPONSIBILITY

1. Responsibility for administering this Policy is delegated to each budget unit head.

2. Responsibility for establishing an on-going drug-free awareness program and maintaining the drug-free campus policy is delegated to the Director of Personnel Services, with assistance from the Vice-President for Fiscal Affairs.

3. Responsibility for including provisions of this Policy in the Student Handbook is delegated to the Vice-President for Student Affairs.

4. Responsibility for including provisions of this Policy in the Faculty/Staff Handbook is delegated to the Vice-President for Academic Affairs and Vice-President for Fiscal Affairs.
5. Responsibility for filing this Policy with and obtaining the approval of the Vice-Chancellor of Student Services is delegated to the Vice-President for Student Affairs.

6. Responsibility for maintaining pertinent drug and alcohol education materials in the Library is delegated to the Head Librarian.

7. Responsibility for maintaining an up-to-date list of area drug and alcohol counseling, treatment, and rehabilitation programs is delegated to the Director of Personnel Services.

8. Responsibility for conducting an annual review of the effectiveness of this Policy is delegated to a committee selected by the President.

I. Higher Education Act 1998 (The following provision was contained in the Higher Education Act of 1998: Section 483, subsection 'F') (f) SUSPENSION OF ELIGIBILITY FOR DRUG-RELATED OFFENSES. - (l) Amendment. - Section 484 is amended by adding at the end thereof the following: (r) Suspension of eligibility for drug related offenses. - (1) IN GENERAL - A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table: If convicted of an offense involving:

Table 1: The possession of a controlled substance:

<table>
<thead>
<tr>
<th>Ineligibility Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense - 1 year</td>
</tr>
<tr>
<td>Second Offense - 2 years</td>
</tr>
<tr>
<td>Third Offense - Indefinite</td>
</tr>
</tbody>
</table>

Table 2: The sale of a controlled substance:

<table>
<thead>
<tr>
<th>Ineligibility Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense - 2 years</td>
</tr>
<tr>
<td>Second Offense - Indefinite</td>
</tr>
</tbody>
</table>

REHABILITATION - A student whose eligibility has been suspended under paragraph one (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if (A) the student satisfactorily completes a drug rehabilitation program that (i) complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and (ii) includes two unannounced drug tests; or (B) the conviction is reversed, set aside, or otherwise rendered nugatory. (2) EFFECTIVE DATE - The amendment made by paragraph (1), regarding suspension of eligibility for drug related offenses, shall apply with respect to financial assistance of cover the cost of attendance for periods of enrollment beginning after the date of enactment of this Act. (3) DEFINITIONS - In this subsection, the term 'controlled substance' has the meaning given the term in section 102(6) of the Controlled Substances
V. 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.

A student who believes she/he has been sexually harassed should report the incident(s) to the Director of Human Resources. The Director will advise the student of the procedures to be followed in order to resolve a complaint. In all cases, the offended student will be given the option of resolving the issue informally or formally. The formal resolution of a complaint of a student towards another student will be processed through the values violation procedures as described in this handbook. Student-to-student informal resolution will be referred to and handled by the Vice-President for Student Affairs.

VI. Campus Sexual Assault Information

The Higher Education Amendments of 1992 require that the following information about campus sexual assault be provided to each student through an annual report.

Albany State University’s behavioral expectations for students are based on morals and values. One of the stated values is The Worth of the Individual. The University values the intrinsic worth of every individual within the community. This respect for individuals includes an appreciation of cultural backgrounds, an understanding of different attitudes and opinions, and an awareness of the consequences of one’s actions on the broader community.

Within this context, Albany State University does not condone violations against the worth of an individual. The Worth of the Individual value can be violated by behaviors such as harassment, hazing, sexual misconduct and assault. Sexual misconduct is defined in the Student Handbook as including but not limited to sexual intercourse, adultery, rape, homosexual acts. Assault is defined as an attempt or offer with force or violence to do harm to another person. This includes, but is not limited to, striking, shoving, lashing, slapping or other wise forcefully touching a person or engaging in reckless behavior that causes physical injury to another person. Clearly, the University prohibits sexual assault.

To inform the campus community, students are given a Student Handbook which elaborates behavioral expectations and the values which form the basis for those behaviors. Further, through orientations, residence hall programs, fraternity and sorority programs, staff training and other types of programs students are verbally informed of the values and how they can be violated through rape, acquaintance rape and other sexual misconduct. Whenever a student wishes to file a report of an alleged value violation, including a sex offense, the procedures can be found in the Student Conduct Information and Regulation Section of the handbook.
VII. Value Violation Hearing

In all value violation hearings, both the accused student and the accuser may bring witnesses to the hearing. Both the accused and accuser may question witnesses. Whenever it has been determined, through established procedures, that a sex offense value has been violated, sanctions may range from probation to expulsion from the University. Both the accuser and accused will be informed of the outcome of the value violation hearing.

It is most important that the victim of a sex offense on campus report the incident as quickly as possible after the occurrence to either Albany State University Public Safety or the City of Albany Police Department. Care should be taken not to disturb the incident location so that evidence is not destroyed. The victim should not shower or change clothing until after the report has been filed. Unless there is a life threatening circumstance, medical attention should not be sought until after the initial report is made. Albany State University Public Safety personnel will counsel the student about the options for filing a formal complaint whether on or off the campus, and personnel will assist the student in filing a complaint with off campus authorities.

In addition, the student will be referred to the University Counselor who will provide services for the student and/or share with the student counseling and mental health services in the community for a victim of sexual assault. The University Counselors, located in the second floor of the Reese building, will assist a student in examining options for changing academic and living situations after a sexual assault. The University Counselors are knowledgeable of campus policy, procedures and personnel, and will make a request on behalf of the student.

VIII. COMMUNICABLE DISEASE POLICY

Because of the seriousness of communicable diseases, and to protect the rights of those afflicted and the safety and welfare of others, Albany State University has established a policy for students. Administration of this policy relies upon the initiative of the Vice-President for Student Affairs where students are concerned.

Communicable diseases are those listed as reportable by the State of GA Bureau of Disease Control. The Human Resources Department and the ASU Student Health Center will answer inquiries from students as to which diseases are reportable, and will provide other information concerning these diseases. These departments shall not release to anyone any information concerning a student who is or may be afflicted with a communicable disease, except as required by law.

Students infected with communicable diseases shall not automatically be excluded from initial enrollment or otherwise restricted in their access to the University’s facilities or services unless upon being informed that a student has a communicable disease, the University (its decision coordinated through the Vice-President for Student Affairs) determines that exclusion or restriction is necessary to protect the welfare of the infected student or others. In making this determination, Student Health Service personnel may determine that it is necessary to consult with the student’s primary care physician, or, with the student’s knowledge and consent, other appropriate individuals.
Students who know, or who have reasonable basis for believing, that they are or may be infected by a communicable disease shall immediately report the same to personnel in Student Health Services. This information will be treated confidentially, except as otherwise required by law, and may be used by the University to make accommodations for the student’s medical and educational needs. This policy may be modified or amended by the University as it deems necessary or advisable.

Communicable diseases are those listed as reportable by the State of Georgia Bureau of Disease Control

- Amebiasis
- Anthrax
- Acquired Immune Deficiency Syndrome (AIDS)
- Blastomycetes
- Botulism
- Brucellas
- C. Perfringens
- Campylobacter Infec.
- Cholera
- Dengue
- Diphtheria
- Encephalitis
- Giardiasis
- Gonorrhea
- Granuloma Inguinale
- Hemophilus Influenzae
- Hepatitis A
- Hepatitis B, Acute and Carrier
- Hepatitis, Non-A, Non-B
- Histoplasmosis
- Kawasaki Syndrome
- Lead Elevated Blood Levels
- Legionellosis
- Leprosy
- Leptospirosis
- Listeriosis
- Lyme Disease
- Lymphogranuloma Venereum
- Malaria
- Measles (rubella)
- Meningitis, Pneumococcal
- Meningitis, Viral
- Meningococcal Disease
- Mumps
- Outbreaks of any kind
- Plague
- Polio, Paralytic
- Psittacosis
- Q Fever
- Rabies, Human
- Reye’s Syndrome
- Rocky Mtn. Spotted Fever
- Rubella, Congenital
- Shigellosis
- Staphylococcal Syndrome
- Syphilis
- Tetanus
- Toxic Shock Syndrome
- Trichinosis
- Tuberculosis
- Tularemia
- Typhoid, Acute
- Typhoid, Carrier
- Typhus, Epidemic
- Vibriosis
- Whooping Cough
- Yellow Fever
IX. TRAVEL DISCLAIMER

Many recreational activities and athletic programs involve substantial risks of bodily injury, property damage, and other dangers associated with participation in such activities. Dangers related to such activities include but are not limited to: hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, heart attack, and heat exhaustion. Each participant in such activities should realize that there are risks, hazards, and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the sole responsibility of each participant to participate only in those activities for which he/she has the prerequisite skills, qualifications, preparations, and training. Albany State University does not warrant or guarantee in any respect the competency or mental or physical condition of any trip leader, vehicle driver, or individual participant in any athletic or recreational activity. All participants in voluntary recreational activities and athletic programs will be required to sign the Release, Waiver of Liability and Covenant Not To Sue Form.
**Student Grievance Procedures**

I. Name
The Grievance Committee at Albany State University shall be known as the Student Review Board.

II. Purpose
The Student Review Board is established to provide a means to hear the complaints of students who have exhausted normal channels of appeal but who have not received satisfaction in the resolution of a grievance. Normal channels shall be construed to mean an appeal to the Vice-President for Student Affairs to resolve satisfactorily the grievance.

III. Jurisdiction
A. Grievance Complaints
   The Student Review Board may consider the grievance of any student which is supported by affidavit of the grievant or other credible evidence and timely filed.
B. Grievances Referred
   The Student Review Board shall consider any grievance referred to the Student Review Board for hearing by the Vice-President for Student Affairs.
C. Exclusions
   The Student Review Board may not consider grievances where the allegation of sexual harassment is not supported by affidavit.

IV. Initiation of Grievance
A. Request for Hearing
   1. The actions complained of, including the pertinent facts of the complaint, the date, time and place of the occurrence, the standard of conduct believed to have been violated. The complaint shall be verified and (sworn to) by the grievant.
   2. The names of possible witnesses, if any, and a description of the evidence which may tend to support the complaint.
B. Determination of Jurisdiction
   The Chairman of the Student Review Board, within three (3) days from the filing of the application for hearing by the grievant, will instruct the parties as to the procedures to be followed in the hearing. The Chairman will within ten (10) days following receipt of a grievance conduct a hearing and make a written recommendation to the President.
V. Student Review Board (Honor Court)

A. Selection of Chairman
   The Chairman shall be, as other chairmen are, appointed by the President.

B. Review Panel
   The Review Panel shall consist of five (5) members; three (3) student and two (2) faculty and/or staff members. The students shall be recommended by the Student Government Association and appointed by the President. The faculty and/or staff members shall be appointed by the President.

C. Eligibility for Service
   All students currently enrolled are eligible to serve on the Review Panel.

D. Excusing Panel Members
   Members of the Student Review Board may be excused by the Chairman if he/she determines that: (1) there is a bona fide conflict of interest between the board member(s) and either of the parties of the grievance; (2) the potential board member is ill; or (3) service on the Student Review Board should be excused for good cause shown.

E. Notice of Hearing
   After the Student Review Board has been selected, written notice of the date and time set for the hearing shall be hand-delivered or mailed to the parties, and to the members of the Student Review Board, by the Chairman, no less than three (3) nor more than ten (10) working days in advance of the date set for the hearing.

VI. Duties of the Chairman

The Chairman of each Student Review Board shall vote only in case of a tie. He/she shall be responsible for the conduct of the hearing and the interpretation and implementation of these grievance procedures. His/her duties shall include, but not be limited to, the following:

1. Assuring that all parties are familiar with the grievance procedures.
2. Distributing the complaint (grievance) to the opposite party and members of the Student Review Board; setting a date for the hearing after conferring with the Board members.
3. Convening the hearing after written notice (at least three (3) but no more than ten (10) working days in advance of the hearing) to the members of the Student Review Board and the parties conducting and presiding over the hearing; ruling on motions of the parties and assisting the Student Review Board during its deliberations.
4. Assuring that a tape recording or transcript of the hearing is made and retained for use in the event an appeal is filed.
5. Forwarding a copy of the written Findings of the Student Review Board to the President, Vice-President for Student Affairs and the grievant within ten (10) working days after the hearing.
VII. Hearing Procedure
In all instances where a hearing is conducted, the following procedure shall apply:

1. The hearing before the Student Review Board will be conducted in private; however, the parties may select one (1) person to attend as an observer.

2. Attorneys are not authorized to participate in grievance hearings; however, the grievant may select an advisor, other than an attorney, from the University to assist him/her at the hearing.

3. A tape recording, transcript or written summary of the proceedings shall be kept and made available to the parties concerned at reasonable cost.

4. The parties shall be afforded a reasonable opportunity to obtain and present witnesses and relevant documents or other evidence concerning the subject matter of the complaint.

5. The parties shall have the right to cross-examine witnesses against them. Should a witness be unable to appear because of illness or other cause acceptable to the Chairman, the sworn statement (affidavit) of the witness may be introduced into the record.

6. An oath or affirmation shall be administered to all witnesses by the Chairman.

7. The Student Review Board will not be bound by strict rules of legal evidence. It may receive any evidence deemed by the Chairman to be of probative value in determining the issues involved. Every possible effort shall be made to obtain the most reliable evidence available. All questions as to the admissibility of evidence or other procedural matters shall be decided by the Chairman.

8. The Student Review Board shall make no decisions on the merits but shall state its findings which shall be based on the evidence introduced at the hearing. The Chairman will report the Findings to the grievant, President and Vice-President for Student Affairs.

9. Public statements and publicity about the complaint shall be avoided and the confidentiality of the hearing shall be preserved.

VIII. Action by the President
In making his/her decision, the President will not be bound by the Findings of the Student Review Board. The President should, within ten (10) working days after receipt of such written notification of the Findings of the Student Review Board, advise the grievant, Vice-President for Student Affairs and other parties concerned in writing of his/her decision. The student should also be advised by the President in writing of his/her right to apply to the Board of Regents for review of the President’s final decision. Appeals to the Board of Regents shall be filed within seven (7) working days after a final decision by the President.

IX. Retaliatory Action
A grievant shall not be harassed, intimidated, or otherwise penalized for utilization of the grievance procedures.
Regents’ Statement on Disruptive Behavior

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System. The rights, responsibilities and prohibitions contained in this Statement are incorporated as a part of these regulations.

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, decision, peaceful and non-disruptive 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 the institutional structures through which it operates.

In recent years a new and serious problem has appeared on many college 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 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 even 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 it full flowering on college and university campuses, is an essential part of American democracy, comparable to 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 obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or 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.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have 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 Universities 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. (Minutes, 1968-69, pp. 166-169).

Student Conduct Information and Regulations

Student Conduct Code

Values Violation Process

The purpose of the values violation process is to give fundamental fairness to a student who has possibly violated Albany State University's behavior value. Fundamental fairness means that a student is given an opportunity to present what took place at an event/activity and question the evidence which led to a belief that a value violation occurred. The opportunity is given to the student before a decision is made about the violation and a sanction imposed.

Any student, faculty, staff, parent or guest must present a written report of the facts regarding the alleged violation before the value violation process can formally begin. Written reports are referred to the Vice-President for Student Affairs. When the Vice-President for Student Affairs believes there is substantial evidence to support the alleged violation, he arranges a meeting with the student.

The student will receive written notification of the alleged violation along with written evidence that supports the value violation. If the student admits a violation of the value, the student will meet with the Disciplinary Committee to receive a sanction, guidance and counseling. If the student indicates that a value has not been violated, the Vice-President for Student Affairs has the option of choosing to conduct an informal hearing or referring the incident to the Disciplinary Committee for a more formal hearing. Minimum sanctions for most value violations have been established. A student may appeal a decision and sanction of the Assistant Vice-President for Student Affairs/Judicial Officer or the Disciplinary Committee. The only exception is if a student has admitted guilt and a minimum, sanction has been assessed. The reason(s) a student may appeal a decision is (are): (1) procedures were not followed; (2) evidence did not justify the results; (3) sanction was not consistent with the nature of the violation.
Code of Values

Statement of Values Preamble
We, as the Albany State University community, affirm the value of a peaceful and purposeful community, founded on the moral and ethical integrity of students, staff and faculty. We commit ourselves to the spiritual values on which Albany State University was founded. We expect that our commitment to mutual responsibility and spirit of cooperation will create a community that is orderly, caring and just. The purpose of this statement is to affirm those basic principles that underlie the rights and responsibilities of the university community.

I. Respect for the Worth of the Individual
We value the intrinsic worth of every individual in the community. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. Those values can be violated by behaviors such as harassment, hazing, sexual misconduct and assault.

II. Respect for Self-Discipline
We value personal responsibility and recognize the individual’s needs for physical, intellectual, spiritual, social and emotional wholeness. We value the full development of every student in terms of a confident and constructive self-image, of a commitment to self-discipline, and of a responsible self-expression. Gambling; disorderly conduct; possessing, consuming or distributing alcohol; intoxication; and possessing, using and distributing illegal drugs are examples of behaviors which violate the value of self-discipline.

III. Respect for Academic Integrity
We value a campus community that encourages personal growth and academic development in an atmosphere of positive influence. We affirm the necessity of academic standards of conduct that allow students, staff and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. These values can be violated by academic dishonesty and fraud.

IV. Respect for Property and the Environment
We value the rights and privileges of owning and using property, both personal and University, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property, we recognize the accountability of our actions to the future of the Albany State University community. Stealing and being in the possession of stolen or lost property, vandalism, setting a fire and arson, tampering with fire and safety equipment, possessing firearms or weapons on campus, possessing or using fireworks on campus and unauthorized entry are examples of behaviors which violate this value.
V. Respect for Community Authority
We value our privileges and responsibilities as members of the University student community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including university, municipal, state or federal laws. These values are violated by: aiding, abetting or conspiring to engage in value violations; violating residence hall guidelines; reckless behavior; lewd and indecent conduct; insubordination; unauthorized and/or unruly demonstrations; driving while impaired; habitually offending motor vehicle rules and regulations; creating a nuisance by talking, yelling, singing, playing a musical instrument, electronic device, etc., loudly enough to disturb members of the university community; and committing a city, state or federal crime.

Values Violations and Minimum Sanctions
Inappropriate behavior refers to personal or group behavior on or off campus which violates values that guide and govern behavior. have been presented on page 55. Please refer to that page for a more complete definition of the values. The following are examples of inappropriate behavior. This listing is not inclusive but is intended to give a student an idea of the types of behavior that may result in sanctions. The sanction listed below is the minimum that will be imposed if the student is guilty of a value violation. Additional sanctions will be imposed when circumstances warrant as determined by the university disciplinary office or a hearing body.

I. VALUE WORTH OF THE INDIVIDUAL
Violations
1. Harassment
   a. Definition: Verbal or physical abuse or threats directed toward any student, faculty, staff, or guest of the University. Examples include but are not limited to: abuse because of one’s race, sex, religion, nationality or mental/physical condition.
   b. Minimum Sanction: Probation
2. Hazing
   a. Definition: The use of physical violence or any activity calculated to impose embarrassment, harassment, physical, emotional, or mental strain, or any activity which would in any way jeopardize the physical, moral, or scholastic well being of any individual; mentally antagonizing a student, guest or employee or placing him/her under threat of physical harm.
   b. Minimum Sanction:
      (1) By an individual or individuals - Probation, $100 fine each and loss of privilege to participate in campus sponsored activities.
      (2) By an Organization - Probation, $500 fine and loss of privilege to be a campus sponsored organization.
3. Sexual Misconduct
   a. Definition: Including, but not limited to, the following: sexual intercourse, adultery, rape and homosexual acts.
4. Assault
   a. Definition: Assault is an attempt or offer with force or violence to do harm to another person. This includes, but is not limited to: striking, shoving, kicking, slapping, or otherwise forcefully touching a person or engaging in reckless behavior that causing physical injury to another person.
   b. Minimum Sanctions:
      Probation or suspension.
II. VALUE: SELF-DISCIPLINE

Violations:

1. Lewd and Indecent Conduct
   a. Definition: Including, but not limited to, the following: lewd, indecent, profane and vulgar language, writing, expression or behavior (to include dress); Peeping Toms; indecent exposure and use of pornographic materials.
   b. Minimum Sanction: Reprimand

2. Gambling
   a. Definition: To play a game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays.
   b. Minimum Sanction: Reprimand

3. Disorderly Conduct
   a. Definition: Conduct which is offensive or annoying to others or is disruptive of the rights of others. This includes, but is not limited to: excessive noise such as loud talk, shouting, loud stereo or television sets, horseplay, practical jokes, and general annoyances.
   b. Minimum Sanction: Reprimand

4. Possessing, Consuming or Distributing Alcoholic Beverages
   a. Definition: Possessing, consuming, or distributing alcoholic beverages is prohibited on the campus and at any activity off campus which is sponsored by any organization, department or group or by any individual in the name of any University organization, department, or group.
   b. Minimum Sanction: Probation, Fine of $75, and attend alcohol education program(s).

5. Distributing Alcoholic Beverages to an Underage Person
   a. Definition:
      1. By an individual - Any person providing or distributing alcoholic beverages to any individual below the age of 21 years.
      2. By an organization - Any organization providing or distributing alcoholic beverages to any individual below the age of 21 years.
   b. Minimum Sanction:
      1. By an individual - University suspension
      2. By an organization - University suspension of organizational status.

6. Intoxication
   a. Definition: A person who, having consumed alcoholic beverages, experiences a loss of the normal use of his/her mental and/or physical faculties. This includes, but is not limited to: slurred speech, loss of motor coordination, aggression, loss of memory, or abusive behavior.
   b. Minimum Sanction: Probation, $75 fine, and attend alcohol education program(s).

7. Possession Of or Using Illegal Drugs
   a. Definition: Possession and/or use of controlled substances including but not limited to: amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, anabolic steroids or other intoxicants and drug paraphernalia.
   b. Minimum Sanction: University suspension

8. Distributing Illegal Drugs
   a. Definition: Providing or distributing illegal drugs to any individual.
   b. Minimum Sanction: Expulsion
IV. VALUE: RESPECT FOR PROPERTY AND THE ENVIRONMENT

Violations:

1. Theft: Stealing and Possession of Stolen or Lost Property
   a. Definition: The unauthorized taking or keeping in his/her possession items of University property, items rented, leased or placed on the campus at the institution, or items belonging to students, faculty, staff, or guests of the University.
   b. Minimum Sanction: Probation, fine of $50, and restitution.

2. Vandalism
   a. Definition: Destroying, defacing, damaging of University property or property belonging to students, faculty, staff, or guests of the University including, but not limited to, tampering with, misusing or abusing computer equipment, programs, and/or data.

3. Setting a Fire and Arson
   a. Definition:
      (1) Fire Setting: Deliberately lighting a fire without authorization.
      (2) Fire setting in an occupied building.
      (3) Arson: Those fires set with the intention of destroying property.
   b. Minimum Sanction:
      (1) Fire Setting - Probation and restitution
      (2) Fire setting in an occupied building - University suspension.
      (3) Arson - Expulsion

4. Tampering with Fire and Safety Equipment
   a. Definition: Tampering with or removing fire alarms, fire extinguishers, exit signs or other safety equipment and giving false alarms.
   b. Minimum Sanction: Probation and $100 fine

5. Possessing Firearms or Weapons on Campus
   a. Definition: The possession, whether openly or concealed, of any weapon including, but not limited to, firearms, explosives, BB guns, throwing stars, knives with blades of more than four inches, and any other weapon of any kind or an imitation that could be used to cause fear in another person.
   b. Minimum Sanction: Probation and $50 fine

6. Possessing or Using Fireworks on Campus
   a. Definition: Possession or use of fireworks on campus.
   b. Minimum Sanction:
      (1) First Offense - Reprimand
      (2) Second Offense - Probation and a fine of $50.

7. Unauthorized Entry or Use of University Facilities
   a. Definition:
      (1) Entering into any University building, offices or facility without authorization.
      (2) Remaining, without authorization, in any building, office or facility after normal closing hours.
      (3) Making unauthorized use of any University facility.
   b. Minimum Sanction: Reprimand
V. VALUE: RESPECT FOR COMMUNITY AUTHORITY

Violations:

1. Aiding, Abetting, or Conspiring
   a. Definition: Aiding, abetting, or conspiring with another person to become involved in inappropriate behavior.
   b. Minimum Sanction: Corresponds to the sanction given for the inappropriate behavior.

2. Violating Residence Hall Visitation Guidelines
   a. Definition: Being in other than public areas of residence halls in the company of a member of the opposite sex, or in a residence hall assigned to members of the opposite sex without specific permission or when visitation privileges are not in effect.
   b. Minimum Sanction: Probation and a fine of $50.

3. Reckless Behavior
   a. Definition: Any behavior which creates risk of danger to others or the University community including, but not limited to, propping exterior doors open in residence halls, throwing objects from windows or balconies, and disclosing or giving residence hall door access to unauthorized persons.
   b. Minimum Sanction: Probation and fine of $50.

4. Insubordination
   a. Definition: Direct disobedience of a lawful order of a University official including, but not limited to, failure to evacuate a building during a fire alarm, refusing to present an ID upon request, failure to appear when summoned for an official conference, failure to show respect for University faculty, staff, guests and vendors. This includes, but is not limited to, verbal offensiveness and obscene gestures.
   b. Minimum Sanction: Reprimand

5. Demonstrations
   a. Definition: Participation in unauthorized assemblies/demonstrations and behaving in such a manner which appears calculated to incite a riot; interfering with rights of other students, faculty and staff to engage in scheduled activities; engaging in or sponsoring any activity contrary to the best interest of Albany State University.
   b. Minimum Sanction: Probation.

6. Driving While Impaired
   a. Definition: Operating a motor vehicle on campus while under the influence of alcohol or other drugs. (See II. 6).
   b. Minimum Sanction: Probation
7. Creating a Nuisance with Noise  
   a. Definition: Talking, yelling, singing, playing a musical instrument, electronic device, and the like loudly enough to disturb members of the University community.  
   b. Minimum Sanction: Reprimand

8. Committing a City, State or Federal Crime  
   a. Definition: All students are required to abide by the laws of the local, state, national and international governments and are subject to judicial action by the University for violation of any of the laws thereof. Formal charges, complaints or indictments by government entities are not prerequisite charges under this section.  
   b. Minimum Sanction: Corresponds to the degree of seriousness of the law violated.

9. Repeat Violations  
   a. Definition: Repeated violations of published rules or regulations of the University, which cumulatively indicate an unwillingness or inability to conform to the standards of the University for student life are prohibited.  
   b. Minimum Sanction:  
      Suspension for no less than one semester.
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