



Albany State University Student Handbook 2024 – 2025

**Albany State University
Student Handbook
2024 - 2025**

This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Regents or the University System of Georgia. In case of any divergence from or conflict with the Bylaws or Policies of the Board of Regents, the official Bylaws and Policies of the Board of Regents shall prevail. This handbook is not a contract. It is for informational purposes only and provides no rights to the reader. Be sure to check the Albany State University website for the latest policies and updates.

**Albany State University
Student Handbook
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GREETINGS FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

Greetings RAMily,

I hope this message finds you in good health and high spirits as you embark on your journey as a student at Albany State University. On behalf of the University, I extend a warm welcome to each of you.

As you step into this exciting phase of your academic and personal growth, it is essential that you familiarize yourself with the resources, policies, and guidelines that will shape your campus life experience. To assist you in this effort, we have prepared a Student Handbook, which serves as your go-to guide throughout your time at Albany State University.

The purpose of the Student Handbook is to provide you with important information about our institution and the expectations we have for our students. It covers a wide range of topics, including academic policies, student resources, student affairs policies, code of conduct, registered student organizations, and much more. The Student Handbook acts as a compass, guiding you through the various aspects of campus life and helping you navigate any challenges that may arise.

Here are a few key reasons why the Student Handbook is an invaluable resource:

1. **Academic Guidance:** The handbook provide access to academic information, such as the undergraduate and graduate catalogs, the academic calendar, and academic support services. It ensures that you understand the academic standards and requirements to succeed in your studies.
2. **Code of Conduct:** The Student Handbook provides you with a clear understanding of the expected behavior and ethical standards as a member of our community. It helps foster a safe, respectful, and inclusive environment for everyone.

3. **Campus Resources:** It highlights the various campus facilities, such as libraries, computer labs, sports facilities, health and counseling services, and more. These resources are designed to support your personal and academic well-being.
4. **Registered Student Organizations and Activities:** The handbook showcases the diverse range of registered student organizations, and co-curricular activities available on campus. Engaging in these activities not only enhances your campus life experience but also helps you develop essential life skills.

The Student Handbook is not meant to be a rigid set of rules, but rather a tool for understanding and engagement. It is a living document, subject to updates and revisions based on the evolving needs and feedback of our student community.

I encourage you to read the Student Handbook thoroughly and keep it as a reference throughout your academic journey. By familiarizing yourself with its contents, you will be well-equipped to make informed decisions, access resources, and contribute positively to our vibrant campus community.

Once again, I extend my heartfelt welcome to all our new and returning students. Your presence enriches our institution, and we are excited to accompany you on this transformative educational experience. Feel free to reach out to our dedicated faculty or staff if you have any questions or need further assistance.

Wishing you a successful academic year ahead!

Sincerely,

Terry Lindsay

Dr. Terry Lindsay
Vice President for Student Affairs

ALBANY STATE UNIVERSITY MISSION AND VISION STATEMENTS

Mission Statement

Albany State University, a proud member institution of the University System of Georgia, elevates its community and region by offering a broad array of graduate, baccalaureate, associate, and certificate programs at its main campuses in Albany as well as at strategically-placed branch sites and online. Committed to excellence in teaching and learning, the University prepares students to be effective contributors to a globally diverse society, where knowledge and technology create opportunities for personal and professional success. ASU respects and builds on the historical roots of its institutional predecessors with its commitment to access and a strong liberal arts heritage that respects diversity in all its forms and gives all students the foundation they need to succeed. Through creative scholarship, research, and public service, the University's faculty, staff, students, and administrators form strategic alliances internally and externally to promote community and economic development, resulting in an improved quality of life for the citizens of southwest Georgia and beyond.

Vision Statement

Albany State University will be a world-class comprehensive university and a powerful catalyst for the economic growth and development of Southwest Georgia. ASU will be recognized for its innovative and creative delivery of excellent educational programs, broad-based community engagement and public service, and creative scholarship and applied research, all of which enrich the lives of the diverse constituencies served by the University.

NOTICE OF NON-DISCRIMINATION

Albany State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, veteran status, physical or mental disability, religion, or age in its programs or activities.

Non-discrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) and the corresponding implementation regulations (34 C.F.R. Part 106). Title IX specifically states that:

*“No person in the United States shall on the basis of sex be excluded from participation in, denied the benefits of or be subjected to discrimination under any education program or activity receiving **Federal financial assistance.**”*

This policy prohibits sexual misconduct of both a sexual and non-sexual nature committed by or against any member of the University community regardless of their gender related status.

If you have questions about Title IX or believe that you or another member of the University community have been discriminated against on the basis of sex. Please direct your inquiries to the Title IX office by [visiting ASU Title IX](#). You may also email the Equity & Compliance Director/Title IX Coordinator at TitleIX@asurams.edu or call (229) 500-3304. Inquiries may also be directed to: [Title IX](#).

United States Department of Education/Atlanta Office of Civil Rights
61 Forsyth St. S.W. Suite 19T10
Atlanta, Georgia 30303-8927
Telephone: (404) 974-9406
Email: ocr.atlanta@ed.gov

ACCREDITATION

Albany State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and specialist degrees at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Albany State University.

The purpose for publishing the Commission's access and contact numbers is to enable interested constituents (1) to ask questions about the accreditation process, (2) to learn about the accreditation of ASU, and (3) to file a complaint against ASU for alleged non-compliance with a SACSCOC standard or requirement.

Questions related to ASU admissions, financial aid, educational programs, catalogs, publications, or websites as well as the policies and practices of ASU should be directed to the university and not to the Commission on Colleges. For more information, please visit [ASU Accreditation](#).

ACADEMIC CALENDAR

The academic calendar provides important dates and deadlines for all academic activities and events throughout the academic year. To access the academic calendar, please see [Academic Calendar](#).

CAMPUS MAPS

Visit our campus maps online:

[East Campus Map](#)

[West Campus](#)

SECTION I: STUDENT RESOURCES

This section provides a wide range of information to support students throughout their academic journey. It provides important information and resources to support their academic, personal, and professional growth. For more information, please see [Resources](#).

ACADEMIC ADVISING AND RETNETION CENTER

The Academic Advisement and Retention Center (AARC) supports students in their progress toward graduation. With a focus on transitioning students, AARC Success Coaches are the first point of contact for students with less than 60 earned hours. The Success Coaches work with students to:

- develop plans of study with clear pathways to achieve academic goals
- facilitate connections with faculty and academic support services
- facilitate connections with university resources including disability services/counseling, career services, and student affairs' organizations
- provide workshops and individual and group training sessions covering a range of topics to ensure a successful academic and social transition to university life

Students will be assigned an advisor upon admission to the university. All students must meet with either their success coach, distance learning support specialist, or faculty advisor each term before registration.

For more information, please see [AARC](#).

East Campus
Billy C. Black Building
RM 291
Phone: 229-500-2002
Email: academicadvising@asurams.edu

West Campus
Student Center
C-103
Phone: 229-500-2002
Email: academicadvising@asurams.edu

ALBANY STATE UNIVERSITY POLICE DEPARTMENT (ASU PD)

The ASU Police Department is dedicated and committed to serve excellence while keeping the community safe on and around the campuses of Albany State University. ASUPD is staffed with police officers, security officers, and dispatchers every day of the week, 24 hours a day.

ASU Police Department provides quality service focused on Community Oriented Policing. We provide excellence through professionalism, service, accountability and integrity. ASUPD offers many services to ensure and promote safety and security. ASUPD works collaborative across all departments within the university, and the community in ensuring that Albany State University continues to be one of the safest campuses in the University System of Georgia.

Programs and trainings include New Student Orientation, Drug/Alcohol Abuse and Prevention Training, Self Defense, Active Shooter, Student/Resident Safety Discussions, Men/Women Empowerment Sessions, and Sexual Assault and Awareness Trainings. These and other ongoing prevention and awareness campaigns are offered throughout the year. Please contact ASUPD us at 229-430-4711.

For more information, please see [ASUPD](#).

East Campus
504 College Dr.
Albany, GA. 31705

West Campus
2400 Gillionville Rd.
Albany, GA. 31707

Phone: 229-430-4711

Fax: 229-500-4922

Email: asupd2@asurams.edu

AUXILIARY SERVICES (BOOKINGS, DINING SERVICES, PARKING SERVICES AND RAM RUSH)

The auxiliary services department is comprised of multiples units that provide services to the students, faculty and staff of ASU. Units included but not limited to are the bookstore, dining operations to include meal plans, snack and beverage vending services, student transportation-Ram Rush, parking services and facility scheduling for both internal and external events. The individual units are self-supported and do not receive any federal, state or local funding. The auxiliary unit is committed to serving through a student oriented and customer service centered environment the students, faculty and staff in a friendly and professional manner.

Dining Hall Cafe is located in the Student Center on both the East and West Campus.

Retail locations on East Campus include Chick-Fil-A, Pizza Hut, Golden Espresso, and Bookstore.

For more information on Auxiliary Services, please see [Auxiliary Services](#).

For more information on the Bookstore, please see [Bookstore](#).

For more information on Dining Services, please see [Dining Services](#).

For more information on Parking Services, please see [Parking Services](#).

Auxiliary Services Main Office

West Campus

Student Center

Phone: 229-500-2886

Fax: 229-500-4892

Dining Services Main Office

East Campus Dining Hall

Student Center

Phone: 229-500-2016

CAREER SERVICES

The Office of Career Services offers a range of services to students, designed to enhance students' knowledge, understanding, and skills in presenting themselves professionally in various professional settings, including the employment community. Our goal is to help students achieve their career aspirations.

We are dedicated to fostering ongoing relationships with employers and community stakeholders in both the public and private sectors, including for-profit and non-profit organizations. This allows us to showcase the potential of our students and alumni, helping them realize their career goals in their chosen fields.

Additionally, we collect data on student placements in service learning activities, paid internships, employment, and continuing education. We also gather feedback from the employment community regarding hiring trends, performance, and future steps.

The Office of Career Services provides a variety of assessments that help students understand their strengths, attributes, interests, and preferences in relation to the professional work environment. Our staff is professionally certified to administer and interpret these assessments, which cover areas such as career interests, personality, vocational/occupational interests, and interpersonal skills. We also offer career and life coaching, along with tools and techniques to support students in making successful career decisions.

To facilitate student access to job opportunities, we have a campus career platform called Golden RamLink. This platform connects employers with our student population, providing real-time information on job openings and opportunities. Whether students are on-campus or off-site, they can use Golden RamLink as a one-stop location to apply for positions using their stored resumes. Additionally, students can register for office-sponsored events and receive individual notices for opportunities specific to their majors and classification.

Our office website offers a wide range of resources and information related to employment and graduate school. These services and systems are accessible both in-person and online for the convenience of our student population.

For more detailed information, please visit [Career Services](#).

Location:

East Campus

Billy C. Black Building

Suite 382

Phone: 229-500-2009

Email: careerservices@asurams.edu

COMPASS

COMPASS program is designed to assist students with extenuating circumstances navigating the college experience. We serve students who are or have experienced food insecurities, foster care, homelessness and other life altering issues. One of our goals is to provide resources to help our students identify and change obstacles by motivating positive accountability for student success.

For more information, please see [COMPASS](#).

West Campus
Building C-222
Phone: 229-500-2973
Fax: 229-500-4947
Email: compass@asurams.edu

COUNSELING AND STUDENT ACCESSIBILITY SERVICES

Counseling and Student Accessibility Services offers several options for counseling including individual, couple, family, and group therapy. We can assist you if you are experiencing academic difficulties, anxiety, depression, family and relationship issues, emotional, identity issues, physical, and/or sexual abuse, stress, substance use/abuse, or any other concerns. Additionally, through Accessibility services, our goal is to promote an accessible academic, social, and physical environment for students with disabilities.

For more information, please see [Counseling and Student Accessibility Services](#).

East Campus
Billy C. Black Building
Room 170
Phone: 229-500-2013
Fax: 229-500-4933
Email: counselingservices@asurams.edu
Email: disabilityservices@asurams.edu

EMERGENCY MANAGEMENT

The mission of the Office of Emergency Management (OEM) is to protect the university community by coordinating and integrating activities necessary to build, sustain and improve the capability to mitigate against, prepare for, respond to and recover from threatened or actual natural disasters, acts of terrorism or other man-made disasters.

For more information, please see [Emergency Management](#).

West Campus

Building F

Room #103

Phone: 229-500-3076

Email: gregory.elder@asurams.edu

FINANCIAL AID

The Albany State University Office of Financial Aid will provide financial assistance to students and parents for the purpose of financing their education. The Office of Financial Aid will serve its customers (actual and potential) by providing proper customer service, adequate consumer information and also by providing adequate financial aid packages to meet their financial needs based on their individual eligibility to meet their cost of attendance (direct and indirect).

The Office of Financial Aid consists of five Financial Aid Counselors, a Direct Loan Coordinator, Student Employment Coordinator, Verification and Reconciliation Coordinators and the Director of Financial Aid.

For more information, please see [Financial Aid](#).

For information on the 2021/2022 Satisfactory Academic Progress (SAP) Policy, please see [SAP](#).

West Campus

Building C

Rams Central

Phone: 229-500-4358

Email: ifinaid@asurams.edu

FITNESS CENTERS

The East Campus Fitness Center offers students a Cardio Section, Machine Weight Section, 5-Station Cable Cross Station, and a Dumbbell Section.

The West Campus Fitness Center offers a Cardio Deck, Machine Weight Section, Plate Loaded Section, and a Free Weight Section.

For more information, please see [Fitness Centers](#).

East Campus
HYPER Building
Room #114
Phone: 229-500-2226
Email: kenneth.kirsch@asurams

West Campus
Building E
Room #105
Phone: 229-500-2226
Email: kenneth.kirsch@asurams

GREEK LIFE

ASU's fraternities and sororities are chapters within a diverse set of national organizations that allow students to find a home away from home during their time at Albany State University. These organizations place a strong emphasis on the principles of brotherhood/sisterhood, scholarship, service, philanthropy, leadership development, and campus involvement. Greek organization at Albany State University fall under one of two councils: The Council of Independent Organizations (CIO) and the National Pan-Hellenic Council (NPHC). Currently, our fraternity and sorority members have incredibly high levels of involvement on the ASU campus and the greater Albany community.

For more information, please see [Greek Life and Diversity Engagement](#).

Ms. Shalya Taylor
shayla.taylor@asurams.edu
East Campus
Old President's House
Albany, GA 31705
Phone: 229-500-3531

RESIDENCE LIFE AND HOUSING

Housing and Residence Life provides an affordable, comfortable, and secure living environment that fosters academic success, personal development, and community engagement. The Office of Housing and Residence Life along with the Division of Student Affairs are mission driven to enrich the Golden Ram Experience within our residential halls. We strive to be a unit that is student focused, people centered and committed to modeling the GOLDEN STANDARD for all residential students.

For more information, please see [Housing and Residence Life](#).

East Campus

Hall 3

Central Office

Phone: 229-500-2025

Email: asuhousing@asurams.edu

INFORMATION TECHNOLOGY SERVICES

The Division of Information Technology Services (ITS) is comprised of five key departments whose mission is to serve and promote Albany State University in achieving its mission and assist our diverse student body in attaining academic and professional success. Listed below and on the Student Resources website are some of the more common services ITS provides to our students while attending classes at Albany State University. Information [Technology Services](#).

ITS Helpdesk

The ITS Help Desk provides remote support via Webex when necessary or in-person required on the East campus in the James Pendergrast Memorial Library (JPL), during business hours.

On-Campus Computer Labs

ITS provides a 24/7 lab in the James Pendergrast Memorial Library (JPL), room 108 on East Campus, ITS also provides students access to 13 other on-campus computer labs across the ASU campuses during University instructional hours.

VDI (Virtual Computing)

For those students who are out of town or away from campus. ITS provides a 24x7x365 online virtual computer running the latest Windows operating system and software that is available in most on campus computer labs including resources such as SPSS, Rstudio and Lockdown browser. Students may connect to the virtual computer from their tablets, smartphones or even older computers and access the same computing environment that are available within on-campus labs.

Microsoft Office Download

For students who have their own desktop or laptop computers Microsoft Office 2019 is available to download for free on up to 5 devices. Students have access to Office 365 Education, which includes Word, Excel, PowerPoint, OneNote, and Microsoft Teams. Students can download Microsoft Office on up to 5 devices.

ITS (continued)

Student Laptop Loaner Program

Students who either do not currently have a computer available to them or are experiencing technical issues may checkout one of the many laptops, tablets or similar devices through the newly revamped ITS Loaner program, ITS will loan an individual a piece of equipment (laptop, etc.) for their use on a temporary basis.

Pharos Mobile Printing

ITS provides students the ability to submit print jobs from their ASU email account or upload a document to the ASU Print Center from their personal computer while off-campus and retrieve the document when they arrive on campus from one of the many ITS supported network printers.

Wireless Network Access

ITS provides the ASU-SECURE wireless network throughout the East, West and Cordele campuses using your ASU student credentials.

Wireless Guest Access

Students' guests may now use the secured ASU-VISITOR network while on campus. The guest network is restricted to ensure students continue to have faster Internet access (via ASU-SECURE); however, the guest network speed is faster than typical cellular speeds.

Wireless Network Access beyond ASU

ASU ITS has partnered with all other USG institutions and many institutions throughout North and South America, Europe, Asia and parts of Africa to provide ASU students wireless network access through EDURoam. On any USG campus or other participating campus that offers eduroam an ASU student may use their ASU username and password to connect to the eduroam wireless network and access Internet resources.

You are encouraged to contact ITS for additional information on these or other services needed. For more information, please see [Information Technology Services](#).

East Campus
James Pendergrast Memorial Library
Room JPL 120

West Campus
Technology Building (Building A)
Room A139

Phone: 229-500-HELP (4357)
Email: helpdesk@asurams.edu

INSTITUTIONAL ADVANCEMENT

The Albany State University Division of Institutional Advancement promotes, supports, and encourages the University's academic mission, vision, and strategic and philanthropic goals. In addition, it nurtures life-long connectedness, fosters relationships with alumni, parents and community members, and public visibility. Through the Pre-Alumni Council, the Division of Institutional Advancement ensures an ongoing connection with Albany State University. The Division of Institutional Advancement engages alumni and the community to enhance the economic, social and cultural contributions of ASU. Through the ASU Foundation, the Division of Institutional Advancement provides resources, services and financial support to students by way of scholarships and grants, as well as academic and social program enrichment. Financial contributions from alumni, faculty, staff and external sources to the ASU Foundation support these efforts.

For more information, please see [Institutional Advancement](#).

West Campus

Tilley Administration Building (K Building), Suite 331

2400 Gillionville Rd.

Phone: 229-500-3289

INTERNATIONAL EDUCATION

The Office of International Education (OIE) fosters Albany State University's commitment to academic excellence and student success by facilitating curriculum and co-curricular international and intercultural activities across campus as well as collaborate with departments to promote teaching and learning that prepare students to be successful and effective contributors to a globally diverse society. The Office also collaborates with Office of Enrollment Management to admit and retain international students, aware that this group of students are a great resource for internationalizing the campus through planned curricular and co-curricular activities.

For more information, please see [International Education](#).

East Campus

Billy C. Black Building

RM 284

Phone: 229-500-2021 or 229-500-2353

Email: internationaleducation@asurams.edu

LIBRARY SERVICES

The mission of the Albany State University Library System is to provide comprehensive information resources and services that support academic achievement and foster intellectual and stimulating educational activities to the diverse multi-campus community in southwest Georgia and beyond.

For more information, please see [Library Services](#).

For information on library policies, please see [Library Policies](#).

East Campus

James Pendergrast Memorial Library

Phone: 229-500-3472 (Circulation Desk)

Fax: 229-500-4941

Email: circulation@asurams.edu

West Campus

Harold B. Wetherbee Library

Phone: 229-500-3613 (Circulation Desk)

Email: circulation@asurams.edu

MALES MENTORS

M.A.L.E.S. Mentors is a gender-based campus initiative that seeks to provide additional support services for male students. M.A.L.E.S stands for Men Advocating for Leadership, Excellence & Success.

The goal of MALES Mentors is to develop astute male student-leaders through community and civic involvement and scholastic success encouragement. To perpetuate the aim of Albany State University, MALES Mentors will help male students enrolled in the program with improving their grade point averages and engaging in community service initiatives during their matriculation which will result in increasing college retention rates. One of the service initiatives of the MALES Mentors is providing guidance and mentorship for elementary, middle, and high school students to encourage and inspire them to further their education beyond high school. The MALES Mentors mission statement is: To enhance male students' collegiate experiences at Albany State University for increased retention, progression, and overall academic success.

For more information, please see [MALES](#).

East Campus
Student Center

Orange Zone

Phone: 229-500-3481

Email: MALES@asurams.edu

MILITARY AND ADULT EDUCATION

The Office of Military and Adult Education welcomes you to Albany State University! We are here to serve adult learners (23 and up) and military-connected students (veteran, active duty, reserve, guard, dependent-children and spouses) who have chosen to be a part of the RAMily. From application to graduation, the Office of Military and Adult Education promotes college completion for adult learners and military-connected students by providing student support services that enhance and compliment the academic experience. Through multiple avenues, the Office of Military and Adult Education strives to provide a supportive and educational environment that fosters student success and achievement of higher education goals.

For more information, please see [Military and Adult Education](#).

For information on military waivers, please see [Military Waivers](#).

For information on the military service refund, please see [Military Service Refund](#).

For Information on VA Benefits, please see [VA Benefits](#).

West Campus

Student Center

Building C

2nd Floor

Phone: 229-500-2070

Email: veterans@asurams.edu

Email: adult.ed@asurams.edu

POST OFFICE

The Post Office is a department of Materials Management. We form a partnership with our customers to ensure customer service and satisfaction is met. The Post Office provides a service to the college community by processing and distributing external and internal mail to students, faculty, and staff in a timely and accurate manner. The ASU post office provides and achieves the most economical postage and cost containment techniques and provides fast and efficient service to all customers for the postal functional areas. The highest priority of the Post Office is our customers and the quality and integrity of the mail services provided to them. We pledge to sustain an environment of support and respect for all who work here and those who use our services.

USPS, UPS, FedEx, DHL Packages will be picked up from the Post Office.

Please note that an Albany State University ID is required to pick up a package and to receive the combination or key to your mailbox.

For more information, please see [Post Office](#).

East Campus
Student Center
2nd Floor
Phone: 229-500-3084

West Campus
Technology Building
Room A 106
Phone: 229-500-3098

RAM CENTRAL

The mission of the Albany State University Enrollment Service Center (RAM Central) is to guide students through the enrollment process; allowing students to focus on academic success. We do this by providing support services for the Office of Admissions, Financial Aid, Registrar, and Student Accounts. RAM Central also has an operational on-site call center to assist students, parents and the ASU community without having to come on campus for assistance.

For more information, please see [RAM Central](#).

West Campus

C Building

Phone: 229-500-4358

REGISTRAR

The Office of the Registrar maintains academic records for all students, provides guidance regarding academic policy, and provides service for the following areas:

- Academic Calendar
- Academic Renewal
- Access to academic records according to the Family Educational Rights and Privacy Act (FERPA)
- Change of major, minor, or concentration
- Change of name, address, phone number, or other personal information
- Course audit requests
- Credit for prior learning and experience through AP, CLEP, and other sources (application to student record) * Enrollment verification requests
- Graduation audits and the awarding of certificates and diplomas
- Readmission to ASU (for students who have missed one or more fall or spring semesters since they were last enrolled)
- Transcripts (academic)
- Transfer student course articulation
- Transient Students
- Tuition classification for in-state rates
- Withdrawals

For more information, please see [Registrar](#).

West Campus

Building C

Rams Central

Phone: 229-500-4358

Fax: 229-500-4947

STUDENT HEALTH SERVICES

The Mission of Albany State University Student Health Services (ASU-SHS) is to provide a quality, cost-effective episodic health care delivery system to meet basic holistic health care needs to students presently enrolled. Further, the ASU-SHS provides current health promotional programs and medical counseling referrals for students as appropriate. By providing quality health care, Albany State University Student Health Services enables students to achieve well-being and academic success.

For more information, please see [Student Health Services](#).

East Campus

Billy C Black Bldg. - RM 138

Phone: 229-500-3544

Fax: 229-500-4918

West Campus

Building C - RM 100

Phone: 229-500-3545

Fax: 229-317-8018

STUDENT SUCCESS

Student Success programs provide additional assistance with first-year transition and academic recovery. Programs included are New Student Orientation, Summer Success Academy, and Freshman Leadership Academy. Additional assistance for students having challenges balancing college-work-life can request individualized counseling or attend advertised workshops such as time management, classroom success skills, or study skills.

For more information, please see [Student Success and New Student Orientation](#).

West Campus
Student Center
Building C - RM 229
Phone: 229-500-2927
Email: kimberly.burgess@asurams.edu

STUDENT SUPPORT AND STUDENT CONDUCT

The Office of Student Support and Student Conduct serves as a resource to the entire University community. Essential in the student conduct process is the commitment to serve all involved parties, equally, in an unbiased and fair manner while striking a balance between upholding our community standards and fostering educational opportunities for each individual student. Students are expected to familiarize themselves with the [Student Code of Conduct](#) and conduct themselves in a manner which supports the educational mission of the University as well as comply with the University rules.

For more information, please see [Student Support and Student Conduct](#).

East Campus
Student Center (Green Zone)
504 College Drive
Albany, Georgia 31705
Phone: 229-500-2052
Email: osssc@asurams.edu

TESTING CENTER

The ASU Testing Center provides the following testing and proctoring services for the ASU student body and the Southwest GA community:

- ASU Online/Hybrid proctored course exams and eCore testing.
- Higher education admissions and placement (Accuplacer, GRE, LSAT, MAT, ACT, SAT, TEAS, and TOEFL).
- Exams required for graduation (MFT and ACAT).
- Exams that demonstrate prior learning (CLEP, DSST).
- Professional certifications and licensing (AAB, ASE, GACE, GACE Paraprofessional, ISO Quality, Pearson VUE, Praxis, PSI, Real Estate exams, and Scantron).
- Community proctored exams.

For more information, please see [Testing Center](#).

East Campus
Testing Center
BCB Bldg.
Room 195
Phone: 229-500-2041
Email: asutesting@asurams.edu

West Campus Testing Center
Bldg. G-101
Phone: 229-500-2921
Email: asutesting@asurams.edu

TITLE IX

The Equity & Compliance/ Title IX Office is responsible for stopping, preventing, and responding to: Allegations of sexual misconduct with the ASU campus community Acts of discrimination and harassment on the basis of protected statuses (race, religion, etc.) at the University

For more information, please see [Title IX](#).

West Campus

Building K, Room 320

Phone: 229-500-3304

Fax: 229-500-4910

Email: TitleIX@asurams.edu

VELMA FUDGE GRANT HONORS PROGRAM

The Velma Fudge Grant Honors Program is an academic program that represents a commitment made by Albany State University (ASU) to broaden and enrich the educational experiences of bright, highly motivated and creative students. Honors Program students are provided opportunities for scholarships, access to special extracurricular programs, a chance to pursue independent projects and research interests, professional experience through internship programs and special service options. Through its specially catered curriculum, the V.F. Grant Honors Program provides the opportunity for faculty to teach academically talented students in inventive, interdisciplinary, small class settings designed to fulfill core curriculum requirements. Additionally, these students participate in advanced or intensive classes in particular disciplines. The Honors Program is specifically designed for academic scholarship recipients, academically talented freshmen, and transfer students with a proven dedication to academic excellence and scholarship. The Honors Program student must reach beyond scholarly grades for success and have the courage to demonstrate superior ethical leadership in his/her chosen field of study.

The Honors Program serves as an educational catalyst for students to enhance the regular ASU experience. It focuses on intellectual accomplishment, high scholarship commitment, leadership, education and commitment to community-centered learning.

For more information, please see [Honors Program](#).

East Campus
James C. Reese Bldg.
Suite 126
Phone: 229-500-2024
Fax: 229-500-4899
Email: honors@asurams.edu

SECTION II STUDENT AFFAIRS POLICIES

The Student Affairs Policies section encompasses a range of important guidelines and regulations that is designed to create a safe and inclusive campus environment. This section addresses crucial topics such as the alcohol and drug policy, emphasizing the institution's commitment to promoting responsible behavior and maintaining a drug-free campus. It also provides information on fraternities and sororities, outlining the guidelines and expectations for these organizations to foster a positive and supportive community. It also includes a comprehensive hazing policy, emphasizing zero tolerance for any form of hazing and ensuring the safety and well-being of all students.

In addition, the policies cover important aspects such as immunization requirements, highlighting the institution's commitment to maintaining a healthy campus by ensuring that all students are up to date with their immunizations. The section also includes information about the housing contract, outlining the terms and conditions for on-campus housing and providing students with a clear understanding of their rights and responsibilities.

Furthermore, it highlights the significance of student involvement and representation through the Student Advisory Council, the Student Activities Advisory Board, and the Student Government Association. These organizations play a vital role in advocating for student interests and fostering a vibrant campus community.

Lastly, this section addresses the institution's commitment to supporting students with disabilities. It outlines the resources and accommodations available to students with disabilities, ensuring equal access to educational opportunities and promoting inclusivity within the campus community.

For more information, please see [Student Affairs](#).

ALCOHOL AND DRUG POLICY

Albany State University (ASU) adheres to the Board of Regents Policy 4.6.4 Alcohol and Drugs on Campus.

In accordance with Georgia laws governing the manufacture, sale, use, distribution, and possession of alcoholic beverages, illegal drugs, marijuana, controlled substances, or dangerous drugs on college campuses and elsewhere, including the Drug-Free Postsecondary Education Act of 1990, the Board of Regents encourages its institutions to adopt programs designed to increase awareness of the dangers involved in the use of alcoholic beverages, marijuana, or other illegal or dangerous drugs by University System of Georgia (USG) students and employees. Such programs shall stress individual responsibility related to the use of alcohol and drugs on and off the campus.

To assist in the implementation of such awareness programs and to enhance the enforcement of state laws at USG institutions, each institution shall adopt and disseminate comprehensive rules and regulations consistent with local, state, and federal laws concerning the manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on campus and at institutionally-approved events off campus.

Disciplinary sanctions for the violation of such rules and regulations shall be included as a part of each institution's disciplinary code of student conduct. Disciplinary sanctions for students convicted of a felony offense involving the manufacture, distribution, sale, possession, or use of marijuana, controlled substances, or other illegal or dangerous drugs shall include the forfeiture of academic credit and the temporary or permanent suspension or expulsion from the institution. All sanctions imposed by the institution shall be subject to review procedures authorized by Board of Regents' Policy on Application for Discretionary Review.

The rules and regulations adopted by each institution shall also provide for relief from disciplinary sanctions previously imposed against one whose convictions are subsequently overturned on appeal or otherwise.

To view this policy, please visit [Alcohol and Drug Policy](#).

FRATERNITY AND SORORITIES

Albany State University (ASU) adheres to the Board of Regents Policy 4.1.4 Fraternities and Sororities.

Each University System of Georgia institution may decide whether social fraternities and sororities shall be established at the institution and whether each social fraternity or sorority shall be local only or affiliated with national groups. Each institution may promulgate rules and regulations concerning the establishment, organization, governance, and discipline of social fraternities and sororities.

To view this policy, please see [Fraternities and Sororities](#).

HAZING POLICY

Hazing is defined as any intentional, negligent or reckless action, or situation- which causes another pain, embarrassment, ridicule or harassment, regardless of the willingness of the participant.

Such actions and situations include, but are not limited to the following:

1. forcing or requiring the drinking of alcohol or any other substance;
2. forcing or requiring the eating of food or anything an individual refuse to eat;
3. calisthenics (push-ups, sit-ups, jogging, runs, etc.);
4. paddling;
5. line-ups (yelling at people in any formation or harassing them);
6. forcing or requiring the theft of any property;
7. road trips (dropping someone off to find his/her own way back);
8. scavenger hunts;
9. any activity that causes disruption of academic pursuits or endeavors;
10. permitting less than six (6) continuous, uninterrupted hours of sleep per night;
11. conducting activities, which do not allow adequate time for study (not allowing to go to class, missing group projects, etc.);
12. nudity at any time;
13. running personal errands of the members (driving to class, cleaning their individual rooms, serving meals, picking up laundry, washing cars, etc.);
14. requiring the violation of University, Federal, State or local laws; and
15. physical abuse or injury.

HAZING IS AGAINST STATE, FEDERAL, AND LOCAL LAW

To view this policy, please see [ASU Hazing Disclosure – Max Gruver Act](#).

IMMUNIZATION

As part of your admissions process, Board of Regents Policy 4.8.2 requires all new students wishing to enroll in a University System of Georgia college or university meet immunization requirements. A Certificate of Immunization must be completed and signed by your health care provider and returned to Student Health Services in order to complete the admissions process. In addition to the minimum immunization requirements established by the Board of Regents, the University System of Georgia colleges and universities may have additional requirements.

Albany State University immunization requirements are listed below and may be administered by any public health department or your primary care provider. Additionally, many of the immunizations listed below were also required in high school, therefore check with your primary care provider or local health department regarding your immunization records.

Required Immunizations:

- 2 MMR or 2 Measles, 2 Mumps & 2 Rubella (Not required if born before 1957.)
- 2 Varicella or date of Chicken Pox (Required for all US born students born in 1980 or later; all foreign-born students regardless of year born.)
- 1 Tetanus or Tdap (Td booster only necessary if >10 years since Tdap dose.)
- 3 Hepatitis B (Only required of students who are 18 years of age or younger at time of expected matriculation.)

In addition to the above required immunizations, each student is asked to complete a TB Screening & Risk Assessment Form. Additionally, a Meningococcal Vaccine Declination Form is to be completed if student chooses to decline the recommended Meningococcal Vaccine.

If the student feels that he/she is eligible for a medical, religious or distance learning exemption, please indicate exemption on Albany State University Certificate of Immunization Form or contact Student Health Services @ 229-500-3544

Please submit all immunization related documents to Albany State University; Student Health Services 504 College Drive; Billy C Black Building Rm 138; Albany, GA 31705 or FAX to 229-500-4918. Albany State University (ASU) adheres to the Board of Regents Policy 4.8 Immunizations.

To view this policy, please visit [Immunization](#).

HOUSING CONTRACT

The Campus housing contract is a legally binding agreement between a student and Albany State University that outlines the terms and conditions of living in on-campus housing. This contract specifies the responsibilities of both the student and the institution, including rules and regulations, payment obligations, maintenance and safety guidelines, and the duration of the housing arrangement.

It serves as a comprehensive document that ensures a fair and structured living environment for students while promoting a sense of community and respect within the campus housing community.

For more information, please see [Housing and Residence Life](#).

STUDENT ADVISORY COUNCIL

Albany State University (ASU) adheres to the Board of Regents Policy 4.9 University System Student Advisory Council.

The University System Student Advisory Council shall provide a forum for communication and recommendation between University System of Georgia (USG) students, the Chancellor, and, as appropriate, the Board of Regents, concerning matters that are important in providing information and assistance in programs and activities of USG institutions.

The Council shall meet at least once annually with the Chancellor or the Chancellor's designee and the Chancellor's staff for the purpose of discussing plans and growth of the USG and various matters connected therewith. The Council should prepare an annual report to be presented to the Board of Regents at a spring meeting.

Membership of the Council shall be composed of duly elected student body presidents, or equivalent elected officers, of USG institutions. The organization and governance of the Council shall be according to policies and procedures established by the members of the Council in consultation with the Chancellor or the Chancellor's designee and approved by the Board of Regents

To view this policy, please visit [Student Advisory Council](#).

STUDENT ACTIVITIES ADVISORY BOARD

The Student Activities Advisory Board (SAAB) is the student programming board that researches and develops a variety of social, educational, community service, and other extra-curricular programs, in order to provide a more entertaining, intellectually stimulating, and culturally enlightening experience for the diverse community of ASU students. SAAB is an extension unit of the Office of Student Engagement in the Division of Student Affairs. Students who get involved with CAB learn how to plan small- and large-scale events, negotiate contracts, manage a budget, teamwork, time management, meeting etiquette, parliamentary procedures, public speaking and marketing skills. SAAB is funded through an earmarking of your student activity fee. Visit the SAAB webpage to learn more about what they do!

To learn more about SAAB, please visit [SAAB](#).

For information on the requirements needed to join SAAB, please visit [Join SAAB](#).

STUDENT GOVERNMENT ASSOCIATION

The Student Government serves as a liaison between the students and the faculty, staff and administration at Albany State University. SGA serves the student body by representing student opinion, addressing campus needs through intentional programs and awareness of tradition, and providing opportunities for leadership development in order to enrich the overall student experience. The Student Government sponsors many opportunities for the ASU student community, including various educational, civic and cultural engagements. The Student Government Association also provides funding and operational assistance to approximately 40+ clubs annually, in addition to co-sponsoring various other student opportunities. Visit the SGA webpage to learn more about being a GOLDEN RAM FOR LIFE!

To learn more about SGA, please visit [SGA](#).

To view the Constitution and Bylaws for SGA, please visit SGA Constitution and Bylaws.

STUDENTS ORGANIZATIONS RESPONSIBILITY FOR DRUG ABUSE

Albany State University (ASU) adheres to the Board of Regents Policy 4.6.3 Student Organization Responsibility for Drug Abuse.

The use of marijuana, controlled substances, or other illegal or dangerous drugs constitutes a serious threat to the public health, welfare, and academic achievement of students enrolled in the University System of Georgia (USG). Therefore, all student organizations, including but not limited to societies, fraternities, sororities, clubs, and similar groups of students which are affiliated with, recognized by, or which use the facilities under the jurisdiction of USG institutions, are responsible for enforcing compliance with local, state, and federal laws by all persons attending or participating in their respective functions and affairs, social or otherwise.

As provided by the Student Organization Responsibility for Drug Abuse Act, any such student organization which, through its officers, agents, or responsible members, knowingly permits, authorizes, or condones the manufacture, sale, distribution, possession, serving, consumption or use of marijuana, controlled substances, or other illegal or dangerous drugs at any affair, function, or activity of such student organization, social or otherwise, violates the laws of this State and, after being afforded the constitutional requirements of due process, shall have its recognition as a student organization withdrawn and shall be expelled from the campus for a minimum of one calendar year from the date of determination of guilt.

To view this policy, please visit [Student Organizations Responsibility for Drug Abuse](#).

STUDENTS WITH DISABILITIES

Albany State University (ASU) adheres to the Board of Regents Policy 4.1.5 Students with Disabilities.

The Americans with Disabilities Act (ADA) requires colleges or universities to make necessary modifications to ensure that the institution does not discriminate or have the effect of discrimination against a qualified student with a disability. The USG is committed to providing equal educational opportunities to all students, and offers students with disabilities a variety of services and accommodations to ensure that both facilities and programs are accessible.

The USG has established sets of common standards and procedures for evaluating and administering accommodations for students with disabilities, which can be found in the Academic Affairs Handbook.

The policy is pursuant to the provisions of the Americans with Disabilities Act. The USG is a “public entity” within the meaning of the ADA, 42 U.S.C. § 12131, and 28 C.F.R. § 35.104, and, therefore, subject to Title II of the ADA, and its implementing regulations, 28 C.F.R. Part 35. It is also a “recipient” of “federal financial assistance” within the meaning of Section 504, 29 U.S.C. § 794, and 34 C.F.R. § 104 and is therefore subject to Section 504 and the relevant implementing regulations, 34 C.F.R. Part 104 (BoR Minutes, November 2008).

To view this policy, please visit [Students with Disabilities](#).

SECTION III
STUDENT CODE OF CONDUCT
2024 – 2025

The student code of conduct section is designed to provide clear guidelines and expectations for student behavior, fostering a safe and inclusive campus environment. This section sets forth the standards of conduct, disciplinary procedures, and prohibited behaviors that students are expected to adhere to. It also outlines student rights and responsibilities, emphasizes the importance of academic integrity, and addresses campus policies and sanctions for violations. The code of conduct serves as a framework for promoting positive and respectful interactions among students, ensuring a conducive learning environment for all.

To view the student code of conduct, please see [Student Code of Conduct](#).

SECTION IV SEXUAL MISCONDUCT POLICY

The sexual misconduct policy section is a critical component of our commitment to maintaining a safe, respectful, and inclusive campus community. This policy outlines the college's stance against any form of sexual misconduct, including but not limited to sexual harassment, assault, stalking, and dating violence. It provides procedures for reporting incidents, seeking support, and initiating investigations.

The policy also highlights the importance of consent, confidentiality, and the rights of complainants by addressing the prevention, education, and response to sexual misconduct.

Additionally, this section is designed to create an environment where all students can thrive and feel empowered to report any incidents without fear of retaliation.

To view this policy, please visit [Sexual Misconduct Policy](#).

TITLE IX: SEXUAL MISCONDUCT POLICY

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 (“Title IX”) and Title VII of the Civil Rights Act of 1964 (Title VII), Albany State University (ASU) prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. ASU is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, this Policy prohibits Sexual Misconduct, a form of sex discrimination, as defined herein.

To view this policy, please visit [Sexual Misconduct Policy](#).

SECTION V CAMPUS LIFE POLICIES

The section which is dedicated to freedom of expression, non-discrimination and anti-harassment, tobacco and smoke free campus, and weapons statements is of paramount importance in fostering a safe, inclusive, and respectful learning environment for all members of our campus community.

This section upholds the principles of free speech, encouraging students to express their ideas and opinions while respecting the rights and dignity of others. It outlines the institution's commitment to non-discrimination and anti-harassment, emphasizing that every individual should be treated with fairness, respect, and equality regardless of their race, ethnicity, gender, sexual orientation, religion, or any other characteristic protected by law.

The student handbook also emphasizes the importance of a tobacco and smoke-free campus, promoting the health and well-being of all members by creating an environment free from the harmful effects of tobacco and smoke.

Furthermore, the handbook strictly prohibits the possession or use of weapons on property owned or leased by the USG and its institutions, except as specifically provided herein or as provided in federal or state law, ensuring the safety and security of everyone within the community. By adhering to these policies and guidelines, students are empowered to contribute to a campus culture rooted in mutual respect, inclusivity, and personal responsibility.

To view this policy, please visit [University Policies](#).

FREEDOM OF EXPRESSION

Albany State University (“ASU”) is committed to respecting the First Amendment rights of all individuals, including freedom of speech, freedom of expression, and the right to peaceably assemble. ASU also recognizes its responsibility to provide a secure learning environment that allows individuals enrolled at or employed by ASU (“members of the ASU community”) to express their views in ways that do not disrupt the operation of the University. This policy in no way prohibits members of the ASU community from engaging in conversations on campus and does not apply to University-sponsored activities or classroom instruction or participation, but rather only establishes as designated public forums certain outdoor areas of ASU’s campus and sets forth requirements for forum reservations in the following limited circumstances: (1) members of the ASU community who plan an event with 30 or more persons; and, (2) individuals or groups who are not members of the ASU community who wish to speak on ASU’s campus. By placing reasonable limitations on time, place, and manner of speech, ASU does not take a position on the content or viewpoint of the expression, but allows for a diversity of viewpoints to be expressed in an academic setting.

To view this policy, please visit [Freedom of Expression](#).

NON-DISCRIMINATION AND ANTI-HARRASSMENT

Albany State University (ASU) adheres to the Board of Regents policy prohibiting unlawful discrimination, harassment, and retaliation based on any characteristic protected by law. In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

To view this policy, please visit [Non-Discrimination and Anti-Harassment](#).

TOBACCO AND SMOKE-FREE CAMPUS

Albany State University (ASU) adheres to the Board of Regents Policy 6.10 Tobacco and Smoke-Free Campuses.

The University System of Georgia (USG) is committed to providing a safe, healthy, and amicable environment for all students, employees, and persons visiting USG campuses. This policy applies to all persons who enter USG Properties. Violation of this policy may result in corrective action under student conduct or human resource policies and visitors refusing to comply may be asked to leave campus. Signage to help inform the campus communities and visitors of these prohibitions should be placed throughout campus.

To view this policy, please visit [Tobacco and Smoke-Free Campus](#).

WEAPONS

Albany State University (ASU) adheres to the Board of Regents Policy 6.11 Weapons.

The University System of Georgia (USG) prohibits all weapons on property owned or leased by the USG and its institutions, except as specifically provided herein or as provided in federal or state law.

To view this policy, please visit [Weapons](#).

SECTION VI ACADEMIC POLICIES

The academic policies section serves as a comprehensive guide to the rules and regulations that govern the undergraduate and graduate journey of students.

This section outlines the institution's expectations regarding academic integrity, attendance, grading, and course registration. It emphasizes the importance of upholding high ethical standards and maintaining honesty in all academic endeavors.

It also provides information on the institution's attendance policy, highlighting the significance of regular class attendance and the consequences of excessive absences. Additionally, the academic policies section covers the grading system and criteria for evaluating student performance, ensuring transparency and fairness in the assessment process.

Additionally, it provides guidance on course registration procedures, including add/drop deadlines and prerequisites, enabling students to make informed decisions about their academic schedules. By familiarizing themselves with these academic policies, students can navigate their educational journey with clarity and confidence, while upholding the values of academic excellence and personal growth.

For more information on academic policies, please visit [Academic Affairs, Requirements/Regulations.](#)

UNDERGRADUATE CATALOG

Albany State University is an integral part of the University System of Georgia (USG) governed by the Board of Regents as mandated by the State of Georgia.

Albany State University recruits, admits and provides services, financial aid and instruction to all students without regard to race, religion, sex, disability or national origin. The University is an affirmative action, equal opportunity employer and all applicants for faculty, staff and student employment positions are considered without regard to race, religion, sex, disability or national origin.

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While provisions of this catalog will ordinarily be applied as stated, Albany State University reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. It is especially important that each student note that it is his/her responsibility to keep him/herself apprised of current graduation requirements for his/her particular degree program.

For more information on academic policies, please visit [Undergraduate Catalog](#).

GRADUATE CATALOG

Albany State University is an integral part of the system of higher education maintained by the State of Georgia. The University is one of 26 institutions of higher learning governed by the Board of Regents of the University System of Georgia.

Albany State University recruits, admits, provides financial aid, and other services and instruction to all students without regard to racial identification, religion, gender, disability or national origin. The University is also an equal opportunity and equal rights employer in that all applicants for faculty, staff and student employment positions are considered without regard to racial identification, religion, gender, disability or national origin. Albany State University has always opened its doors to all applicants and continues to value diversity in its student body, faculty, staff and administration. It actively recruits to ensure a broad representation of students and faculty and promotes a campus culture that respects and appreciates the individuality of every student, faculty member, staff person and administrator.

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