# ALBANY STATE UNIVERSITY
# ALBANY, GEORGIA
# 2013-2014

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# ALBANY STATE UNIVERSITY
# DIVISION OF STUDENT AFFAIRS
# DEPARTMENT OF STUDENT LIFE & ACTIVITIES
# SURVIVAL GUIDE

## ALBANY STATE UNIVERSITY HISTORY

Albany State University was founded in 1903 as the Albany Bible and Manual Training Institution by Joseph Winthrop Holley. The institution provided religious and industrial education for African Americans in southwest Georgia. In 1917, the institution became a state-supported, two-year college with a board of trustees. The school was known at that time as Georgia Normal and Agricultural College and offered programs in agriculture, industrial education and teaching training. In 1932, the college became a part of the University System of Georgia, under the jurisdiction of the Board of Regents, and in 1943, it became a four-year, teacher-training institution and assumed the name Albany State College. At the same time, Dr. Holley retired and Dr. Aaron Brown became president.

Albany State grew tremendously from 1943-1996 when it became Albany State University. Five presidents severed during this period, Dr. Aaron Brown (1943-1954); Dr. William H. Dennis (1954-1965); Dr. Thomas Miller Jenkins (1965-1969); Dr. Charles L. Hayes (1969-1980); and Dr. Billy C. Black (1980-1996). Dr. Portia Holmes Shields became the first female president in 1996, and she was followed by the university's eighth and current president, Dr. Everette J. Freeman.

## ALMA MATER

***Gladys Ward McCullough Sapp '46***

Albany State, we dearly love you
Whose walls are inscribed with knowledge so true
So solidly built on this foundation
A union of work and inspiration
Teacher for those who strive for success
To thee we give praises above all the rest.

Thy jubilant colors of blue and gold
We'll ever honor, ever behold
Thy name is an anchor upon life's sea
And sailing, we put our trust in thee
In thee, dear school, we see all the best
To thee we give praises above all the rest.

## STUDENT GOVERNMENT ASSOCIATION
## ALBANY STATE UNIVERSITY DRESS STANDARD

The university dress standard is designed to provide a basic guideline for the students, faculty, staff and administration of the institution to adhere to and strongly implement. By having these guidelines, this enhances the quality of the student's overall collegiate experience and helps holistically to build the morale of the University community.

With this dress standard, along with proper etiquette, it insures that students, faculty, staff and administration at Albany State University will meet the minimum provisions to help our ASU family strive in everyday life, whether it is in the moral, social, physical or educational realms.

Students, faculty and staff are encouraged to dress according to the following:

Classrooms, Dining Hall, Student Union, Student Center and University Offices- Modest, Casual, Neat, Business or Dressy Attire

Social/Recreational Activities, Residence Halls, Student Lounges- Trendy, Fashionable, Unrevealing attire in good taste

Examples of inappropriate attire include but are not limited to the following:

+ Du rags, caps, hats, wrap-caps, and hoods in the classrooms, dining facilities or university offices including those in the student union building or new student center (religious or cultural headwear is accepted).
+ Midriffs, low-cut tops, revealing mesh, netted shirts, see-thru garments, cut off t-shirts and undershirts (inclusive of wife-beaters) in the classrooms, dining facilities, student union, student center or offices.
+ Extremely short shorts, short dresses or short skirts.
+ Bare feet, shower shoes and sleep wear are not permitted in any building on campus, except the bedroom of your residence hall.
+ Sagging pants or sagging shorts are not permitted in the classrooms, dining facilities, student union, student center or offices.

+ Clothing and accessories with derogatory or offensive messages either in words or photos are prohibited.
+ Wearing hats or sunglasses while inside of a building (sunglasses prescribed by a physician are allowed).

At the discretion of the professors, in the classroom setting, he/she has the power and authority to deny admission into the classroom for violation of the dress standard. In addition to the professors, office staff may deny service if attire is inappropriate as well.

SGA is requesting that administration, faculty and staff strongly implement the dress standard and at the same time adhere to it, in conjunction with the student body.

## STUDENT GOVERNMENT ASSOCIATION CONSTITUTION & BYLAWS

## PREAMBLE

We, the students of Albany State University, in order to achieve a more effective government and to promote activities which develop the intellectual, physical, and social life of our University and its student body, do hereby establish this Constitution and assume the powers and duties of representative self-government delegated to us by the President of the University. The Student Government Association shall be the student governing body in all matters pertaining to the common interests of all the students, with such limitations as are hereinafter stated.

The objectives of the Student Government Association shall be:

a. To provide a central agency by which students may promote the interests and the general welfare of the University community.
b. To co-operate with the university faculty and staff in the regulation and promotion of student activities.
c. To further the development of a wholesome relationship between the administration and the student body.
d. To demonstrate the ability of the students to aid in the solution of their own problems.
e. To encourage student participation in the control of those problems that relate particularly to student life.
f. To promote university spirit.
g. To stimulate intelligent thinking, especially when dealing with the problems facing the University, and to serve as an agency for the crystallization and expression of student thought.
h. To represent the student opinion through membership on university committees.
i. To promote academic freedom and uphold academic responsibilities.
j. To participate and aid in the enforcement of college regulations.
k. To represent the student body in all of its relations with the administration, faculty, staff, alumni, the Albany/Dougherty County community, and other bodies.
l. To enact and enforce all legislation necessary to carry out the provisions of this constitution.

## ARTICLE I – NAME AND EMBLEM

Section 1: The name of this organization shall be the Albany State University Student Government Association, hereafter referred to as SGA.

Section 2: The official seal approved October 5, 2011 by a majority vote of the SGA senate, is hereafter the official seal of SGA.

Section 3: All emblems must be approved by a 2/3 majority vote from the SGA Student Senate.

Section 4: All certified letters, memorandums, and other official documents leaving the SGA office shall bear the official emblem of SGA.



## ARTICLE II – PURPOSE

The purpose of the SGA shall be to serve and represent the student body; to serve and work toward the betterment of the University; to provide a sound, democratic self-government; encourage cooperation among students, faculty, staff, administration, and community; and to promote school spirit and loyalty to Albany State University.

## ARTICLE III - SGA MEMBERSHIP AND QUALIFICATIONS

Section 1: The membership of SGA shall consist of two (2) elected officers (President and Vice-President). The following positions will be appointed by the President and Vice President of the SGA: Administrative Assistant, SGA Student Senate members, Vice Presidents of the Standing Committees (executive board), Members of Standing Committees, and members appointed by the President to serve on special committees.

Section 2: The SGA Student Senate must contain at least the president of the senior, junior, sophomore, and freshman classes and one (1) representative from the senior, junior, sophomore, freshman, non-traditional, and graduate classifications.

Section 3: All candidates for the SGA Student Senate must submit an application to the SGA office where it will remain on file for record purposes.

Section4: Qualifications for a Senator- The student must submit an application to the SGA office and shall be interviewed. The student must be currently enrolled at ASU. With the exception of freshman and graduate students, the student must have at least a 2.5 cumulative grade point average at the time of application and must maintain at least a 2.5 cumulative grade point average throughout the academic year.

Section 5: Qualifications for a Freshman Senate Member- The student must be currently enrolled at ASU. The student must maintain at least a 2.5 cumulative grade point average throughout the academic year.

Section 6: Qualifications for a Sophomore Senate Member- The student must have completed at least thirty (30) semester credits.

Section 7: Qualification for a Junior Senate Member- The student must have completed at least sixty (60) semester credits.

Section 8: Qualifications for a Senior Senate Member- The student must have completed at least ninety (90) semester credits.

Section 9: Qualifications for a Non-Traditional Senate Member- The student must be 25 years of age or older and have been out of high school for at least 5 years before having entered the university.

Section 10: Qualifications for a Graduate Senate Member- The student must have been admitted to a graduate school program at Albany State University. The student must have at least a 3.0 cumulative grade point average at the time of application and maintain at least a 3.0 cumulative grade point average throughout the academic year.

Section 11: Qualifications for an Executive Board Member- At the time of appointment, the student must be enrolled at Albany State University and have at least a 2.5 cumulative grade point average at the time of application. The student must maintain at least a 2.5 cumulative grade point average throughout the academic year. The student must also be in good standing with the University.

Section 12: Qualifications for Standing Committee Members- At the time of appointment, the student must be enrolled at Albany State University and have at least a 2.5 cumulative grade point average at the time of application. The student must maintain at least a 2.5 cumulative grade point average throughout the academic year. The student must also be in good standing with the University.

## ARTICLE IV - SGA POWERS AND DUTIES

Section 1: The legislative powers of the SGA shall be vested in the SGA Student Senate.

Section 2: The SGA Student Senate shall vote on all matters brought before the body.

Section 3: All members shall assist the SGA President in carrying out the functions of the SGA. Members are required to attend all assigned meetings, serve on committees to which they have been appointed, and to fully comply with this Constitution.

Section 4: All members shall perform all assigned duties except for emergency circumstances in which case it shall be the duty of the member to enlist another SGA member as his or her substitute.

## ARTICLE V - MEETINGS, QUORUM AND ATTENDANCE

Section 1: The SGA shall meet at regularly scheduled times and members must be available for meetings called by the executive cabinet when notified of said meeting of at least two (2) days in advance.

Section 2: SGA Standing committees should meet at regularly scheduled times of a notice of at least two (2) days in advance.

Section 3: A quorum shall constitute one-half plus one of the current membership of the voting body.

Section 4: All SGA members are required to attend all SGA sponsored functions. After the first unexcused absence the progressive discipline model will be executed as outline in the three strikes policy that every member must sign.

a. Any absence must be cleared with the President, Vice President, or Administrative Assistant twenty-four (24) hours prior to said meeting, except for emergency circumstances.

b. Absences should be limited to a total of three (3) per semester.

c. Absences due to documented illness, death of a family member, class attendance, official university business, work, and necessary club activities shall be considered excused absences.

## ARTICLE VI – IMPEACHMENT AND REMOVAL PROCEDURES

Section 1: Any member of the SGA may be removed from office upon violation of this constitution and the Standard Operating Policies and Procedures.

Section 2: The charge shall be referred to the President of the SGA via Internal Affairs who shall then turn it over to the Judicial Board.

Section 3: The Internal Affairs Committee shall investigate the allegations.

Section 4: If reasonable evidence is found on the charge, the Judicial Board will then conduct a hearing.

Section 5: The Judicial Board will deliberate and vote in a closed session on all matters brought before the board.

Section 6: The decision of impeachment will be made based on a simple majority vote.

Section 7: The result of the ballot will be made available in writing to the charged person within 48 hours of the hearing.

## ARTICLE VII - MEMBERSHIP VACANCIES AND SUCCESSION IN OFFICE

Section 1: Presidential vacancies shall be filled by the Vice-President.

Section 2: Vice-Presidential vacancies shall be filled by the Vice President Pro-tem (Administrative Assistant). In the event that the vacancy still exists, the President will consult with the executive board to appoint an executive board member. This appointment is subject to a 2/3 vote of the executive board.

Section 3: If a two-thirds (2/3) vote is not achieved on the third ballot and there are more than two (2) candidates, the two (2) candidates receiving the greatest number of votes on the third ballot will be the only two candidates to be considered on further ballots.

Section 4: Applicants for vacant position(s), excluding President and Vice President, shall be appointed by the President; candidates must meet all qualifications stated in Article III.

## ARTICLE VIII - SENATE VOTING

Section 1: All voting in Senate meetings concerning SGA actions shall be by show of hands, unless otherwise stated or requested by a simple majority of Senate members at a respective meeting.

Section 2: A secret ballot vote and any other type vote count may be taken at the request of a simple majority of the Senate members at a respective meeting.

Section 3: Proxy or absentee votes may be accepted if the absent Senate members who are voting list their names, positions, date, and the stipulations for which the votes will be cast on a particular issue (affirmative or negative) on a signed absentee ballot.

Section 4: The Vice-President shall serve as the officiating officer of the Senate and only have the power to vote in the case of a tie.



## ARTICLE IX - ELECTION AND TERMS OF OFFICES

Section1: All candidates seeking the position of President/Vice President of the Student Government Association will have a running mate. The Presidential candidate will have a Vice Presidential candidate as a running mate and vice-versa.

Section 2: Any candidate seeking the position of President/Vice-President of SGA must have been an active member of the SGA for at least one academic year (fall and spring semester, excluding summer.) Candidates applying must have earned at least 30 semester hours of credit and be a full time student at the time of applying for positions. Candidates must be able to validate their membership through official documentation.

Section 3: If the candidates do not meet all the qualifications; they cannot be elected as President/ Vice President of the SGA.

Section 4: Candidates for SGA President and Vice President must have a 3.0 cumulative GPA at the time of application and must maintain a 2.8 cumulative GPA throughout their entire administration.

Section 5: Elections shall be under the supervision of the Director of Student Life & Activities and Election Commissioner and shall be by secret ballot.

Section 6: The SGA President and Vice President shall be chosen in election no later than the second week of April.

Section 7: All class representatives must be elected by the fourth week of fall semester.

Section 8: Elected members shall consist of the senior, junior, sophomore, and freshman class representatives.

Section 9: All SGA elected positions, in regular elections, shall be won by a plurality vote.

Section 10: Write-in votes are not allowed in SGA elections.

Section 11: The Director of Student Life & Activities and the Election Commissioner shall destroy the ballots within fourteen (14) days after an election.

Section 12: If the candidates are unopposed, the candidates shall be declared as elected by virtue of office.

Section 13: The term of office of the SGA Executive Cabinet shall commence July 1 and end April 30.

Section 14: Newly elected SGA members are not bound to attend any summer classes to maintain SGA eligibility status.

Section 15: No member may serve more than a combined total of five (5) full terms as a member of the Senate.

Section 16: Full term is defined as two (2) semesters.

Section 17: No member can serve more than two (2) semesters as a class senator.

## ARTICLE X- EXECUTIVE CABINET, EXECUTIVE BOARD AND JUDICIAL BOARD DUTIES OF OFFICERS

Section 1: The purpose of the Executive Cabinet is to oversee SGA.

Section 2: The Executive Cabinet shall consist of the SGA President, Vice President, and Administrative Assistant.

Section 3: The purpose of the Executive Board is to address matters to be brought to SGA to be resolved.

Section 4: The Executive Board shall consist of the vice presidents of the Standing Committees.

Section 5: The Executive Board shall be available for called meetings when notified two (2) days before said meeting.

Section 6: The Executive Cabinet and Executive Board shall represent the Albany State University SGA at all official functions.

Section 7: The President of SGA shall**:**

a. Act as President of the student body.

b. Uphold the Constitution and all ordinances of SGA.

c. Coordinate SGA activities with the Administration and report pertinent data during SGA meetings.

d. Appoint any official provided for in the Constitution after consideration of the appointee by Executive Board, with their majority approval and concurrence of two-thirds (2/3) of the voting membership.

e. Appoint the Administrative Assistant and executive board (vice presidents) after consulting with the SGA Vice President.

f. Determine the necessity of filling vacant Senate positions after summer, fall, and spring semesters have expired.

g. Remove any member through disciplinary procedure by the Internal Affairs Committee and the Judicial Board.

h. Receive all legislation passed by the Senate in their final form, for approval or veto, provided this prerogative is exercised within five (5) business days after the passage by the Senate. This Legislation must be delivered within two (2) business days to the president for approval or veto, or legislation reverts to old business on the next agenda for repossession. Failure to sign or veto legislation in the allotted tome enacts the documents as effective. A vote of two-thirds (2/3) of the voting membership overrides the veto.

i. Call special meetings of the Senate when needed.

j. Create as many ad hoc committees as necessary, with the Vice-President's conjuration.

k. Represent and advise students on matters of concern.

l. Serve as an ex-officio member of the SGA committees.

m. Serve as an ex-officio member of the Alumni Association.

n. Serve as an ex-officio member of all student-faculty/staff committees.

o. Attend all scheduled workshops, seminars, conferences, retreats, and the like as approved by the university.

p. Serve as an official host/hostess of the university.

Section 8: The Vice-President of SGA shall:

a. Preside over Senate meetings as officiating officer of the Senate.

b. Assist the President in the discharge of Presidential duties.

c. Assume the duties of the President at the absence or request of the President.

d. Arrange for a parliamentary workshop for the Senate before the end of the fall semester.

e. Preside over all interpretations of the Constitution.

f. Attend all scheduled workshops, seminars, conferences, retreats, and the like as approved by the University.

Section 9: The Administrative Assistant of SGA shall:

a. Be responsible for insuring that all legislation to be considered by the Senate is in proper and complete form and has a Senate member as a sponsor.

b. Record all minutes of all Senate and Executive Board meetings.

c. Distribute all legislation to the SGA President.

d. Consult with the SGA advisor to ascertain SGA members' continued eligibility.

e. Insure that all legislative matters to be delivered to the Senate are delivered in the most expedient manner.

f. Make copies of all agendas to be distributed during all SGA meetings.

g. Keep a record of all SGA members' attendance and inform the President when someone is found to be in violation of the attendance policy.

h. Assist President with setting the presidential calendar for the year.

i. Keep record of all forms used throughout the academic year.

j. Manage all budgetary matters.

k. Serve as Office Manager.

Section 10: The Judicial Board of the SGA shall:

a. Be comprised of no more than twelve (12) students appointed by the SGA President.

b. Consist of one (1) Chief Justice and Associate Justices to be determined from among the Judicial Board members.

(c) Consist of a Chief Justice who will be the Vice President of Internal Affairs.

c. Hear trials of students who are to go before the Judicial Board.

Section 11: Students who will go before the Judicial Board shall be notified in writing at least two (2) days before the date of the trial. This notice shall contain statement of charges, the date, time and place of the hearing, explanation of the general procedure that will be followed, and an explanation of the student's rights.

Section 12: All students shall have the right to counsel, the right to confront their accusers, and the right to appeal to the Director of Student Life & Activities.



Section 13: Regular sessions of the Judicial Board shall be called by the Vice-President of Internal Affairs whenever he/she deems it expedient.

Section 14: Prior to assuming office, the members of the Judicial Board shall be administered the following oath: "I do solemnly swear (or affirm) that I will uphold the Constitution of SGA and the policies of the University and will to the best of my ability to execute the duties of my office."

Section15: All members must complete and sign a letter of confidentiality.

## ARTICLE XI - STANDING COMMITTEES

Section 1: Regular standing committees of SGA shall be as follows:

a. Public Relations Committee

b. Student Affairs Committee

c. Fiscal Affairs Committee

d. Academic Affairs Committee

e. Institutional Advancement Committee

f. Internal Affairs Committee

g. External Affairs Committee

h. Student Moral/School Spirit Committee

Section 2: A Vice President shall be appointed for each committee by the SGA President and SGA Vice President. The committee's vice-president will select the remaining body.

Section 3: The membership of each committee shall consist of no more than twelve (12) students currently enrolled at Albany State University, unless permission by the SGA President is granted to have more than twelve (12) students.

Section 4: Each member of the committee shall have one vote on material pertaining to the committee he/she serves on. The Vice-President of the committee shall vote, only in tie breaking circumstances.

Section 5: Duties of Standing Committees:

a. The Public Relations Committee shall be responsible for publicizing the SGA and its activities, assist all committees with publicity when needed, and gather and process all public relations materials. The committee shall publicize applicable University events that are related to the community and shall assist the University in maintaining open lines of communication. This committee will also work closely with the university's department of Information Technology.

b. The Student Affairs Committee shall be responsible for handling all problems that are referred to the SGA that are in relation to the residence halls, dining facilities and anything related to the upgrading of Student Activities/Life here on the campus of Albany State University. The committee will work directly with the ASU Vice President for Student Affairs. After doing research, the vice president will take appropriate actions and submit issue to SGA President for final approval.

c. The Fiscal Affairs Committee shall be responsible for handling all issues dealing with financial aid, check distributions, business operations and other related areas. The committee will work directly with the ASU Vice President for Fiscal Affairs. After doing research, the vice president will take appropriate actions and submit issue to SGA President for final approval.

d. The Academic Affairs Committee shall be responsible for handling all problems referred to SGA related to institutional credits, courses, the University Catalog, and other related areas. The committee will work directly with the ASU Vice President for Academic Affairs. After doing research, the vice president will take appropriate actions and submit issue to SGA President for final approval.

e. The Institutional Advancement Committee shall be responsible for handling all community/alumni outreach affairs and community service initiatives. The committee will create outreach programs that will enhance the relationship of Albany State University and the community at large. The committee will work directly with the ASU Vice President for Institutional Advancement.

f. The Internal Affairs Committee shall be responsible for the Judicial Process of any SGA matter. In this case, they are responsible for executing a judicial process among members when the cause is necessary and deem as a case worth reviewing by the President. The Internal Affairs Committee will be comprised of the Judicial Board. The Vice-President for Internal Affairs will serve as the Chief Justice. This committee also will sit on the university judicial board headed by the ASU Judicial Affairs Officer.

g. The External Affairs Committee shall represent the student body in local, state, and national government affairs. This committee will be responsible for hosting regular voter registration drives. This committee will work closely with the Albany City Commission and the Dougherty County Commission, as well as the general assembly and other elements of state and national government.

h. The Student Moral/School Spirit Committee shall promote the spirit of Albany State University, which includes but is not limited to Homecoming Kickoff, pep rallies, membership on committees for Homecoming festivities and Founder's Day. This committee will also work with university officials to promote activities and ideas to improve overall student moral.

Section 6: All regular standing committees may propose appropriate new legislation and shall work towards implementing legislation in their area of responsibility.

Section 7: All standing committee matters shall be subject to review and control by the SGA President.

## ARTICLE XII - OATH OF OFFICE

Section 1: All elected and appointed office holders of the SGA shall be installed by the Student Government Association President, hereinafter referred to as President; or by the Director of Student Life & Activities, who shall administer the following oath:
*I, (name), do solemnly affirm that I will serve the student body faithfully and execute the duties and responsibilities entrusted to me by virtue of my office and will do the best of my ability to preserve, protect and enforce the Constitution of the Student Body of Albany State University.*

## ARTICLE XIII - SGA ADVISOR

Section 2: The Advisor to SGA shall be the Director of Student Life & Activities.

Section 3: The Advisor shall not have veto power.

Section 4: The Advisor shall obtain needed information to inform the Administrative Assistant of ineligibility of SGA members, if such occurs.

Section 5: The Advisor shall be an ex-officio member of all Senate and SGA functions.

## ARTICLE XIV – AMENDMENTS

Section 1: Amendments to this Constitution may be submitted for approval by any student who submits a petition containing the signatures and identification numbers of fifty (50) students who support it, or by a Senate member.

Section 2: Amendments to this Constitution may also be submitted and approved by an appointed Constitution Revision Committee (CRC) in the event the SGA Student Senate fails to complete the amendment process during the regular academic year. The SGA Vice President shall appoint the CRC members, which shall include but is not limited to Student Senate members, SGA members, and Executive Cabinet members. The CRC committee shall not exceed more than seven (7) members.

Section 3: The Amendments must be submitted in writing and conform to legislative form discussed.

Section 4: Any proposed amendment shall be declared ratified upon receiving a two-thirds (2/3) vote of the voting Senate.

## ARTICLE XV - PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of the Robert's Rules of Order Newly Revised shall govern the SGA in all cases for which they are not inconsistent with this Constitution and any special rules of order the SGA may adopt.



## QUALIFICATIONS FOR MISS ALBANY STATE UNIVERSITY

Candidates for recognition as Miss Albany State University (ASU) must:

a. Be born a female person;

b. Be single;

c. Not have been married, not be married, nor become married during her reign;

d. Not have a child, not be pregnant, nor become pregnant during her reign;

e. Have a minimum of thirty (30) semester credits at the time candidacy is announced, unless change is deemed necessary;

f. Have been enrolled at Albany State University a minimum of one full academic year preceding the time she petitions to enter the competition;

g. Have a minimum 3.0 cumulative gpa at the time of the application deadline and must maintain at least a 2.8 cumulative gpa throughout her reign;

h. Be in good social standing and must not have any disciplinary action pending or on file;

i. Be enrolled as a full-time student at the time of application deadline and throughout her reign;

j. Have the approval of the Director of Student Life and Activities and the Vice-President for Student Affairs on their petitions verifying Grade Point Average and information regarding disciplinary action.

## DUTIES OF MISS ALBANY STATE UNIVERSITY

a. Miss Albany State University shall attend all scheduled workshops, seminars, conferences, retreats, and the like as approved by the university.

b. Miss Albany State University shall serve as an official hostess of the university.

c. Miss Albany State University will serve as the representative of Albany State University at approved pageant competitions.

d. Miss Albany State University (and Attendants) shall be responsible for coordinating and carrying out at least two programs/projects per semester, in an effort to carry out her major platform, which will benefit the Albany State student body and/or community at large. The 1st and 2nd Attendants to Miss Albany State University are also required to participate and the community service programs/projects will be focused on Miss Albany State University's platform. Programs and/or projects must be documented in the Office of Student Activities (Program Coordinator for Campus Activities will provided necessary documentation to complete).

e. Miss Albany State University is expected to represent integrity in scholarship, character, and all facets of the University population.

f. Miss Albany State University must exemplify the highest traits of character and good conduct.

g. Miss Albany State University must involve herself in campus activities as well as academic pursuits.

h. Miss Albany State University must work unselfishly and cooperatively with her attendants.

i. Miss Albany State University must be committed to official representation of the office, which she holds. She is expected to represent at basic functions, including:

## APPROVED OFF-CAMPUS ACTIVITIES

*Banquets*
*Community Service Projects/Functions*
*Convocations*
*Dinners*
*Founder's Day Events*
*High School Visitation Days*
*Homecoming Events*
*Honor's Day Events*
*Football Games*
*Luncheons*
*M.L. King Programs*
*Parades*
*Receptions*
*Speaking Engagements*
*Special Functions on Campus (when asked)*
*Veteran's Day Events*

## SUCCESSION IN OFFICE

a. If *Miss Albany State University* is unable to represent the student body at any given function, it is her responsibility to inform her advisors and attendants in advance, so that arrangements can be made for official representation by the First Attendant; if she is unable to attend, then the Second Attendant would serve as the official representative. If she is unable to attend and if applicable, the contestant that had the fourth highest score in the pageant competition would serve as the official representative.

b. If for any reason *Miss Albany State University* fails to maintain academic standards, then the First Attendant will be the new *Miss Albany State University*. If the First Attendant cannot serve, then the Second Attendant will be the new *Miss Albany State University*. If the Second Attendant cannot serve, then the contestant that had the fourth highest score in the pageant competition will be crowned the new Queen.

## PUBLIC APPEARANCE OF MISS ALBANY STATE UNIVERSITY

*Miss Albany State University's* public appearance must be exemplary of her position at **ALL** times. It is her responsibility to **SHARE FINANCIAL OBLIGATIONS** that this title incurs. Some expenses for Miss Albany State University may be:

*Attire for football games*

*Attire for Coronation*

*Attire for Homecoming*

*Attire for some special occasions*

*Accessories and personal care items*

*Attire for parades, pageant competitions, etc…*

*Miss Albany State University* will be allotted a budget for expenses affiliated with her official representation of the University. A financial committee composed of co-advisor, the Advisory Council and the Director of Student Life and Activities shall recommend allotments for any unexpected function(s) they seem necessary.

*Miss Albany State University* will have a parking space on campus. We will try to accommodate her in front of or near the residence hall in which she resides, if such be the case. If not, she will be assigned a parking space.

Miss Albany State University is expected to participate in official Student Government functions, campus-wide assemblies, and selected functions that bring honor to her, her attendants, and to the University.

An official itinerary will be planned for *Miss Albany State University* by her advisors/advisory council. Any off-campus event or activity where *Miss Albany State University* is required to attend or represent as *Miss Albany State University* must be approved by her advisor(s).

The crown, robe, scepter, and accessories are properties of the University and thus shall be returned at the end of each reign. Failure to do so will result in a "prior semester balance" due upon completion of the registration process.

*Miss Albany State University* will serve under the guidance of an advisor, co-advisor(s) and/or the Miss ASU Task Force.

## OATH OF OFFICE

Miss Albany State University, 1st Attendant, and 2nd Attendant shall be installed by the Director of Student Life and Activities or a designee during the "Installation of Officers" Ceremony. Said date, time, and place will be provided as deemed appropriate.

## DUTIES AND RESPONSIBILITIES OF 1ST & 2ND ATTENDANT

1. The 1st and 2nd Attendant to Miss Albany State University shall uphold and support the campaign of Miss Albany State University, as well as other projects.
2. The 1st and 2nd Attendants to Miss Albany State University shall abide by the same above guidelines, duties, responsibilities, expectations, etc…as Miss Albany State University.
3. The 1st and 2nd Attendants are required to have the same attire for football games, unless otherwise approved by the advisor(s). There will be several opportunities provided in order to meet this effort.
4. The 1st and 2nd Attendants shall never belittle, embarrass, or try to "**out-shine**" *Miss Albany State University*, for there is ONLY ONE *Miss Albany State University*.



## QUALIFICATIONS FOR MR. ROYAL GENTLEMAN TO MISS ALBANY STATE UNIVERSITY

Candidates for recognition as Mr. *Royal Gentleman to Miss Albany State University* must:

a. Be born a male;
b. Be single;
c. Not have been married, not be married, nor become married during his reign;
d. Not have fathered a child or be expecting to father a child during his reign;
e. Have a minimum of (30) semester hours at the time candidacy is announced, unless change is deemed necessary;
f. Have been enrolled at Albany State University a minimum of one full academic year preceding the time he petitions to enter the competition;
g. Have a minimum 3.0 cumulative gpa at the time of the application deadline and must maintain at least 2.8 cumulative gpa throughout his reign;
h. Be in good social standing and must not have any disciplinary action pending or on file;
i. Be enrolled as a full-time student at the time of application deadline and throughout his reign;
j. Have the approval of the Director of Student Life and Activities and the Vice-President for Student Affairs on their petitions verifying Grade Point Average and information regarding disciplinary action.

## DUTIES OF MR. ROYAL GENTLEMAN TO MISS ALBANY STATE UNIVERSITY

***Mr. Royal Gentleman to Miss Albany State University is* expected to represent integrity, scholarship, leadership, character, and all facets of the University population.**

**As a result:**

a. He shall exemplify the highest traits of character and good conduct.
b. He shall attend all scheduled workshops, retreats, seminars, conferences and the like as approved by the University.
c. He shall serve as an official escort to Miss Albany State University & Court.
d. He shall serve as an official host of the university.
e. He shall serve as the representative of Albany State University at approved competitions (if applicable/approved).
f. He shall be responsible for coordinating and carrying out at least two programs/projects per semester, in an effort to carry out his major platform, which will benefit the Albany State student body and/or community at large. The 1st and 2nd Royal Gentlemen to Miss Albany State University are also required to participate and the community service programs/projects will be focused on Mr. Royal Gentleman to Miss Albany State University's platform. Programs and/or projects must be documented in the Office of Student Activities (*Program Coordinator for Campus Activities will provided necessary documentation to complete*).
g. He shall involve himself in campus activities as well as academic pursuits.
h. He shall work unselfishly and cooperatively with all gentlemen and Miss Albany State University and Royal Court.
i. He shall be committed to official representation of the office which he holds. He is expected to represent the University at basic functions, including:

## APPROVED OFF-CAMPUS ACTIVITIES

*Banquets*
*Community Service Projects/Functions*
*Convocations*
*Dinners*
*Football Games*
*Founder's Day Events*
*High School Visitation Days*
*Homecoming Events*
*Honor's Day Events*
*Luncheons*
*M.L. King Programs/Functions*
*Parades*
*Receptions*
*Speaking Engagements*
*Special Functions on Campus (when requested)*
*Veteran's Day Events*

## CORONATION

Albany State University does not recognize a Coronation for Mr. Royal Gentleman to Miss Albany State University; therefore, they will serve as official escorts to Miss Albany State University & Court at the Coronation and will be introduced accordingly.

All Royal Gentlemen to Miss Albany State University will have the opportunity to meet and brainstorm about positive and meaningful events/activities that will include the male student population on the campus of Albany State University (i.e. social, luncheon, ball, retreat, seminar, forum, leadership development opportunities, etc...) as a part of the Mr. Royal Gentleman to Miss Albany State University experience.

## ACCESSORIES

Albany State University does not recognize a sash, crown, crown pin, or scepter for Mr. Royal Gentleman to Miss Albany State University. Please know that none of the above are part of the official wardrobe (uniformity) and will not be considered as such. However, all Royal Gentlemen to Miss ASU will have the opportunity to meet and brainstorm about positive and meaningful ways to enrich the Royal Gentlemen experience (i.e. ASU lapel pins, cuff links, etc…).

## SUCCESSION IN OFFICE

a. If the *Royal Gentleman to Miss Albany State University* is unable to represent the student body at any given function, it is his responsibility to inform his advisors and Royal Gentlemen in advance, so that arrangements can be made for official representation by the First Royal Gentleman; if he is unable to attend, then the Second Royal Gentleman would serve as the official representative. If he is unable to attend and if applicable, the contestant that had the fourth highest score in the showcase competition would serve as the official representative.

b. If for any reason *Mr. Royal Gentleman to Miss Albany State University* fails to maintain academic standards, then the First Royal Gentleman will be named the new *Mr. Royal Gentleman to Miss Albany State University.* If the First Royal Gentleman cannot serve, then the Second Royal Gentleman will be named the new *Mr. Royal Gentleman to Miss Albany State University*. If the Second Royal Gentleman cannot serve, then the contestant that had the fourth highest score in the showcase competition will be named the new Mr. Royal Gentleman to Miss Albany State University.

## PUBLIC APPEARANCES OF MR. ROYAL GENTLEMAN TO MISS ALBANY STATE UNIVERSITY

*All public appearance must be exemplary of his position at all times. It is his responsibility to share financial obligations that this title incurs. Some expenses may include:*

*Attire for football games*
*Attire for Coronation*
*Attire for Homecoming*
*Attire for some special occasions*
*Accessories and personal care items*
*Attire for parades, competitions, etc…*

He will be allotted a budget (***as approved by the budget committee***) for the expenses affiliated with his official representation of the University if deemed appropriate. A financial committee composed of co-advisors/an advisory council and the Director of Student Life & Activities shall recommend allotments for any unexpected function(s) they seem necessary.

He is expected to participate in official Student Government Association functions, campus-wide assemblies, and selected functions that bring honor to him, other gentlemen and to the University.

An official itinerary will be planned for all Royal Gentlemen by his advisors/advisory council. Any off-campus event or activity where he is required to attend must be cleared and/or approved by his advisor/advisory council.

He shall serve under the guidance of an advisor and two co-advisors or advisory committee.

## OATH OF OFFICE

All Royal Gentlemen to Miss Albany State University shall be installed by the Director of Student Life and Activities or a designee during the "Installation of Officers" Ceremony. Said date, time, and place will be provided as deemed appropriate.

## DUTIES AND RESPONSIBILITIES OF MR. ROYAL GENTLEMAN

1. He shall uphold and support the efforts of Miss Albany State University.
2. All shall have the same attire for football games, unless otherwise approved by the advisor/advisory council. There will be several opportunities provided in order to meet this effort.
3. No gentlemen shall never belittle, embarrass, or try to "out-shine" the other, at no given place or time.



## AGREEMENT

Before deciding to become Miss Albany State University or Mr. Royal Gentleman to Miss ASU and agreeing to the policies, procedures, rules and regulations of Albany State University, each respective position is requested to conduct an overall assessment of the requirements, responsibilities, expectations, and financial obligations of this position. For additional information, contact Ms. Gwinetta L. Trice at 430-4739.

## SPECIAL NOTE

Please know that there are rich traditions, practices and customs at Albany State University and just because another university is doing "it" does not necessarily mean that it will be beneficial to the university community at large or will happen at Albany State University. Although, the university welcomes innovative ideas, recommendations and suggestions, please know that ultimately, it will do what is best for the overall success of Albany State University. It is not the university's desire to replicate efforts of others, but to be original and authentic creators of the Miss Albany State University & Royal Court experience.

Candidates understand that if he/she is dethroned, he/she will forfeit all rights and privileges as Miss Albany State University, 1st Attendant, 2nd Attendant, Mr. Royal Gentleman, 1st Royal Gentleman or 2nd Royal Gentleman and will be responsible for reimbursing the university of any scholarship money and/or other financial compensation that was rendered for the title/position

Candidates understand they will be governed through progressive discipline, which means that if he/she engages in behavior or activity that is deemed inappropriate by the university or advisory council, he/she will be given a verbal warning, then a written reprimand, and finally administratively dismissed or removed from my title/position if the negative behavior is not appropriately corrected. Depending on the severity of the behavior, he/she will be administratively removed effective immediately.

Examples of grounds for dismissal include, but are not limited to unsatisfactory academic progress; fighting; cursing; late to university sanctioned activities; functions and/or events without approval; drunk in public; inappropriate use of facebook, myspace, twitter, and the like; being arrested; misuse of university funds; inappropriate public relations; placing self and/or university in compromising positions; being inappropriately dressed on/off campus and/or failure to complete platform.

## STUDENT ACTIVITIES ADVISORY BOARD

The Student Activities Advisory Board, better known as SAAB, serves as the official student programming board for the university. SAAB is tasked with providing quality programming to entertain, educate and enlighten the Albany State University community. Ranging from comedy, films and music, to speakers and special events, SAAB has grown to be one of the top programming boards at ASU thanks to its persistence, dedication and leadership. The Student Activities Advisory Board is overseen by the Office of Student Life & Activities. All events are funded through the use of student fees… It's your money - take advantage of it!

If you are interested in joining SAAB, the requirements are as follows:

1. 2.75 Cumulative GPA at the time of interest and maintain a 2.50 Cumulative GPA
2. Be enrolled at Albany State University
3. No active judicial record
4. Hardworking and INNOVATIVE!!!!!
5. RAM PRIDE

## POLICIES & PROCEDURES GOVERNING STUDENT ORGANIZATIONS

### *STATEMENT OF PURPOSE*

The purpose of the Office of Student Life & Activities is to enhance student learning and the quality of campus life, to assist in the retention of students, to foster personal development, to promote an environment in which cultural diversity is valued and respected, and to improve the overall educational experience of students. The staff is responsible for providing assistance and resources in all aspects of program planning to student organizations, as well as campus departments.

Our mission is to provide both personal and professional customer service that transcends the Albany State University community by promoting student recruitment, retention, and holistic learning through the establishment of a safe, secure and inclusive environment, where students are free to express themselves and engage in co-curricular activities that encourage student leadership, ongoing development and total wellness in order to matriculate, graduate and successfully progress in to a competitive workforce that will challenge them to utilize and maximize their full potential. This is accomplished through the promotion of student governance, cultural, intellectual, social, recreational, and leadership activities outside the classroom. The Office of Student Life & Activities recognizes that its mission is accomplished through the close interaction of students, faculty, and staff working together to meet the extracurricular and co-curricular needs of the students attending Albany State University.

The Office of Student Life & Activities offers a number of programs and services to fulfill its mission. For example, the department is responsible for University Programming, Community Service Projects, Intramurals and Open Recreation, Greek Life, Judicial Affairs, Ombudsman functions, Student Leadership Development Programs, Student Government Association, Student Clubs and Organizations, Recreational Services, use of Sanford Hall Gymnasium, use of J.C. Reese Student Union Building, use of new Student Center and use of ASU Grounds. The department also approves flyers, posters, handouts, and the like for distribution and posting on campus.

The Office of Student Life & Activities is also responsible for advising the following groups: Student Activities Advisory Board, Miss Albany State University & Royal Court, Mr. Royal Gentleman & Royal Gentlemen, ASU National Pan-Hellenic Council, Paraprofessionals Promoting Peer-fection Organization and the Student Government Association.

Events such as ASU by Candlelight, President's Council Student Leader Dinners, Coronation, Homecoming, Miss ASU Pageant, Mr. Royal Gentleman Competition and the Student Government Association Elections are just a few other activities the Office of Student Life & Activities sponsors.

## STUDENT CENTER

The Student Center is designed to be the gathering place for the campus, creating a sense of community among students, faculty, staff, alumni and friends of Albany State University.

It serves as the campus "Living Room" for all students and for student life and activities. They have as objectives the fulfillment of cultural, educational, developmental, and recreational desires of all students of Albany State University. The student union and new student center are also designed to provide a clean, comfortable, holistic and safe environment for both formal and informal events, as well as quality services, for the University and the ASU community.

Various programs and activities are planned and supervised by the Office of Student Life & Activities to broaden the experiences of each student.

The facilities and services of the Union/Student Center are for students to make full use. They include conference and meeting rooms, ball rooms, lounges, Recreational Centers, the ASU Bookstore, a Post Office, the RAM Card Office, Laundry Services, Chick-fil-A, Einstein Bro. Bagels, ATM (Bank of America), Higher One Card System, an information/customer service desk and vending machines. Offices include Student Government Association, Counseling and Disability Services, Student Life/Judicial Affairs, Recreation & Intramural Sports, Student Activities and the Vice President for Student Affairs. Normal hours of operation are from 8:00 a.m. – 5:00 p.m. on Monday – Friday. However, hours are subject to change due to student needs. There is also an on-campus subway located in Hall 4 and a pizza hut in Hall 6.

## CAMPUS ORGANIZATIONS

The University recognizes the role, which organized activities serve in enlarging the educational experiences of the members of the University community. Intellectual and personal growth takes place in student organizations, which have effective leaders and effective members. Students are encouraged to participate in programs provided by these organizations and the staff of the University serves to assist student organizations in programs. As a result, the University has adopted criteria for the approval of student organizations.

The Office of Student Activities shall review and act on all request for such approval. Criteria for this approval and procedures to be followed in seeking approval are included in the Manual for Clubs and Organizations, published by the Office of Student Activities.

Organizations duly recognized under these policies and procedures enjoy certain privileges:

1. A meeting place may be assigned in available University facilities.
2. Appropriate and available facilities for social functions may be assigned to an organization in accordance with University policies.
3. The privilege of participation in specified activities and programs is accorded the organization. Some examples are the Homecoming Activities and upon request and approval, the special funds program and fund raising ventures on the University campus in accordance with University policies.

Concomitantly, approved organizations, as agencies within the University community, are responsible for conforming to University regulations and procedures as contained in the Student Handbook. Suggestions for revision should be brought to the attention of the Office of Student Activities. There are approximately eighty-two (82) registered student clubs and organizations on campus (affiliated with our office), including several Greek-lettered fraternities and sororities. These organizations have applied for and met all the qualifications to actively operate on campus. Meaningful involvement in such out-of-class experiences is likely to provide opportunities for the development of self-governance, leadership, decision-making, team building and planning skills.

Membership in these organizations is open to students in good standing, who meet the common-interest objectives of the organization and their own internal criteria and standards. The majority of the organizations are related to the academic interests of the student. Students interested in one of these organizations should contact the advisor. Guidelines are also outlined for students wishing to establish their own student club or organization.



## PROCEDURE FOR RECOGNITION OF STUDENT ORGANIZATIONS

A. Application (Intent to Organize)

An organization seeking recognition must submit the following information in writing to the Student Activities Office:

1. Letter of Intent – Must include the following:
   a. Organization Name
   b. Advisor and/or Co-Advisor (*Must be a faculty and/or staff member*)
   c. Organization Purpose
   d. Contact Information
2. New Organization Package
   a. Advisor Agreement Form
   b. Co-Advisor Agreement Form (*Optional*)
   c. Executive Officer's Information Form
   d. Membership Roster (*Minimum of seven (7) seven interested students*)
3. Constitution and By-Laws
   a. Organization Name
   b. Organization Purpose
   c. Qualifications for membership (*Requirements*)
   d. Fees, dues and other consideration for membership
   e. Officers and leadership structure
   f. Time and manner of election of officers
   g. Explanation of any extra-campus affiliation (e.g., national parent organization)
   h. Time and location of all events and meetings to be hosted for the current semester

If the purpose, program, and constitution of the proposed organization are not in conflict with the policies, rules and regulations of the university, materials will be reviewed by the Office of Student Life & Activities and/or designated committee for review. A formal meeting with the petitioning group may be requested before final approval is given.

If granted approval by committee, an organization must serve a one-year probation period before being granted all rights and privileges of a fully established organization on campus. Upon final approval, a permanent file will be kept in the Student Activities Office, and the proposed organization must comply on an annual basis with the existing standards for all registered organizations.

### CONTINUING RECOGNITION PROCEDURE

1. Any club or organization approved for formal recognition remains a recognized club or organization unless:
   a. The club or organization fails to adhere to the policies, rules and regulations of Albany State University.
   b. The club/organization ceases to have an approved advisor.
   c. The constitution is altered without prior approval of the Constitution Review and Revision Committee.
   d. Club/Organization does not submit required paperwork before the assigned deadline of each semester.
2. Recognized clubs/organizations shall submit, at the end of every academic year, the required information as listed in the ASU Campus Club/Organization Recognition Packet

   ***Proposals for newly established Clubs/Organizations will only be accepted at the end of Spring Semester every Academic Year. The clubs and organizations will undergo a probationary period where the functioning of the group will be observed by the Office of Student Life & Activities. These organizations must adhere to all guidelines outline in the Intent to Organize and Request for Recognition Agreements.***

   Recognized clubs/organizations must be represented at **ALL** S.T.O.P. (Students Training for Organizational Progress) Sessions each semester as outlined by the Office of Student Activities. These sessions are used to strengthen the leadership skills of recognized clubs/organizations, in addition to providing clubs/organizations with adequate tools and essential skills needed to be productive and successful. In addition to the required S.T.O.P. Sessions clubs/organizations are also required to complete at least (1) one community service oriented project (i.e. habitat for humanity, relay for life) or an on-campus service oriented project (campus clean up; fundraising for foundation, tutoring) per semester. Clubs/Organizations will be given credit for these service projects upon completion of project and paperwork (all paperwork can be retrieved from the Office of Student Life & Activities. If the student organization fails to complete the semester requirements they will be allowed to make them up the following semester; however, the current semester requirements must be completed.

3. Failure of the club or organization to continue compliance with the criteria for recognition or with established rules, regulations and policies of Albany State University or with the provisions set forth above in paragraphs 1, 2 and 3 may result in disciplinary action and/or loss of recognition. The Program Coordinator for Campus Activities and/or designee shall notify any recognized clubs and/or organizations of loss of recognition. The affected club or organization can appeal the decision to the Director of Student Life & Activities.

B. Hearing

The Director of Student Life & Activities or his/her designee shall examine each application and reject those not submitted in accordance with the procedure as stated in the handbook for student organizations. He/she may request a hearing on the proposed recognition. He/she may, at his/her discretion, request that the hearing be held before the Student Affairs Committee. The Director may request the presentation of oral and documentary evidence. A recording or transcript of the hearing shall be made and preserved for use in possible appeals and reviews.

## CRITERIA FOR RECOGNITION AND REVIEW PROCEDURE

Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and mission of the University. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the University or any of the following:

1. The regular and orderly operation of the University.
2. The requirements of appropriate discipline within the University community.
3. The academic pursuits of teaching, learning and other campus activities.
4. The laws of the public policies of the State of Georgia and the United States.
5. The statutes and regulations of the University and Policies of the Board of Regents.

If the Director of Student Life & Activities disapproves recognition, the organization may appeal the decision to the Vice President for Student Affairs, who shall review the same and affirm, reverse or modify the decision. The appeal shall be in such form as the Vice-President for Student Affairs may require.

All applications for recognition approved by the Director of Student Life & Activities or the Vice-President for Student Affairs or the committee shall promptly entitle the organization to all rights and privileges of a student organization.

## RIGHTS OF STUDENT ORGANIZATIONS

Recognition authorizes an organization to use University facilities and equipment (within reason). Use is approved based on availability, the Board of Regents Policies, and University regulations governing the use of facilities and equipment. There shall be reasonable scheduling and clearance of particular facilities and equipment by the Office of Student Activities.

## RULES AND REGULATIONS GOVERNING ORGANIZATIONS

### A. FINANCIAL RESPONSIBILITY

Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds. A student organization must set up an account either through the Business Office or through an approved banking institution. (Please consult with the Office of Student Activities before opening an account).

### B. CONFORMANCE WITH ORGANIZATION PURPOSE

Activities or organizations must be in conformance with their applications and stated purposes. Failure to do such causes an organization to jeopardize their “active” status.

### C. PROPERTY DAMAGE

Malicious damage to the property of the University, other persons or entities resulting from organizational activities is prohibited and the student organization shall be responsible for all damages.

### D. DISORDERLY CONDUCT

Organizational activities, which encourage or precipitate riots or other disturbances, which materially interfere with the regular and orderly operation of the University, are prohibited.

### E. PARADES, STUDENT RALLIES, AND GATHERINGS

Student rallies and other such gatherings must be limited to areas designated by published notice for such activities. Activities that interfere with pedestrian or vehicular traffic on campus must be cleared with the Vice-President for Student Affairs and the ASU Police Department, as well as with the proper civil authorities before they can be undertaken. Use of facilities, equipment and other University property shall be subject to reasonable scheduling by the Office of Student Activities in order to promote fair sharing of their use. The pedestrian mall, the square and amphitheater of new student center have been deemed official designated areas for parades, rallies, gatherings and the like.



### F. ARTISTS, CONCERTS, SPECIAL EVENTS, ETC...

All artists, concerts, comedy shows, carnivals and the like must be approved by the Office of Student Activities and the Vice President for Student Affairs prior to contract negotiations. Additional legal documentations such as waivers, performance riders and additional contracts must be appraised and approved by the Office of Student Activities and University Council prior to distribution. All other special events must be approved by the Vice President of Student Affairs and the Director of Student Life & Activities at least 30 days in advance. Special events include but are not limited to fashion shows, step shows, concerts, comedy shows and dance/party requests (unusual hours – i.e. In the Heat of the Night).

### G. LAW VIOLATIONS

No organization shall commit, encourage, condone, or contribute to violations of University statutes and regulations, the Policies of the Board of Regents, or the laws of Georgia or the United States.

### H. ELIGIBILITY FOR MEMBERSHIP AND OFFICER STATUS

Active membership shall be confined to currently enrolled students. A student must maintain a 2.0 cumulative grade point average to be eligible for membership and to be actively involved in a student organization (unless otherwise specified). However, to be eligible to serve as an officer or hold a leadership position of a student organization (i.e. officer, section leader, king/queen), a student must maintain a 2.5 cumulative grade point average. Please note that some organizations may require a higher grade point average than a 2.0 or 2.5.

### I. INFORMATION TO BE SUBMITTED TO THE OFFICE OF STUDENT ACTIVITIES

A list of officers must be submitted to the Office of Student Activities within seven (7) days after each election. A copy of each organization’s Constitution and By-Laws and of all subsequent amendments thereto must be submitted to the Student Activities Office within seven days after enactment.

### J. STUDENT PUBLICATIONS

Student organizational publications shall not contain material which is obscene or defamatory, or which may create a substantial likelihood of material interference with the regular and orderly operation of the University. Student organizational publications shall abide by the guidelines and policies established by the university.

### K. STUDENT ORGANIZATION MAILBOXES

The Organizational Mailboxes located on the 2nd Floor of the Student Center g are a special service provided by the Office of Student Life & Activities for the convenience of recognized clubs/organizations. Use of these mailboxes is considered a privilege. Failure to comply with the rules and regulation outlined by the Office of Student Activities will result in loss of mailbox privileges. Failure to regularly check mailboxes causing an overflow of mail and other nuisances will also result in the loss of mailbox privileges. If mailbox privileges are revoked, recognized clubs/organizations may submit in writing a letter outlining why their privileges should be reinstated by the Office of Student Life & Activities.

### L. GREEK WEEKS

The scheduling of Greek Weeks is a privilege bestowed upon Greek letter organizations by the University. Greek Weeks are to be governed by the Office of Student Life & Activities and the National Pan-Hellenic Council. Greek Weeks are to be designated via the Office of Greek Life/Pan-Hellenic Council and the following rules should be adhered to:

1. Programming by other organizations during proposed Greek Week will be determined as necessary by the Office of Student Life & Activities.
2. Advertisements for Greek Weeks should be in good taste.
3. Greek weeks shall commence from Sunday to Saturday of allotted week.
4. By the end of each week of each respective Greek Week, the Greek organization assigned that week must remove all advertisements or decorations completely. This includes all flyers, posters, steamers, window paint, craft projects, etc . . . . . Failure to COMPLETELY clean up will result in a minimum fine of $250.00 to be made payable to Albany State University.

All Greek Letter organizations must comply with all rules and regulations outlined by the Office of Student Activities. Greek Weeks will be governed at the discretion of the Office of Student Activities. Organizations that fail to adhere to Greek Week rules, policies and courtesies, may risk loss of privilege.

### M. EVENT DECORUM

All clubs/organization events should be in good taste and reflect the ideas, and attitudes exemplary of collegiate student. All massage nights, auctions, or any other programmed events that exploit the human body, condones behaviors commensurate with slavery, or prostitution are banned. Events such as fight nights, dodge ball, kickboxing, water fights, and the like are also banned. Failure to adhere to the intolerance policy of such activities will result in the student organization’s loss of programming privileges, revoked organizational status, administrative reprimand and/or legal action can apply.

## N. EVENT CANCELLATION

All event cancellations must be submitted in writing to the Office of Student Activities at least 72 hours three (3) days prior to the scheduled event time, and three (3) weeks prior to major events/functions. Exceptions to this rule may include an act of God and/or an emergency. Exceptions will be decided by the Office of Student Activities. Failure to comply may result in the assessment of fines and/or fees (set ups, security, etc.). Each student group will be allowed two (2) event cancellations per semester. At such time when a student group surpasses its two (2) cancellation maximum, the group may be subject to review by the Department of Student Life and Activities and sanctioned accordingly.

## O. MUSIC POLICY

All outdoor campus music events must promote a collegial environment that does not jeopardize the order, safety and security of campus constituents. Any music which contains obscene expressions and/or "fighting words" is strictly prohibited. During the hours of *12:00 p.m. through 1:00 p.m., Monday – Friday, music can only be played on the grounds of the Student Union, Amphitheater of the new Student Center, Pedestrian Mall and on the inside of the following buildings: Sanford Hall Gymnasium, and the new Student Center, after appropriate paperwork has been approved by the Department of Student Life and Activities and ASU Police Department. An acceptable decibel sound level has been approved at 96.8, particularly for buildings which are located adjacent to academic buildings. Any and all violators will be subjected to below penalties.

Music may also be played during the hours of 8:00 p.m. – 10:00 p.m. from Monday – Thursday, pursuant to the procedures required for approval of extra-curricular activities by the Office of Student Life and Activities. Please refer to Policies Governing Student Activities and Dance Event Policy for weekend hours of approval.

*** Special permission may be obtained to extend above stated times for special events, and must be obtained and approved by the Vice President for Student Affairs or his/her designee.**

| | **Penalties** |
|---|---|
| 1. First offense | Written Warning |
| 2. Second offense | Written Reprimand and $250.00 Fine |
| 3. Third offense | Loss of programming privileges for the remainder of the Semester and $500.00 fine. Privileges will only be reinstated when the student and/or appropriate representative of the organization (i.e. president and/or advisor) see the Director of Student Life and Activities or his/her designee and has met requirements for reinstatement. |
| 4. Fourth Offense | Programming privileges will be revoked indefinitely andrespective organization will be subject to sanctions thru judicial affairs. |

## P. STAGE POLICY

Use of the University stage, for outside functions, is prohibited. Use of wooden stage, which is the property of the Office of Student Life & Activities, will be determined by the office and there will be a rental fee assessed based upon the size of stage used (*Please See Rental Policy*).

## Q. FLYERS & ADVERTISEMENTS

The Office of Student Life &Activities will only recognize the advertisements of its registered clubs and organizations, as well as the National Pan-Hellenic Council members.

1. No individual member of any Greek-lettered organization (which include NPHC, honor, civic, service, or religious groups) shall collaborate with any unauthorized entity/promotion company in any form of flyer or advertisement (i.e. usage of visual images, actual names of individuals, names of organizations, official fraternity/sorority symbols, or anything of the like) Materials containing advertisement with outside promotion groups will not be approved or sanctioned by the university and cannot be distributed on campus. Individual violators will be issued a written warning and a fine in the amount of $500.00 (five hundred dollars) upon first offense and further offenses will be sanctioned through the Office of Student Life and Activities.
2. The fine for organizational participation with unauthorized promotion companies is $3,000.00.
3. The fine for individual participation with unauthorized promotion companies is $1000.00 per individual after first offense.
4. If an organization or individual has a business license to conduct business as a proprietor or business owner, it shall be on file in the Office of Student Life & Activities by September 1st of academic year. Otherwise, the organization or individual will be held accountable and responsible for above policies.
5. All flyers and advertisements must be approved by the organization's president, organization's advisor and the Office of Student Life & Activities before mass reproduction or distribution will be allowed.
6. The Office of Student Life & Activities will stamp only ONE flyer for approval. For the electronic stamp, each club/organization must submit their approved flyer form with the appropriate signatures to Word Processing.

***Unauthorized replications of the university's stamp of approval will result in the club/organization be sanctioned by the Judicial Affairs Office.***



## R. RENTAL POLICY

**General Use of Equipment**

Media Services exists to serve the media needs of faculty, students and staff in their University related activities. Media equipment is primarily intended for classroom and related educational use. Media equipment is not intended for personal use or for off campus use. Equipment may not be rented or borrowed by individual groups or entities (including private or public schools) that are not faculty, students or staff of Albany State University. The Office of Student Life & Activities and Facilities Management shall attempt to meet the needs of the members of the University who are hosting conferences, workshops, and events on campus only. Special permission shall be granted for select off-campus events with prior approval from the Office of Student Life & Activities. Equipment for classroom use by instructors will take precedence over conference, workshop, and/or event requests if the classroom request is made prior to the conference, workshop, and/or event request. No p.a. system/equipment requests can be used for dj equipment purposes in any shape, form or fashion. Respective organization must hire or secure a dj and he/she must have its own equipment. Fees to replace or repair equipment and/or fines will apply if equipment is damaged or if p.a. system was intentionally used for dj equipment purposes or any other purposes not originally approved or intended.

**Fees**

Borrowers are charged for maintenance and delivery fee. Fees must be paid in advance. See below for complete pricing as per equipment that is managed by the Department of Student Life & Activities.

- Large Stepping Stage $500.00
- Medium Stepping Stage $400.00
- Small Stepping Stage $300.00
- Programmatic Stage $150.00
- Projector $40.00
- Screen $20.00
- Columns $15.00/ea
- Overhead Machine $20.00
- Water Hose $20.00/ea
- Coolers $30.00ea
- General extension cords $10.00 each
- Heavy duty extension cords $20.00 each

** **Please be advised that replacement fees and/or fines will apply if university equipment is damaged, lost, stolen, misplaced, etc…**

Clubs and organizations are strongly encouraged to purchase organizational equipment or utilize rental services in the community such as Bob White Rents, Andrew Rents or Rental Depot.

Other equipment must be rented for organizational use. This includes, but is not limited to curtains, grills, dj equipment, tablecloths, tents and multiple microphones. Dj equipment and multiple microphones can be rented from Stallion Music. Table cloths, curtains, and like can be rented from Rental Depot or Andrew Rents. Rent-A- Center can also rent a sound system for projecting music (i.e. cd's or mixed cd's). The Office of Student Life & Activities can also provide a listing of dj services.

**Work-order Requests**

Facilities Management and the Office of Student Life & Activities will work to assist each registered club and organization in executing successful work order requests. Please understand that this service is a privilege and not a requirement of the university.

Typical or reasonable requests (inside of building use) that will be honored thru TMA include use of:

- Square Tables
- Chairs
- Round tables, if available (may have to rent)
- P.A. System

(For program purposes only - no music can be channeled thru the system.

If the speakers are busted or equipment damaged for any reason, the organization will have to pay to replace as per estimate from facilities management).

- Podium
- 2 microphones with stands

If the weather is inclement and equipment or services is being requested for outside use, the work order will be deemed void, for we will not or cannot sit equipment, supplies or materials in the rain, even if a work order was processed and approved prior to "an act of God."

The Office of Student Life & Activities will process ANY and ALL work order requests for registered clubs and organizations. NO EXCEPTIONS!!! All others will be denied.

**Building/Space Reservation**

Each semester, the Office of Student Life and Activities will provide a deadline for student clubs and organizations to submit an electronic reservation to the building coordinator. Thereafter, the student representative is responsible for completing the necessary paperwork and is required to send it through the proper channels for approval. Upon submission, the student representative must provide a copy of the initial electronic copy of the building reservation form, along with the building request form to the Office of Student Life and Activities. Both documents should reflect the same event information listing the actual event, preparation time, event actual start time, event ending time, event break down time, location and event description. Any discrepancies will result in immediate denial of the request. No changes can take place on building request forms without the consent of the Advisor and other mandated authoritative endorsing parties. For reservation details, please refer to the procedures provided to student leaders during monthly STOP Sessions and or visit the Office of Student Life and Activities.

**Cancellation**

Cancellation of reserved equipment must be made 48 hours before scheduled start time or borrower will be responsible for all fees. Borrower agrees to return the equipment on the agreed upon date and acknowledges that failure to promptly return the equipment when due will result in a fine of $20.00 per hour beyond the specified time for return. Borrower further understands they are responsible for cost of repair or replacement of damaged, lost, stolen or broken equipment at replacement cost.

**Borrower's Agreement**

Borrower has examined the equipment to ensure that it is suitable for his/her purposes. Borrower agrees to abide by all the terms and conditions of this agreement including, but not limited to using the equipment exclusively for official Albany State University business. Borrower will take due care, follow all safety rules and accompanying instructions with respect to the operation of the equipment, and will use the equipment only for the purpose for which it was designed. Borrower agrees to accept responsibility for the maintenance, control and safekeeping of the equipment, while it is signed out in his/her name and to return the equipment in good repair, order and condition as it currently is while signed out to him/her. Borrower accepts full financial responsibility for replacement of the borrowed equipment with comparable equipment selected by the Program Coordinator of Campus Activities or his/her designee, should the equipment be lost, stolen, or irreparably damaged during the period that it is rented out in the Borrower's name. The Office of Student Activities shall provide Borrower with an invoice for damages to the equipment within seven (7) days of its return, payable upon receipt. Borrower understands that if he/she violates any of the terms of the Agreement, he/she will forfeit his/her renting privileges.

**Temporary Food Service Regulations**

All temporary bake sales, cook-outs, wiener roasts, barbecues, etc...must be approved by the Director of Aramark Food Services and the Office of Student Activities. Food poisoning or any other mishaps by your organization will be the responsibility of your organization if legal damages occur. Neither Aramark Food Services nor Albany state University will be liable for any legal actions. The purpose of these regulations is to protect the health of your customers and to protect your organization as much as possible from situations involving liability from illness. The above rules are intended to be used as a guide, and will obviously not fit every conceivable situation. Therefore, any organization or interested part can call anytime to ask questions or request advice. To avoid potential problems concerning food service, comply with the following suggestions:

a. Inform food services of items that you plan to sale/distribute.

b. Fruits and vegetables must be sold whole.

c. Meats must be handled with extreme caution.

d. No home canned items may be served or sold.

e. Avoid potentially hazardous foods that easily spoil.

f. All food items should be completely wrapped in the quantities in which they are to be sold prior to reaching the designated bake sale location.

g. Proper disposal of any charcoal, grease, etc…is critical.



## REVIEW AND ENFORCEMENT OF REGULATIONS

The Director of Student Life & Activities or the Vice-President for Student Affairs shall periodically review the activities of all student organization to determine that the organizations are acting in compliance with University regulations. Charges of violations of University regulations may be brought against any organization and shall be heard by the Office of Student Life or, at his/her discretion, by the University Disciplinary Committee. The Office of Student Life or the University Disciplinary Committee may request the presentation of oral and documentary evidence at the hearing. He/she or the hearing committee shall have a recording or transcript of the hearing prepared. The Office of Student Life & Activities or the University Disciplinary Committee may impose upon an organization any one or any combination of the following penalties after consideration of the evidence presented at the hearing:

1. Restriction of all or any privileges enjoyed as a recognized student organization;
2. Monetary fines;
3. Restitution or damages;
4. Probation of recognized status;
5. Suspension of recognized status;
6. Withdrawal of recognition.

Please note that the Office of Student Life or the University Disciplinary Committee is not limited to the above penalties.

## POLICIES GOVERNING STUDENT ACTIVITIES

The Office of Student Life & Activities provides as much assistance as possible to student groups in developing campus activities and programs that enrich and enhance college life. All student organizations are under the jurisdiction of the University. Direct responsibility rests with the approved campus advisor(s) and the Office of Student Activities.

**A.** General Regulations

1. A student will be allowed to represent the University in any intercollegiate competition or student organization if he or she is currently enrolled full time.
2. A student will be able to hold a major office (i.e. section leader, class or organization king/queen, officer) in a student organization if he or she has a cumulative average of 2.50 or better. (Some organizations may require a higher g.p.a.).
3. A student will be able to actively participate in a student organization if he or she has an accumulative average of 2.00 or better. (Some organizations may require a higher g.p.a.).
4. An organization shall secure Activity Forms from the Office of Student Life & Activities and properly complete them before it can sponsor any activities. Under no circumstances will any organization be permitted to sponsor an activity, which has not been properly approved by the Office of Student Life & Activities. Failure to do such may result in possible disciplinary action. Activity forms shall be on file with the Director of Student Life & Activities **at least seven business days** before the activity in order to be considered. Business days do not include weekends. Failure to submit forms in a timely manner could automatically result in disapproval.
5. Activities scheduled Sunday through Thursday must conclude by **10:00PM**, unless special permission is obtained. **Dances, parties and like will not be approved on Sunday to Wednesday.** (See dance event policy)
6. Activities, **other than dances or parties**, scheduled for Friday and Saturday must conclude at 2:00 a.m. unless special permission is obtained. (**See dance event policy for dance times).** Sunday scheduled events must conclude by 10:00PM…. however, no dances or parties on Sunday.
7. ASU Police Department will determine if paid officers are needed at an event, regardless of whether the organization is charging for the event, collecting money or not.
8. All rehearsals held in any building on the University campus must cease at 10:00PM
9. Any official student organization may be permitted to sponsor any activity during the year as long as it stays within the objectives of the University and is properly registered in the Office of Student Life & Activities.
10. Fundraising activities such as raffling must comply with local and state laws.
11. Student groups who desire to serenade must secure the approval of the Director of Student Life & Activities **at least seven business days** before the activity is to occur. The deadline for such activities to cease is 10:00PM (unless special permission is obtained).
12. The advisor must approve all meetings of the student organization.
13. No activities are to be scheduled during holidays or recess periods, unless special permission is obtained from the Office of Student Life & Activities.

**B.** Dance Event Policy

1. All on-campus dance events that are sponsored by student organizations must be registered and approved by the Office of Student Life & Activities and ASU Police Department.
2. All forms for approval of traditional dance events must be processed seven (7) business days prior to the event. (Please refer to Procedures for Room Requests). **A Special Event dance request** (unusual hours) must be processed thirty (30) days prior to event *(i.e. In The Heat Of The Night).*
3. The **Request for Security Form** must be processed seven (7) business days prior to the event (traditional dance) and fourteen (14) days for special event requests *(i.e. SAAB-In The Heat Of The Night).*
4. Registered and approved organizations will only be allowed to sponsor two (2) campus pay affairs and/or dance events per semester (unless special permission is obtained).
   - In the event that an organization obtains approval for a dance and does not cancel the event in accordance with the event cancellation policy, the organization will be fined (accessed) $100.00. The organization must also properly cancel the scheduled event to avoid having the event count as one of their allotted events.
   - The charge for admission to on-campus events MUST not exceed five dollars ($5.00) per person for ASU students. Any student organization seeking to sponsor dance events at a greater per person cost has to get prior approval from the Office of Student Activities.
5. Campus **dance/party** events can only occur on Friday and Saturday (unless special permission is obtained). On Friday and Saturday, the dance/party must conclude by **2:00 a.m**. Dances, parties and like will **not** be approved on Sunday through Thursday (unless special permission is obtained). Any student organization seeking to exceed established times for dance events or on-campus parties must have prior approval from the Office of Student Activities, the Vice President for Student Affairs and the ASU Police Department.
6. The **APPROVED** Campus Advisor(s) or a designee as approved by the Office of Student Life & Activities of the sponsoring organization **MUST BE PRESENT** at the event and must remain throughout the event unless approved by the ASU Police Department and the Office of Student Life & Activities.
   - If the campus advisor(s) is not present, then the function will not begin. If the campus advisor leaves without approval from the ASU Police Department and the Office of Student Life & Activities, the event will be halted immediately.
7. Prior to the dance, student clubs and/or organizations are responsible for arranging for the appropriate presence of police officers through the ASU Police Department, no matter if the dance is a paid or unpaid event. This should be arranged at least **seven (7) business days** before a traditional event or **fourteen (14) days** before a special event is to be held. The ASU Police Department will determine the appropriate number of officers, which is typically calculated by the anticipated number of attendees. The cost for hiring such police personnel will be incurred by the club or organization sponsoring the event. Officers must be obtained through ASU Police Department, unless special permission is granted by the ASU Chief of Police **(Be mindful that police officers cannot be obtained until after approval of the event has been granted and confirmed through the Office of Student Life & Activities).**
8. All participants are required to pass through a metal detector, which will be monitored by a law enforcement officer or designee. Hand-held metal detectors may be used in lieu of a metal detector portal. This provision will require each organization to hire additional law enforcement official.
9. The sponsoring student organization is responsible for selecting at least three (3) students to serve as monitors during the event. If those students are not identified, then ASU Police Department will not allow the event to begin. **UNDER NO CIRCUMSTANCES ARE THESE MONITORS INTENDED TO REPLACE OR TO ACT AS ASU POLICE OFFICERS**.
   - The responsibilities of the student monitors shall include but is not limited to:
   - Attending pre-event meeting with assigned ASU Police Department Officers, the Campus Advisor, and all other event personnel (e.g. event D.J.) to coordinate logistics of student I.D. verification, monitoring posts, cost of admission, and provisions for entry and exit.
   - Reporting of unusual activity or policy violations or disorderly conduct to officers.
10. It will be assumed that each dance event will be open only to ASU students with valid I.D., unless the sponsoring organization has PRIOR approval to allow non-ASU students to attend the event from the ASU Police Department and the Office of Student Activities.
    - All promotional materials (i.e. flyers, posters, radio advertisement) must be approved by the president of respective organization, advisor of respective organization and the Office of Student Activities **BEFORE** they are distributed, posted, and/or announced.
    - Students loitering outside of the dance event are prohibited.
    - Actions that interrupt the order of the event or may initiate potentially harmful/disruptive contact are not permitted during dance events.



11. **FIGHTING WILL NOT BE TOLERATED**! Any student(s) that is/are fighting will be immediately escorted from the dance and will be subjected to criminal proceedings and/or Albany State University disciplinary procedures as outlined in the Ram Student Handbook or the Student Code of Conduct.
    - The assigned ASU Police Department, the Campus Advisor(s) and the Student Monitors will collectively determine whether the dance can continue without incident. The ASU Police Officers, however, will have the final decision, but if another incident happens at the dance event, then it can be halted immediately without question.
12. The use of alcohol or other unlawful drugs is strictly prohibited during events sponsored by registered and approved student organizations.
    - Food and/or NON-ALCOHOLIC beverages cannot be brought into the dance event, but is allowed if sanctioned by the host organization.
13. The use of explosives or flammable materials (this includes candles) is strictly prohibited during events sponsored by registered and approved student organizations, unless approved by the ASU Police Department and the Office of Student Life & Activities.
14. Campus organizations that do not adhere to any particular aspect of these guidelines could lose campus recognition.

C. **Cook Out and Food Sale/Distribution Policy**

**Student organization food distribution for the purpose of fundraising and entertainment shall comply with the policies listed below. All activities involved in this policy include but not limited (grilling, fish fries, bake sales, mock tale cocktails, candy sales, socials, banquets and the like).**

**a. Grill Policy**

The Office of Student Activities provides as much assistance as possible to student groups in developing campus activities and programs that enrich and enhance college life. All student organizations are under the jurisdiction of the University. Direct responsibility rests with the approved campus advisor(s) and the Office of Student Life & Activities.

Grilling on campus requires scheduling services with the Office of Student Life & Activities. It also requires adherence to fire safety codes. Barbecue grills may be a fire hazard under certain circumstances. Please exercise caution in using them, and never use them **inside** under any circumstances. Never leave outdoor grills/hibachis unattended. Read package instructions on the use of charcoal briquettes. Do not put hot coals into dumpsters, trash cans, or on grass since this will cause a fire.

Albany State University prohibits the use of grills under exit stairways, under tents or under/in covered areas. Barbecue storage is not permitted under exterior stairways or within interior stairways, so please know that these **areas are not** storage spaces but **are escape** routes. Charcoal grills must be placed at least ten (10) feet from any combustibles (e.g. buildings, roofs) and may have a maximum grill area of ten square feet. Units may not be used on the grass. Lighter fluid may not be added once the coals are ignited. Coals must be fully extinguished and cooled prior to disposal in a bag (**not on the ground**). Additional guidelines may apply to barbecues depending on specific location. If charcoal is disposed of improperly at an organization's event, that organization will be assessed a fined in the amount of $250.00 (two hundred & fifty dollars).

1. **All registered clubs and organizations are responsible for providing their own grill. We suggest purchasing a grill and using it as approved for on-campus events or utilizing rental services (i.e. Bob White Rents, Andrew Rents, Rental Depot).**
2. An organization shall secure Activity Forms (non-academic) from the Office of Student Life & Activities and properly complete them before it can sponsor any activities. Under no circumstances will any organization be permitted to sponsor an activity, which has not been properly approved by the Office of Student Life & Activities. Failure to do such may result in possible disciplinary action. Activity forms shall be on file with the Office of Student Life & Activities at least seven (7) business days before the activity, in order to be considered. This does not include weekends. Failure to submit forms in a timely manner could automatically result in disapproval.
3. Work-order requests must be coordinated thru the Office of Student Life & Activities. If an organization sends a work order to facilities management without the approval of Student Life & Activities, the work-order will be automatically denied and sent back to respective organization.
4. Activities scheduled Sunday through Thursday must conclude by 11:00 p.m., unless special permission is obtained. Activities scheduled for Friday and Saturday must conclude at 2:00 a.m., unless special permission is obtained.
5. Any official student organization may be permitted to sponsor any activity during the year, as long as it stays within the objectives of the University and is properly registered in the Office of Student Life & Activities.
6. No activities are to be scheduled during holidays or recess periods, unless special permission is obtained from the Office of Student Life & Activities.

7. The advisor must approve all meetings and activities of the student organization.
8. Clubs and organizations will be charged $100.00 per job for setting up of tables, chairs, curtains and the like on university grounds, as well as in any university facility **after 5:00 p.m.** The university will not be able to leave tables and chairs outside overnight. Therefore, use of university equipment must be coordinated through the Office of Student Life & Activities and with Facilities Management prior to the event, especially when the event will go beyond the 5:00 p.m. hour. Please note that weekends are not included and must be coordinated with facilities management personnel by the organization. However, please be mindful that all fees must be paid in full seven (7) business days before the event is scheduled. All paperwork and fees must be approved and processed through the Office of Student Life & Activities.
9. The Request for Security Form must be processed seven (7) business days prior to the event. Prior to any event, student clubs and/or organizations are responsible for arranging for the appropriate presence of police officers through the ASU Police Department. This should be arranged at least **seven (7) business days before a traditional event** is to be held or **14 days for a special event request.** The ASU Police Department will determine the appropriate number of officers (if any are needed), which is typically calculated by the anticipated number of attendees; If such be the case, the costs for hiring such police personnel will be incurred by the club or organization sponsoring the event. Officers must be obtained through ASU Police Department, unless special permission is granted by the ASU Chief of Police (Be mindful that police officers cannot be obtained until after approval of the event has been granted and confirmed through the Office of Student Activities/ ASU Police Department). Campus organizations that do not adhere to any particular aspect of these guidelines could lose campus recognition and/or privileges.
10. Clubs and organizations are responsible for any and all trash, debris, clean-up and the like when grilling on university property. Any club or organization found not adhering to university grill policies and procedures will be assessed a $250.00 fee and possible loss of any and all privileges to grill on university property (also subject to individual and/or organization disciplinary action by the Office of Student Life and Activities).
11. All grill events/activities must be scheduled on a per day basis. As a result, no activity/event can be continuous and must be approved by the Office of Student Life & Activities and ASU Police.
12. Clubs and organizations are responsible for the behavior, actions, activities and/or conduct of its visiting members or guests, whether it be on-campus or off-campus members or guests.

**b. Fish Fries**

A $25.00 grease disposal fee is required for student organizations sponsoring fish fries. Students are to retrieve a grease receptacle from the Office of Student Life and Activities (if applicable) to dispose of residual grease material. Otherwise, student organizations will be responsible for obtaining an approved grease receptacle. After cooking, allow cooking grease to cool, thereafter, pour cooled grease into the receptacle. Transport the grease to the grease disposal tank located behind the Dining Services Building (Contact Mr. Henry Ward for specific disposal instructions). After disposing of the grease, proceed to clean the soiled grease receptacle and return it to the Office of Student Life and Activities. Failure to complete the proper steps will result in the loss the grease disposal deposit fee and or additional fines and the loss of on-campus cooking privileges.

**THE OFFICE OF STUDENT ACTIVITIES/STUDENT LIFE RESERVES THE RIGHT TO MODIFY AND/OR CHANGE POLICY AS DEEMED NECESSARY.**

**D. Special Regulations**

1. Each organization must have on file in the office of the Director of Student Life & Activities the following:
   a. Copy of its Constitution and By-Laws, and revisions as made.
   b. Registration forms at the beginning of each academic year.
   c. List of members by academic year (per semester).

   ***The group will not be permitted to program until such time that this information is on file in the Office of Student Life & Activities.***
2. Each organization must have primary advisor who is a full-time faculty or staff member of Albany State University, unless special permission is given by the Office of the Vice President for Student Affairs.
3. Meeting times and places on campus must be approved by the advisor and Director of Student Life & Activities.
4. Funds are to be deposited in a local bank as collected and withdrawn by check and when needed countersigned by advisor. Another option is to setup an account with the University Business Office. Financial records are required. Approval must be obtained by the Advisor and the Director of Student Life & Activities.



## POLICIES CONCERNING GENERAL ON-CAMPUS/OFF-CAMPUS EVENTS

1. All clubs and organizations must have an approved advisor present at all sponsored activities/events whether on-campus or off-campus.
2. When traveling off-campus, students must abide by all instructions provided by the university representative throughout the duration of the event or trip.
3. Traveling on university-sponsored or related trips includes the requirement that students return with the group.
4. One-way travel is not permitted, unless the Vice President for Student Affairs or the Director of Student Life & Activities grants prior approval.
5. The student code of conduct, honor code, and the Pan-Hellenic Council Constitution and statues are in effect on and off-campus; therefore, at all times, students and student groups, clubs, and organizations are expected to conduct themselves as representatives of the University.
6. In the case of misconduct that occurs off campus, in which the University has an interest, group may be disciplined and/or lose its registration/recognition, or an individual may be disciplined.
7. Groups using University vehicles will be charged for their use at a designated rate per mile.
8. All Albany State University students must show a valid student identification card at the entry point to the social event in order to gain access to the event. Non-ASU students must be invited guests of the organization sponsoring the event (unless event is open to the public). It is preferable that the sponsoring organization develops a guest list, which should be available at the entry point to the event. Once it has been determined that the individual is indeed a guest, he or she must present a picture identification card. The guest will be required to provide his or her driver's license number and/or social security number. (The log containing such information is to be treated confidentially, monitored by the advisor and/or ASU Police Department, and delivered to the Office of Student Life & Activities on the first business day following the event).
9. Prior to each social event, student clubs and/or organizations are responsible for arranging for the appropriate presence of police officers through the ASU Police Department. This should be arranged at least **seven (7) business days** before a traditional event is to be held or **14 days for a special event request.** The ASU Police Department will determine the appropriate number of officers, which is typically calculated by the anticipated number of attendees; the costs for hiring such police personnel will be incurred by the club or organization sponsoring the event. Be mindful that police officers cannot be obtained until after approval of the event has been granted and confirmed through the Office of Student Life & Activities. Participants are not permitted to congregate outside or near the location of the social event, unless there is an approved outdoor activity associated with the event.
10. All participants are required to pass through a metal detector, which will be monitored by a law enforcement officer. Hand-held metal detectors may be used in lieu of a metal detector portal. This provision will require each organization to hire an additional law enforcement official.
11. With the exception of member of the Albany State University community, individuals are not permitted to congregate in any campus area after the social event.
12. In the event that disorderly behavior manifests itself during the social event, the event will end immediately. The university will exercise a "zero tolerance" for fighting and other disorderly conduct during the event (on or off campus).
13. Campus organizations that do not adhere to any particular aspect of these guidelines could lose campus recognition.
14. All approved activities and events should be in good taste and comply with university standards. Failure to adhere to this policy can and will result in loss of privileges and/or disciplinary action.

## OFF-CAMPUS BEHAVIOR

The University and its members are subject to all local, state and federal laws and statues. Alleged violations of local laws and statutes, which occur on or off campus, are subject to internal University investigation, review and action, in addition to any action by proper civil authorities. Each student is individually responsible for being informed of the law. Ignorance of federal, state or local laws will not be accepted as an excuse for prohibited behaviors.

All students, residing on or off campus, are expected to also comply with university regulations set forth in the Ram Student Handbook and Student Code of Conduct. Alleged violations of university regulations, which occur on or off campus, may be investigated and appropriate action taken without regard to the status of any civil or criminal proceeding.

## PROCEDURE CONCERNING OFF-CAMPUS TRIPS

Any students or student group desiring to sponsor an off-campus trip must:

- Obtain approval to make the trip and secure application forms from the Director of Student Life & Activities. (When groups are to stay away more than 48 hrs, approval must be secured from the Vice-President for Student Affairs in advance).
- Submit completed application forms to the Director of Student Life & Activities at **least seven (7) business days** before trip is to be made.
- Type names of every person desiring to make the trip on the request to make an off-campus trip form. Complete the off-campus trip roster listing all persons traveling, including emergency telephone number and name of contact person.

The Director of Student Life & Activities or designee will render a final list three days before the date of the trip. Any trip taken by a group of students must be made in a university vehicle or a licensed bus with a bona fide license from the proper state commission. Private cars must have liability insurance and must be approved by ASU Transportation and the Office of Student Activities. Owners must show proof of adequate liability insurance to ASU Transportation and the Director of Student Life & Activities. For use of University vehicles, contact the Facilities Management Office (Transportation).

## POLICIES GOVERNING FUND RAISING ACTIVITIES/EVENTS

- All fundraising activities must be approved by the organization's Advisor and the Director of Student Life & Activities.
- Each organization may sponsor two pay events per semester (unless special permission is given).
- The charge of admission must not exceed five dollars ($5.00), unless special permission is given.
- Organizations desiring to sponsor events at a greater cost per person must secure special permission from the Office of Student Activities.
- Fund raising and/or pay affairs will be reserved for organizations that have functioned actively on campus for at least one academic year.

## POLICIES GOVERNING CLOSED SOCIAL PERIODS

Social activities/events/affairs/ are not scheduled during mid-term, final examinations and/or when school is officially closed. The week preceding Commencement is reserved for Senior Week.

## PURCHASES

All purchases made by an organization must be made in the name of the organization with the president and faculty/staff advisor signing the purchase order, if applicable.

## POLICIES AND GOVERNING ADVISORY SYSTEM

The advisor(s) to the Student Government Association, the Pan-Hellenic Council, Student Activities Advisory Board, the Paraprofessional Promoting Peer-fection Organization, Miss ASU & Court and Mr. Royal Gentlemen are under the jurisdiction of the Department of Student Life & Activities.

All advisors of student clubs and organizations should report to the Program Coordinator, Campus Activities any organizational changes, problems or questions.

General Duties and Responsibilities of Advisors:

1. Advisors must be present or send appropriate representatives to all organizational meetings and sponsored activities (on or off campus).
2. Advisors must keep accurate records of activities and all other performances at all times.
3. Advisors must approve or disapprove special meetings.
4. Advisors must work with student groups in planning, executing and evaluating activities of organizations.
5. Advisors shall meet with students and encourage them toward realizing their potentials for optimal growth in keeping with the objectives of the University.
6. Advisors shall encourage students to attain commendable records of leadership and character.
7. Advisors must be full-time faculty/staff member of Albany State University Advisors must express a genuine interest in the student organization.
8. Advisors must affix signature to all requests and/or documents representing the organization.
9. Attend ALL advisory sessions as deemed necessary by the Office of Student Life & Activities.



## GREEK LIFE CHAPTER ADVISEMENT

The following are additional guidelines that advisors of Greek-letter organizations should know because of the unique nature of these organizations. Advisors should know both the chapter and national policies and regulations of their organization, as well as the established policies and rules of all Greek-letter organizations on the campus of Albany State University.

**Requirements and Expectations for Advisors to Greek Letter Organizations**

1. Must be a full time faculty/staff member of Albany State University.
2. Faculty or staff must be members in good standing of their respective organization.
3. Assist with the development of organizational programs.
4. Discuss organizational goals and direction with members of the organization.
5. Discuss the financial status of the organization including identification of problems and potential solutions.
6. Discuss internal organizational difficulties (communications, delegation of responsibilities, etc) and assist the officers with resolution of the difficulties.
7. Be available to meet with the organization's national structure and services, if applicable.
8. Strong encouragement of the organization to adhere to the policies and rules of the university and to comply with local ordinances and laws of the State of Georgia and the nation.
9. Provide constructive criticism when necessary; likewise, acknowledge positive organizational accomplishments.
10. Be aware that at times, he/she will be called upon to serve as a personal confidant in organizational-related matters and to provide assistance with problematic situations which pertain to the organization.
11. Engage in the discussion of organizational matters at meetings. However, the advisor normally should not dominate discussion or become the focus of attention.
12. Ensure that members are familiar with the rules and regulations for student organization as found herein.
13. Know the risk management policies of the university.
14. Know the crisis management and protocol procedures.
15. Develop in-service training on intake procedures and anti-hazing policies.
16. Generate genuine enthusiasm and interest in the organization and its activities.
17. Attend all regularly scheduled Greek Life/Advisory Council Meetings.
18. Report infractions of university rules, policies and regulations to the Program Coordinator for Greek Life & Leadership Development.
19. Adhere to all rules and regulations associated with advisement of student organizations.
20. Have the endorsement, approval and support of respective graduate chapter.
21. Must not have an active criminal record.
22. Must maintain proper training offered by the university and/or National/International Organization to continue serving in the role of campus advisor.

**Removal Of Advisor(s) To Organizations**

The Director of Student Life & Activities, along with recommendations from the Greek Life Coordinator may remove an advisor to a Greek letter organization, for gross misconduct and/or for willful failure to carry out the responsibilities and requirements of an advisor.

## MEMBERSHIP INTAKE POLICIES AFFECTING SOCIAL & SERVICE GREEK LETTER ORGANIZATIONS

***Below are policies that affect BOTH Social and Service Greek Letter Organizations.***

***The Office of Student Life & Activities reserves the right to amend these polices as deemed necessary.***

1. Organizations must submit to the Office of Student Life & Activities the Membership Intake Request Form 1) requesting approval for MIP or 2) declining participation in MIP for that particular semester. This form must be received in the Office of Student Life & Activities by the end of the first full week of the Fall and/or Spring Semester in which the MIP is to take place.
2. Upon approval, each eligible organization will receive notification of Mandatory Anti-Hazing Workshop. Failure to attend this workshop will result in the organization becoming ineligible to conduct Membership Intake for that semester. NO EXCEPTIONS!!!
3. ALL current and new members must sign the Office of Student Life & Activities Anti-Hazing Compliance Form.
4. ALL executive board members and advisors must sign the Rules & Regulations for New Member Presentations Form, acknowledging that the organization will adhere to ALL policies pertaining to New Member Presentations.
5. ILLEGAL participation in MIP by ANY organization and prospects will result in the organization being suspended immediately and the prospects' future requests for MIP being denied. In the event that national organizations have already declared prospects official members of the organization unbeknownst to the university, the members will not be recognized by the Office of Student Life & Activities and the university at large as members of the chapter.
6. **NO** GREEK LETTER ORGANIZATION THAT IS RECOGNIZED AS FRATERNITY OR SORORITY UNDER THE AUSPCICES OF THE COORDINATOR FOR GREEK LIFE & LEADERSHIP DEVELOPMENT ORGANIZATION SHALL BE PERMITTED TO PARTICIPATE OR ORCHESTRATE **A "DEATH MARCH AND/OR CALL TO THE YARD."** VIOLATORS WILL BE IMMEDIATELY PLACED ON CEASE AND DESIST AND INITIATES WILL BE DISMISSED FROM THE PROCESS. COMMUNICATION WILL BE SENT TO ALL LEVELS OF THE RESPECTIVE ORGANIZATION COMMUNICATING THE SAME.

## POLICIES AFFECTING SOCIAL GREEK LETTER ORGANIZATIONS

***(National Pan-Hellenic Council: Sororities and Fraternities)***

1. The NPHC Social Greek Letter Organizations shall be governed by all the other policies that affect general student organizations as well as the Regulations Governing Social Greek Letter National Organizations. Social Greek Letter Organizations are the nine fraternities and sororities which are governed by the National Pan-Hellenic Council.
2. All NPHC Social Greek Letter Organization must have the endorsement, approval and support of respective graduate chapter to function on or off-campus.
3. All NPHC Social Greek Letter Organization must have the endorsement, approval and support of the university to function on or off-campus.
4. A student is eligible to be initiated into any NPHC Social Greek Letter Organization when he/she has been in attendance and completed at least two semesters (excluding the summer semester) at Albany State University, is a full time student during the semester of initiation, has earned at least 30 semester hours of credit, has a cumulative G.P.A. of 2.85 during the semester of initiation, and he/she must maintain a cumulative 2.60 G.P.A. after initiation to remain active. (Individual Greek Letter Organizations may set higher G.P.A. requirements.) Beginning Fall 2014, the GPA requirements for MIP for the National Pan-Hellenic Council will be a 3.00 and he/she must maintain a cumulative GPA of 2.70.
5. Transfer students must have completed 30 semester hours of credit and must have been in attendance and completed two semesters (excluding summer semester)/ one academic year at Albany State University, as well has meet the GPA requirement prior to participation in the membership intake process (no exceptions).
6. No student is to participate in the membership intake process or be initiated in any NPHC Social Greek Letter Organization until his or her average has been compiled by the Office of Student Activities and officially verified by Albany State University Registrar's Office.
7. No Student with an OUTSTANDING Judicial Record will be permitted to participate in MIP at Albany State University. This information will be verified by the Judicial Officers at Albany State University.
8. Each organization is to keep an up-to-date (per semester) membership roster on file in the Office of Student Activities. A membership roster must also be given each semester to the advisor of the National Pan-Hellenic Council.
9. No brutality of a physical nature, such as whipping, beating, branding, etc., will be tolerated. There shall be no hazing, inhumane treatment, walking in line or "hell week for candidates seeking membership in NPHC Social Greek Letter Organization. Organizations will conduct membership intake in accordance with their respective national policies and procedures. Any violation of the above will result in possible disciplinary action/and or suspension of the organization. Such action will take effect from induction through final initiation.



10. No secret probation or "getting ready"(practices) period will be permitted. Organizations will conduct the membership intake process in accordance with their respective national procedures and University requirements. The university reserves the right to determine the beginning and ending period for MIP.
11. The location of all initiation activities must be approved by the Program Coordinator for Greek Life & Leadership Development, the Director of Student Activities and/or the Vice-President for Student Affairs.
12. The advisors of these organizations must be notified of all initiation activities. The advisors or some graduate representative designated by the advisors must be present at each activity.
13. NPHC Social Greek Letter Organization may be permitted to have informal/formal meetings, educational programs, banquets, cultural and spiritual programs and dances.
14. Interest meeting shall not be scheduled beyond one month after the beginning of each semester, unless given special permission by the advisor of the National Pan-Hellenic Council or the Director of Student Activities.
15. All persons who are initiated in any NPHC Social Greek Letter Organization must be a full-time student (at the time of initiation) and have a 2.85 cumulative or higher (at the time of initiation) and maintain a 2.60 cumulative grade point average. Any time the cumulative average falls below a 2.60, he/she shall be declared inactive. If a member of a NPHC Social Greek Letter Organization is deemed as inactive, a letter will be mailed to that member, president of the chapter he/she is a member of and their chapter advisor. Inactive status can be defined as but is not limited to the following:
    (a) No participating in chapter approved events
    (b) No participating in Pan-Hellenic Council sanction events
    (c) No representation of your organization in any capacity such as (stepping, strolling, holding leadership positions, completing building request or work orders, etc.).
16. If a student is a full-time student before initiation but falls below full-time status (i.e. drop a course or courses) prior to initiation, he or she is no longer eligible for participation. NO EXCEPTIONS!!!
17. All persons who are initiated in any NPHC Social Greek Letter Organization must meet all requirements at initial time of participation/eligibility (i.e. the university does not wait for grade changes or appeals).
18. All coming-out shows (on-campus or off-campus must be approved by the Director of Student Life & Activities and/ or the Vice President for Student Affairs. Failure to comply will result in loss of privileges and/or disciplinary action.
19. At the beginning of the fall semester, the NPHC Presidents are to attend a meeting conducted by the Advisor of the Pan-Hellenic Council. Failure to attend these meetings will result in that Greek Letter Organization becoming inactive until at such time another meeting is conducted.
20. No Greek Letter organization will be allowed to program without the approval of the Coordinator for Greek Life & Leadership Development before the first official general Pan-Hellenic Meeting. If any organization fail to comply will result in a $500.00 fine made payable to the Albany State University (Office of Student Activities) and an additional $500.00 fine made payable to National Pan-Hellenic Council of Albany State University. *Frequent violators from previous offenses will be subjected to additional fines and penalties.*
21. Any organization that violates all or any fraction of these policies will be subject to suspension from the institution.
22. The cumulative average of each NPHC Social Greek Letter Organization will be compiled each semester. Any organization failing to attain a cumulative average of 2.60 will be placed on probation for one (1) semester. During the probation period the organization will only be allowed to execute national, regional, and local program initiatives as well as any programs recommended by the Pan-Hellenic Council of Albany State University; however, the organization WILL NOT be allowed to participate in membership intake until they have reached the minimum cumulative GPA requirement. After the probation period the organization will be re-evaluated. If GPA has not increased above cumulative average of 2.60 will be automatically suspended until due time.
23. A chapter will be responsible for the actions of its visiting member(s) or guest(s).
24. Albany State University rules and regulations will supersede any local or national laws, rules or regulations if they conflict.
25. Each Social Greek Letter Organization will be responsible for the activities and conduct of its members.
26. The membership intake period shall not interfere with mid-term exams and cannot extend into the week of final exams. NO EXCEPTIONS
27. MIP periods are not permitted to be extended beyond the semester in which the intake was initially approved.
28. Membership Intake Processes may not extend over an official university break. Each organization will need to plan accordingly with the Office of Student Life & Activities to ensure there is enough time to begin and end a process prior to approval. This timeline will be based upon the National/International Headquarters' time frame for MIP.

29. Social Greek Letter Organizations may have two membership intake periods per year. The Coordinator for Greek Life & Leadership Development reserves the right to deny any Greek letter organization membership intake with given reason. Beginning the 2014-2015 Academic Year, Greek organizations will only be allowed one intake process either in the Fall or Spring. The semester immediately following MIP will be a time of development and familiarity for each respective organization.
30. Social Greek Letter Organization has a grievance procedure. If a student feels he/she has been unfairly or unjustly discriminated against, contact the Program Coordinator for Greek Life & Leadership Development on procedures to follow for filing a grievance with the Regional Director of respective organization.
31. For all Social Greek-lettered Organizations, there will be a limit or "cap" of forty (40) students initiated per semester, per intake period. *Exceptions to this rule may be granted on* an individual case and will be determined by the Director of Student Life & Activities (i.e. legacy clause of respective chapters).
32. Thirty percent (30%) of respective chapters of all social Greek letter organizations are required to be in attendance at Albany State University National Pan Hellenic Council sponsored events.

***Please see the Greek Life section under the Student Life & Activities portion of the ASU Website for additional rules and regulations affecting Greek Life.***

## POLICIES AFFECTING SERVICE GREEK-LETTER ORGANIZATIONS (NON PAN-HELLENIC COUNCIL: SORORITIES AND FRATERNITIES)

POLICIES AFFECTING SERVICE GREEK-LETTER ORGANIZATIONS (NON PAN-HELLENIC COUNCIL: SORORITIES AND FRATERNITIES)

1. The Service Greek Letter Organizations shall be governed by the policies of the institution and the Service Greek Letter National Organization, of which membership is mandatory (i.e. band, music, theatre, etc.).
2. A student is eligible to be initiated into any Service Greek Letter Organization when he/she has been in attendance and completed at least two semesters (excluding the summer semester) at Albany State University, is a full time student during the semester of initiation, has earned at least 30 semester hours of credit, has a cumulative G.P.A. of 2.50 during the semester of initiation, and he/she must maintain a cumulative 2.50 G.P.A. after initiation to remain active. (Individual Greek Letter Organizations may set higher G.P.A. requirements.)
3. All persons who are initiated in any Service Greek Letter Organization must be a full-time student (at the time of initiation) and have a 2.50 cumulative or higher (at the time of initiation) and maintain a 2.50 cumulative grade point average. Any time the cumulative average falls below a 2.50, he/she shall be declared inactive. If a member of a Service Greek Letter Organization is deemed as inactive, a letter will be mailed to that member, president of the chapter he/she is a member of and their chapter advisor. Inactive status can be defined as but is not limited to the following:
   a. No participating in chapter approved events;
   b. No participating in Greek Life university sanctioned events (i.e. Homecoming, New Student Orientation, Welcome Week, any of the like);
   c. No representation of your organization in any capacity such as (stepping, strolling, holding leadership positions, completing building request or work orders, etc.).
4. If a student is a full-time student before initiation but falls below full-time status (i.e. drop a course or courses) prior to initiation, he or she is no longer eligible for participation.
5. All persons who are initiated in any Service Greek Letter Organization must meet all requirements at initial time of participation/eligibility (i.e. the university does not wait for grade changes or appeals).
6. All coming-out shows (on-campus or off-campus must be approved by the Program Coordinator of Greek Life & Leadership Development, Director of Student Life & Activities and/or the Vice President for Student Affairs. Failure to comply will result in loss of privileges and/or disciplinary action.
7 The cumulative average of each Service Greek Letter Organization will be compiled each semester. Any organization failing to attain a cumulative average of 2.50 will be placed on probation for one (1) semester. During the probation period, the organization will only be allowed to execute national, regional, and local program initiatives, as well as any programs recommended by Program Coordinator of Greek Life & Leadership Development at Albany State University; however, the organization WILL NOT be allowed to participate in membership intake until they have reached the minimum Cumulative GPA requirement. After the probation period, the organization will be re-evaluated. If the GPA has not increased above cumulative average of 2.50, the organization will be automatically suspended until resolve.
8. Transfer students must have completed 20 semester hours of credit and must have been in attendance and completed two semesters (excluding summer semester) or one academic year at Albany State University, as well has meet the GPA requirement prior to participation in the membership intake process (no exceptions).



9. No student is to participate in the membership intake process or be initiated until his or her average has been compiled by the Office of Student Activities and officially verified by Albany State University Registrar's Office. No Student with an OUTSTANDING Judicial Record will be permitted to participate in MIP at Albany State University. This information will be verified by the Judicial Officers at Albany State University.
10. Each organization is to keep an up-to-date (per semester) membership roster filed in the Office of Student Activities. A membership roster must also be given each semester to the Program Coordinators of Greek Life & Leadership Development & Campus Activities
11. The location of all initiation activities must be approved by the Program Coordinator for Greek Life & Leadership Development. The Director of Student Activities and/or the Vice-President for Student Affairs.
12. Interest meeting shall not be scheduled beyond one month after the beginning of each semester, unless given special permission by the Program Coordinator of Greek Life & Leadership Development or the Director of Student Life & Activities.
13. No brutality of a physical nature, such as whipping, beating, branding, etc., will be tolerated. There shall be no hazing, inhumane treatment, walking in line or "Hell Week for candidates seeking membership in Service Greek Letter Organizations. Organizations will conduct membership intake in accordance with their respective national policies and procedures. Any violation of the above will result in possible disciplinary action/and or suspension of the organization. Such action will take effect from induction through final initiation.
14. MIP periods are not permitted to be extended beyond the semester in which the intake was initially approved.
15. Membership Intake Processes may not extend over an official university break. Each organization will need to plan accordingly with the Office of Student Life & Activities to ensure there is enough time to begin and end a process prior to approval. This timeline will be based upon the National/International Headquarters' time frame for MIP.
16. Non-NPHC Service/Social Greek Letter Organizations may have two membership intake periods per year. The Coordinator for Greek Life & Leadership Development reserves the right to deny any Greek letter organization membership intake with given reason. Beginning the 2014-2015 Academic Year, Greek organizations will only be allowed one intake process either in the Fall or Spring. The semester immediately following MIP will be a time of development and familiarity for each respective organization.
17. Non-NPHC Service/Social Greek Letter Organizations are permitted to have informational, educational, spiritual, and cultural programs.
18. The membership intake period for Non-NPHC Service/Social Greek Letter Organizations shall be a time of service to the University, the community, the organization and the nation.
19. The membership intake period shall not interfere with mid-term exams and cannot extend into the week of finals, vacation or recess periods MIP shall not extend beyond the period in which it was initially approved.
20. Non-NPHC Service/Social Letter Organizations must adhere to and maintain the pillars & standards in alignment with the formation of their organization.

## HAZING POLICY

***(All clubs, organizations, sororities, fraternities, athletes, band, students)***

No student shall, individually or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. Hazing may be defined as follows: to subject to cruel horseplay, to harass or punish by the imposition of disagreeable tasks, to frighten, scold, beat, or annoy by playing abusive tricks upon an individual. The University prohibits any action that subjects a candidate for membership or member of a student organization to activities that are personally demeaning or involve a substantial risk of physical injury. Such acts include both organized rites of initiations and informal activities.

Hazing also may include but is not limited to any brutality such as: paddling or caning, whipping' forced calisthenics, tattooing, exposure to the elements, forced consumption of any food, liquor, or other substance, dangerous acts, physical constraints, or uncomfortable assignments that could adversely affect the physical health or safety of the individual. Hazing also shall include any activity that would subject to mental stress such as sleep deprivation, forced exclusion from social contact, or forced conduct which could result in extreme embarrassment such as public servitude, giving money to individuals, destroying public or private property, and performing unauthorized scavenger hunts. Students involved in hazing activities are subject to institutional disciplinary action.

*Possible Sanctions for Hazing Offense:*

1. By an organization- Probation (Number of semesters; duration to depend on infraction); Restitution (if required) + Fine ($1,000-$3,000); loss of privilege to be a campus sponsored organization; Counseling; Indefinite Suspension; Suspension; Expulsion; Incarceration; loss of privilege, loss of office/ leadership position; Judicial Record Hold.
2. By an individual or individuals- - Probation (Number of semesters; duration to depend on infraction); Restitution (if required) + Fine ($500- $1,000); loss of privilege to be a campus sponsored organization; Counseling; Indefinite Suspension; Suspension; Expulsion; Incarceration; loss of privilege, loss of office/ leadership position; Judicial Record Hold.

## *ALBANY STATE UNIVERSITY CLUBS & ORGANIZATIONS*

Pan-Hellenic Council: The council is an organization where by appointed representatives from each of the Greek (fraternities and sororities) organizations establish and oversee policies which govern Greek activities. Greek organizations currently recognized at ASU are:

- Alpha Kappa Alpha Sorority, Inc.
- Alpha Phi Alpha Fraternity, Inc.
- Delta Sigma Theta Sorority, Inc.
- Zeta Phi Beta Sorority, Inc.
- Kappa Alpha Psi, Fraternity, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Omega Psi Phi Fraternity, Inc.
- Iota Phi Theta Fraternity, Inc.

**Independent/Service Greek Letter Fraternities & Sororities**: The below organizations are established on this campus for their history of providing services to the below entities. These organizations also provide service in the local community.

- Phi Mu Alpha Sinfonia- ASU Fine Arts Department/ASU Community at Large
- Kappa Kappa Psi National Honorary Band Fraternity- Marching Rams Show Band/ ASU Community at Large
- Tau Beta Sigma National Honorary Band Sorority- Marching Rams Show Band/ ASU Community at Large
- Alpha Phi Omega National Service Fraternity- ASU Community at Large

**Honor Fraternities:** Greek letter organizations for students who have achieved distinction in academic areas and service are also available for students who meet individual organization requirements. Students are encouraged to contact the Office of Student Activities for the name and telephone number of organizational sponsors.

**Honors Organizations**

Alpha Kappa Mu Honor Society

Alpha Phi Sigma

Alpha Psi Omega National Honorary Theatre Society

Delta Mu Delta

Golden Key International Honour Society

Kappa Delta Pi National Honor Society in Education

Honors Council

Phi Alpha Honor Society

Phi Beta Lambda

Pi Alpha Alpha National Honor Society for Public Affairs and Administration

Pi Sigma Alpha

Sigma Alpha Pi

**General Interest and Departmental Organizations:** Various campus departments and units sponsor student organizations. These organizations are designed to provide students with opportunities for extra-curricular experiences, as well as a holistic academic and social approach to the learning experience. Students are encouraged to contact the Office of Student Activities for additional information on contacting the organizational sponsors. Sponsors can provide you with additional information regarding the purpose, function and membership eligibility of their particular organization.

## LEADERSHIP ORGANIZATIONS

ASU Holley Ambassadors

Miss ASU & Royal Court

Paraprofessionals Promoting Peer-fection

Resident Assistants

Student Activities Advisory Board

Student Government Association



## CODE OF VALUES

***Statement of Values Preamble***

We, 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.

### Respect for: 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, assault, and disorderly conduct.

### Respect for: COMMUNITY, DIVERSITY, AND INCLUSIVENESS

We value Community, Diversity and Inclusiveness by fostering an environment free from racism, sexism, ageism, heterosexism, homophobia, ableism and xenophobia. The University has a number of policies and statements that reinforce the campus community's commitment to diversity, civility, and equity.

### 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 using or distributing illegal drugs are just a few examples of behaviors which violate the value of self-discipline and will not be tolerated at Albany State University.

### 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. Academic dishonesty and fraud can violate these values.

### 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.

### 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, and playing a musical instrument or other electronic device loudly enough to disturb members of the university community. All of the above may constitute a student violating a city, state or federal crime.

# STUDENT INFORMATION
# GENERAL

## STUDENT DRESS AND APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all students and visitors of the university. Students are required to use good judgment in their choice of attire and are expected to conduct themselves in a way that best represents themselves and the university. The purpose of the University is to conduct an education program, and the University considers this program second to none in its importance and believes it should be so regarded by the students. Thus, a mature attitude should be demonstrated by the dress and appearance of students while attending classes or engaging in other academic pursuits throughout the campus community.

Students are expected to maintain the same standards of dress and personal grooming throughout the university community at all times. Obvious violation of these standards, such as failure to cover the body appropriately and adequately or to wear shoes to class, in dining facilities, in university offices, and at other appropriate places and times, may subject a student to disciplinary action.

Students are expected to wear proper dress, both on and off campus. Therefore, it is inappropriate for students to go to class, breakfast, or any other meal in sleepwear, whether as a prank or by demand of a student.

## CLASSROOM CONDUCT

Students are expected to conduct themselves in a mature manner that does not distract from or disrupt the educational pursuits of others. Students are expected to act responsibly and to conduct themselves in the classroom and outside the classroom in a manner that does not disrupt the learning process. A climate of mutual respect and courtesy should exist between faculty and students. However, students must recognize that professors, by virtue of their positions, must exert a measure of authority in the classroom. Students should respect this authority. Should a professor determine that a student's conduct is being distracting or disruptive, the professor may impose the student's immediate removal from the classroom until the student can conduct himself in an appropriate manner. If the professor is unable to obtain cooperation of the student, the ASU Police Department can be contacted for assistance and/or the student may be referred for disciplinary action. Disciplinary action may results in a student being withdrawn from class and, in extreme cases, dismissed from the college.

## CIVIL LANGUAGE

Albany State University (ASU) is a marketplace for ideas, conversations, and opinions. The University has high expectations that students will engage in critical discourse on a wide range of topics in conversations that take place during formal and informal discussions. Also, the University has high expectations that students will engage in civil discourse. The use of profanity, indecent, and lewd language has no place in a University environment. The University recognizes that students have a constitutional right to express themselves. However, as a community of learning and as learners, civil language is paramount.

## ELECTRONIC DEVICES

Cellular phones, iPods, and other PDAs are often times important means to communicate. These devises, however, can be disruptive for the user and others when activated in classrooms, laboratories, libraries, business offices, and in certain other public areas. The University asks students and others to be mindful of this and to operate cellular phones, iPods and other PDAs accordingly. As a result, it is requested that these devices be turned off when in the classroom and laboratory, library, business offices, and quiet lounges, as they can interfere with the climate for learning.

## CHANGE OFADDRESS

Students are responsible for notifying the Office of the Registrar of any change in address. The mailing of notices to the last address on record constitutes official notification. A student can also complete a change of address through ASU's website.

## LOST AND FOUND

From time-to-time, members of the University misplace and lose items such as keys, cellular phones, glasses, books, identification, purses and wallets. The University expects found items to be taken to the ASU Police Department immediately. When a student misplaces or has his or her residence hall room key stolen, a report to the resident director, Office of Housing and Residence Life or the ASU Police Department must be made expeditiously. Found items are logged in and stored at the ASU Police Department for safe keeping for a limited time. Some items may also be found/located in the Office of Student Life and Activities.

## STUDENT INSURANCE

**Theft and Fire.** One of the greatest challenges facing colleges and universities is theft in residence halls. From time-to-time, incidents of theft in the residence halls are reported to officials at Albany State University. Inasmuch as students are strongly encouraged to follow safety instructions and guidelines described in this handbook, it is the University's expectation that students who live on-campus will purchase theft and fire insurance. Such insurance information is available in the Office of Housing and Residence Life at a very reasonable cost.

**Injury and Sickness.** Although students pay a health fee each semester, the fee does not pay for student health insurance. If a student is not covered under their parents' health insurance, then the insurance plan should be sought by the student immediately.



## PARTICIPATION ON UNIVERSITY GOVERNANCE

Albany State University takes seriously its commitment to stimulate and maintain a student-centered environment. The institution is focused on and is committed to putting students at the center of University affairs. In the most literal sense, a student-centered environment is one where the faculty and staff exceed student expectations, ensure student satisfaction, and demonstrate that students matter. Central to the University's student-centered philosophy is the role student's play in institutional decision-making, where appropriate. This is primarily achieved through the Student Government Association (SGA), though this does not diminish the significance of other registered student organizations or the administration's right to involve other students in decision-making processes. As the representative for students, the SGA appoints students to serve on appropriate University-wide committees. Students are empowered and encouraged to voice their opinions through such committees. Additionally, the SGA is encouraged to make reports and recommendations to any of the University's directors, department chairs, deans, vice presidents, and the president of the University.

## PEACEFUL PROTESTS, DEMONSTRATIONS AND PICKETING

Students are free to engage in peaceful, responsible, and orderly protests, demonstrations, and picketing; however, such activities must not disrupt the academic and business functions of the University. Protests, demonstrations, and picketing are subject to appropriate regulations concerning time, place, and manner through the Office of Vice President for Student Affairs or his/her designee. If a student believes that his or her right to peacefully protest, demonstrate, or picket is being restricted in an inappropriate manner by a student, student group, or an office or department of the University, the student may file a complaint with the Vice President for Student Affairs or his/her designee for investigation, mediation, or other appropriate action.

## POLICY ON FREEDOM OF EXPRESSION

No rights are more highly regarded at Albany State University than the first amendment guarantees of freedom of speech, freedom of expression, and the right to assemble peaceably. ASU remains firmly committed to affording every member of the University community the opportunity to engage in peaceful and orderly protests and demonstrations, which do not disrupt the operation of the University. However, such opportunities must be provided on an equal basis and adhere to the basic principle of the University being neutral to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the University fulfills its educational mission, the University has the responsibility to regulate the time, place, and manner of expression. The designated area for freedom of speech and expression is restricted to the Pedestrian Mall, the Square and the Amphitheater of the new Student Center.

Any person or group who desires to use the campus for an assembly or expression event must submit completed request form to the Office of Student Affairs at least **48 hours** in advance of the event.

Through such regulation, the University can assure equal opportunity for all persons, preserve order within the University community property, and provide a secure environment to individuals exercising freedom of expression. The following provisions and regulations shall apply to faculty, staff, students, student organizations, and visitors:

**A.)** **Speeches and Demonstrations** - There are selected areas designated as "Free Expression Areas or Public Forum" for speeches and demonstrations which are generally available for this purpose from 8 a.m. - 6 p.m. on Monday through Friday. Weekend requests must also be approved. Use of these areas for speaking, demonstrating and other forms of expression will be scheduled through the Office of Student Life and Activities to best accommodate all interested users. Plans for speeches and demonstrations in these areas and times must be approved at least 48 hours in advance of the event. Such plans will be considered in accordance with the principle of content neutrality.

**B.)** **Distribution of Written Material –** Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed with the permission of the Office of Student Life and Activities and / or the ASU Police Department on a person-to-person basis in open areas outside of buildings and other approved closed structures on the campus. No stand, table or booth shall be used in distribution, except in the Student Center and only with the permission of the Office of Student Life and Activities. The University maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

**C.)** **Marches –** Marches may take place on streets and sidewalks of the campus. The Vice President for Student Affairs or his/her designee must approve plans for an event of this nature at least 48 hours in advance.

**D.)** **Provisions –** In order that persons exercising freedom of expression not interfere with the operation of the University or the rights of others, the following shall apply without exception to any form of expression and will be used to evaluate any plans requiring approval. Reasonable limitations may be placed on the time, place and manner of speeches, demonstrations, distribution of written material, and marches in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others.

**E.)** Events, which may obstruct vehicular, pedestrian or other traffic, must be approved at least 48 hours in advance by the Vice President for Student Affairs or his/her designee.

**F.)** Use of sound amplification on campus is regulated and must be approved at least 48 hours in advance by the Vice President for Student Affairs or his/her designee.

**G.)** There must be no obstruction of entrances or exits of buildings.

**H.)** There must be no interference with educational activities inside or outside of buildings.

**I.)** There must be no impediment of passersby or other disruptions of normal activities.

**J.)** There must be no interference with scheduled University ceremonies, events or activities.

**K.)** Malicious or unwarranted damage or destruction of property owned or operated by the University, or property belonging to students, faculty, staff or guests of the University is prohibited.

Persons or organizations causing such damage may be held financially responsible.

**L.)** Persons or organizations responsible for a demonstration or other expressive event must remove all resulting structures, signs and litter from the area at the end of the event. If this is not accomplished, persons or organizations responsible for the event may be held financially responsible.

**M.)** There must be compliance with all applicable state and federal laws and University policies, rules and regulations.

### GENERAL CATALOG

Each student is expected to obtain copy of the General Catalog of Albany State University upon being admitted. The publication is available from the Office of Recruitment and Admissions at the time of admission or may be obtained later from the Office of the Registrar. It contains regulation concerning admission, matriculation fees, refunds and related matters. The Catalog describes each academic unit, and it elaborates on courses of study, degree requirements and standards or performance.

### UNIVERSITY CALENDAR

Albany State University operates on the semester system with courses beginning at specific intervals in August, January and May. The commencement ceremonies are conducted near the end of the fall and spring semesters. The calendar may be found in the General catalog or on the website and necessary updates are published each semester in the Schedule of Classes.

### THE STUDENT HANDBOOK/STUDENT CODE OF CONDUCT

The publication of these official documents is published by the Office of the Vice-President for Student Affairs. Every entering student is expected to obtain a copy and to familiarize him or herself with applicable procedures and regulations for students. The Statement on Student Rights and Obligations is contained in both documents.

### SCHEDULE OF CLASSES

Each semester, Albany State University publishes the Schedule of Classes, which lists the courses offered, their meeting times and location, and the professors' names, if available. The semester's final examination schedule is also included.

## ACADEMIC INFORMATION AND PROCEDURES

### CHANGES IN PERSONAL DATA

Students wishing to change personal data (name, address, etc.) contained in their records should contact the Office of the Registrar to complete the appropriate forms. As correct personal data are vital to the student's record for mailing purposes, registration permit, appointment notices and similar matter, students are urged to have their records updated when these changes occur. Information and instructions can also be found on the website.

### ABSENCE/EXCUSES

All students who miss a class are required to submit official documentation for the reason of their absence (doctor's letter, court summons, jury duty appointment letter, funeral notices, etc.) to their course instructors. Students will not be permitted to return to class until they have obtained consent from their instructors.

### CLASS ATTENDANCE

Class attendance at Albany State University is compulsory. Students' grades are based on daily class participation and performance. Instructors will not administer examinations and quizzes to students who have been absent from class for reasons other than official business of the University, sickness, or emergencies such as death in immediate family, jury duty, court summons, etc. Students are responsible for contacting their instructor to inform them of the reason for absence and for making up missed assignments.

### DEGREE REQUIREMENTS AND ADVISEMENT

Each student is expected to adhere to the stipulations and degree requirements of the Academic College to which he or she is admitted. Each College has separate procedures for advisement and degree requirements. These are set forth in the General Catalog. Each student is responsible for ensuring that they have met the degree completion requirements for graduation.



### GRADES

Class grades rare reported by mail to each student at the end of the semester. Albany State University utilizes a system of grading as follows:

| | | |
|---|---|---|
| A | Excellent | 4 quality points |
| B | Good | 3 quality points |
| C | Average | 2 quality points |
| D | Poor | 1 quality points |
| F | Failure | 0 quality points |
| WF | Withdrawal while failing | 0 quality points |
| I | Incomplete | 0 quality points |
| S | Satisfactory | 0 quality points |
| U | Unsatisfactory | 0 quality points |
| IP | In Progress | 0 quality points |
| W | Withdrawal while passing | 0 quality points |

### REGISTRATION

The dates for each period of registration are listed in the **Schedule of Classes Bulletin.** Currently enrolled students are provided with an opportunity to pre-register at the end of each semester. Each student is responsible for meeting with their academic advisor to establish a well planned and feasible class schedule for each semester. There is a penalty for late registration.

### UNIVERSITY FEES

All fees are payable on or before the fee deadline which is published in the Schedule of Classes Bulletin. All fees are payable at the time the student participates in the registration process. Registration is not considered complete until such payment is made. Each student pays student activity, health service fees, technology fees and athletic fees each semester. These fees are utilized to provide cultural, social, athletic and other programs for the entire student body. These fees also support student programming, athletic events, special programs, student government, student publications and numerous other activities beneficial to students.

### WITHDRAWAL FROM THE UNIVERSITY

Students matriculating at the University will be limited to a maximum of 16 semester hours of course withdrawal (drops) during the completion of their undergraduate degrees.

- Students who make changes to their schedules during the add/drop registration period will not be affected.
- Withdrawal hours associated with classes that are dropped due to documented extenuating circumstances will not be included in the 16 hour total.
- Students will receive a "WF" for course withdrawals identified after the 16 hour limit has been reached. There are financial and G.P.A. conditions associated with the "WF".
- "W" grades will be awarded to students who withdraw from classes prior to the end of the schedule change deadline and to those students who are authorized to withdraw due to extenuating circumstances.

Students who find it necessary to withdraw from Albany State University must secure and complete withdrawal forms from the Office of Academic Services and Registrar and have them signed by the Vice-President for Student Affairs, the Vice-President for Fiscal Affairs and the Director of Financial Aid. The student is responsible for submitting one copy of the properly signed form to each of the above listed offices and for retaining a copy of the form for personal records. The Office of Academic Services and Registrar will notify instructors of a student's official withdrawal after the University has received a properly signed form. Students entitled to a fee refund will receive a check from the Office of Fiscal Affairs.

### WITHDRAWAL AND REFUND OF STUDENT FEES

Students desiring to withdraw from classes for any reason must secure the proper withdrawal forms from the Office of the Registrar. These forms must be properly completed, including appropriate faculty and administrative signatures, and submitted by the published deadline date. Refunds of any portion of fees are contingent upon the proper completion and submission of these forms.

Refer to the Schedule of Classes Bulletin for specific dates and times of each refund period. The date to be used in determining eligibility for a refund will be the date the withdrawal is executed in the Office of the Registrar.

***Mandatory fees are non-refundable (i.e. student activity, athletic, technology, health, etc.).**

## WITHDRAWAL POLICY
## (SUSPENSION OR EXPULSION)

A decision of suspension or expulsion from the university will result in a student receiving a WF for each course in which he or she is enrolled, regardless of when the infraction occurs that semester. A student will not be allowed to withdraw from the university without penalty if a decision of suspension or expulsion is rendered against the student. A student will also forfeit the right to a refund of any fees (i.e. tuition, mandatory fees, housing, etc.). This also includes any zero tolerance infractions.

## CAMPUS RESOURCES AND SERVICES

### ACADEMIC ADVISEMENT AND RETENTION CENTER (AARC)

The Academic Advisement and Retention Center (AARC), located in ACAD, Room 292, focuses on advising freshmen and sophomore students on their core requirements and their progress toward graduation. Academic advisors in the AARC are dedicated to: 1) assisting students in the development of meaningful educational plans compatible with their academic, professional, and personal goals; 2) communicating directly with faculty and representatives in student services and academic support to better understand contextual and underlying issues with students; 3) working with all students to build strong recovery plans when their academic performance declines; and 4) providing training to faculty, staff, and students on strategies to help students excel in college. Students with less than 60 hours are requested to call the AARC at 229.430.3976 to schedule an appointment with their assigned advisor.

Upper class students (60 hours and above) are assigned an academic advisor within their individual academic departments, and should contact the department directly to obtain information regarding their assigned advisor and the advisement process.

### ADMISSIONS AND RECRUITMENT

The Recruitment and Admissions Office offers assistance to students requesting admissions applications and requirements. Additionally, the office provides campus tours to potential students and family members.

### ARMY RESERVE OFFICERS' TRAINING CORPS (ROTC)

Since its creation in 1915, the Army Reserve Officers' Training Corps (ROTC) has commissioned more than half a million second lieutenants into the active Army, the Army National Guard, and the United States Army Reserve. Today, ROTC is offered on more than 400 campuses and students at an additional 800 schools can also participate through cross-enrollment agreements.

The Albany State University ROTC program was established in the fall of 1976 and has been an instrumental part of the University. All students are encouraged to visit the ROTC Building or call 229.430.4791 to learn more about the numerous benefits of participating in the ROTC program.

### ATHLETICS

The Department of Athletics at Albany State University (ASU) has a rich history of fielding highly competitive programs that have built long-standing winning traditions. As a member of the Southern Intercollegiate Athletic Conference (SIAC), one of the most competitive conferences at the National Collegiate Athletic Association's (NCAA) Division II level, Albany State prides itself on producing first-rate athletic programs for male and female student-athletes that are characterized by excellence.

In striving to become a leader in athletic achievement, the Department of Athletics is governed by rules and regulations as set forth by the NCAA and SIAC; and operates under policies established by the Board of Regents of the University System of Georgia and Albany State University.

The ASU Department of Athletics strives to offer athletic programs that meet all student-athletes' individual needs, interests and abilities. Our goal is to develop an environment that values cultural diversity and gender equity among student athletes, coaches and staff. Albany State offers athletic programs for more than 300 student-athletes in 11 sports, including baseball, football, women's volleyball, softball, women's tennis, and men and women's basketball, cross country and track and field. Student-athletes that participate in these sports compete are among the elite, both regionally and nationally.

ASU athletic teams have competed at the national level and won national and conference championships in several sports. Albany State produces numerous All-Americans, All-Region and All-Conference players each year and is considered one of the top schools in the SIAC. ASU student-athletes prepare vigorously to meet the challenges of playing against and being part of the best there is to offer in Division II.

ASU student-athletes are strongly encouraged and supported in their academic and athletic endeavors. They are given opportunities to excel both athletically and academically. The Department strives to provide an environment that is consistent with the highest standards of academic scholarship, sportsmanship, integrity, self-discipline and ethical conduct. Excellence in athletics is determined by academic and athletic achievement, the development of character, maturity and a sense of sportsmanship and fair play in athletic programs. The Department's primary goal is to contribute to the total development and education of student-athletes that will become outstanding and productive members of society.



### INTRAMURAL SPORTS PROGRAM

The intramural sports program is designed to contribute to the overall personal development of students, faculty, and staff. It provides an opportunity for everyone to participate in competitive and creative sporting activities, which will improve their quality of health, fitness, and overall well-being. Intramural sports currently offers flag football, fantasy football, 3 on 3 basketball, table tennis, 5 on 5 basketball, kickball, tennis, volleyball, and indoor soccer. If you are an avid athlete or just looking to have some fun and pass the time, this is the program for you. Program information may be obtained by visiting our website www.imleagues.com/asurams or by contacting Benard Goins in the Office of Intramural Sports and Recreation at 229-903-3602.

### BOOKSTORE

Your Friendly ASU Bookstore's mission is customer satisfaction. The ASU bookstore team works rigorously to meet the needs of our consumers. ASU bookstore is currently located in the Student Center.

ASU Bookstore Textbook Department Offers: New, Used, Digital, Rental Digital, & Rental Textbooks.

Other Bookstore items include; study aids, general reading, gift items, bookstore gift cards, clothing, imprinted merchandise, complete line of school supplies, graduation items/cap & gown ordering, convenience merchandise and snacks are available to students, faculty, staff, alumni and visitors.

Visit us 24/7 on the bookstore website for your shopping convenience to explore the many options that our bookstore offers that go beyond the four walls of the bookstore! www.albanystateunversity.bkstr.com

ASU bookstore rental program saves our students 50% or more off the new book price by offering rental in regular textbook and digital format. This program is designed to save students money on their educational materials, while providing convenience. Students are able to utilize the bookstore as a one stop shop. Visit http://www.rent-a-text.com for additional information.

When purchasing with a check, credit card, travelers check, money order or book slip, a valid Ram ID, driver's license or a valid state ID is required and must be presented at the time of purchase. All checks are validated by FedChex services.

When selling your textbooks back to the bookstore, a Ram ID must be presented at the time of transaction. A second form of identification may also be requested.

**Normal Business Hours:**

Monday- Friday 9:00am- 5:00pm

**Except**: *Store will be closed if University is closed. *See store for extended hours of operation during start of classes.

For additional information and updates visit: www.albanystateuniversity.bkstr.com

**Bookstore Policies**

We will gladly accept all returns and exchanges for items accompanied by a receipt. A photo ID will be required for all returns and exchanges. The following restrictions apply to all non-text and text returned items:

**ASU BOOKSTORE RETURN POLICY**

- Always have your receipt available.
- Fall and Spring semester refund policy is 7 days from the University's start of class date, (Summer semester is 2 days) Must have receipt and textbook(s) has to be in original re- salable condition.
- Always make sure new books have not been written in or underlined.
- Make sure shrink-wrapped "sets" are returned with all the enclosures.
- If you have dropped a class a full refund is available until the University's last day to drop a course date; proof is required: signed documents and receipt.
- Non textbook purchases may be returned with receipt and in salable condition for a full refund within 30 days of your purchase.
- Guaranteed Sales items & Clearance items are non-returnable.
- Tradebooks are returnable within 24hrs of purchase and in its original condition.
- Gift Cards & Reference books are not returnable.
- Electronic items must be unopened.
- If your return is outside of these guidelines used book buying guide prices are available through our book buyback program.

**The Manager must approve all refunds or exchanges.**

We gladly accept: Visa, Master Card, American Express, Cash, Discover, Personal in state Checks (with two forms of ID) No business checks, Financial Aid (restrictions may apply), ASU Bookstore Gift Cards.

## CAREER SERVICES

The overall mission of Career Services is to create and maintain an educational environment which complements, enhances and supports the broader mission of Albany State University. Career Services provides services and resources to help students choose and prepare for their careers, learn job search skills and find employment. The staff assists students and alumni with choosing career interests, gaining related work experience and providing guidance in their professional job search through three distinct areas: Self-Assessment (career advisement and testing); Experiential Learning Opportunities (cooperative education, internships, mentoring and shadowing); and Professional Employment Services (on-campus recruitment, job fairs, job listings, resume referrals and job search readiness workshops).

Career Services is the centralized career center staffed by full-time professionals dedicated to providing information and opportunities for students and alumni relative to career-related issues. The role of Career Services as an educational agency is to engage in partnerships with internal and external clients which will facilitate opportunities for students to achieve career success.

Throughout the year, Career Services conducts special on-campus and off-campus events for students, alumni and employers. Programs provide students with direct exposure to employers with employment, internship opportunities and important career and employer information.

For additional information, please contact Career Services, at 229-430-4654 or careers@asurams.edu. Career Services is located on the 2nd Floor of the J.C. Reese Building.

## CENTER FOR THE AFRICAN AMERICAN MALE

**Mission Statement:**

The mission statement of the Center for the African American Male (CAAM) at Albany State University seeks to enable students to discover their authentic identities by allowing them to achieve their full potential as scholars and assume leadership roles in the community upon graduation. CAAM also strives to develop the image, as well as the quality of life of African American families by addressing the developmental needs, interests, and talents of male collegiate students and youth. It is the ultimate mission of CAAM to improve the "TOTAL MAN" academically, spiritually, emotionally, physically, and socially.

**Program Description:**

CAAM seeks to enable students to discover their authentic identities by allowing them to achieve their full potential as scholars and assume leadership roles in the community upon graduation.

Founded in 1988, by Dr. Billy Black and colleagues, the Center for the African American Male was designed to promote positive influence, education, and growth. Since its inception, CAAM has worked to increase retention, promote a positive self-image, engage in mentorship collaborations and through sponsored research provide critical information relating to African American Males (AAM) in our community.

Moving forward, CAAM stands resolute, not only to create an environment that increases retention of AAM's but also to enhance the academic performance of freshmen males enrolled at Albany State University. Annual statistical analysis and comparison of non-CAAM to CAAM members regarding retention, graduation, and grade point averages rates will occur. In keeping with Albany State University's Strategic Plan, Goal #3, CAAM will hire a Community Engagement Specialist to increase our community involvement with initiatives that serve AAM's. Member's lives will be enhanced by working with the community, by mentoring, tutoring, Saturday Academies, and Male Dialogues. CAAM will augment and foster mentoring opportunities within our service area for males in surrounding school systems via Saturday Academies, Male Dialogues, Youth Summits and Conferences. This contributes to advancing African American Males not only at Albany State University, but also within the City of Albany and the Southwest Georgia region. Continually nurtured and supported in positive ways, members of CAAM are becoming successful leaders and contributors to a more just society. CAAM works with and provides resources and information to all African American Male initiatives in our twenty-four county service area.

CAAM also provides mentoring services to its members as a means to assist with retention and academic achievement. The hiring of a Faculty Advisor will aid in the creation of individual partnerships between CAAM members, faculty, staff and student life. This appointment, will aid in the development of at least ten individual partnerships within our university community. We will monitor the academic success of students through the Grades First Early Alert system and work closely with the Center for Academic Advising and Retention. CAAM will work vigorously to expand its scope and range on a continuous basis to ensure it remains the key resource and leader in advancing the lives of African American Males in Southwest Georgia.



## UNIVERSITY TESTING CENTER

The Albany State University Computer Based Testing Center is available to the public for the administration of a number of computerized examinations. The Computer Based Testing Center is located in ACAD, Room 195. For additional information, contact 229.430.1631. The following examinations are available via computer and/or paper based:

American College Test (ACT)
Area Concentration Achievement Test (ACAT)
College Board On-Campus SAT Program
College Level Examination Program (CLEP)
Computer Adaptive Placement Assessment Support System Test (COMPASS)
DANTES (DSST)
Graduate Records Examinations (GRE)
Graduate Records Examination (GRE) - Subject Test
ISO-Quality Testing (Certification Exams)
Law School Admission Test (LSAT)
Major Fields Test (MFT)
Miller Analogies Test (MAT)
PEARSON VUE
Pharmacy College Admissions Test (PCAT)
PRAXIS I & II Series
Scholastic Aptitude Test (SAT)
Test of English as a Foreign Language (TOEFL)
University of Georgia Independent Study Exams

## COUNSELING SERVICES

The purpose of the Counseling Center is to assist students in their total development by providing services and programs which facilitate intellectual, emotional, and social growth. The center seeks also to aid students in determining a purpose and direction for their lives. This includes assisting students to develop effective personal communication skills and behaviors. Services include but are not limited to:

- Personal growth and development programs and workshops
- Time management
- Stress/anxiety management
- Self-confidence and self-esteem
- Decision making skill
- Social/relationship development skills
- Leadership development
- Anger management
- Conflict resolution
- Personal/emotional counseling (Individual and Group)
- Adjustment and orientation counseling
- Outreach consultation
- Peer advising program
- Drug and alcohol education/prevention program
- Educational counseling

All records kept by the professional counseling staff of the Counseling Center shall remain ***CONFIDENTIAL INFORMATION*** and will not be disclosed to a third party only with the student's written permission. Records of disclosure are kept on file. Counseling and Student Disability Services (CSDS) department is located in the new Student Center, Green Zone. Normal hours of operation are Monday through Thursday 8:00 a.m. to 7:00 p.m. Fridays 8:00am to 5:00 pm.

## DINING FACILITIES/FOOD SERVICES

The University Food Service is under the supervision of the Director of Food Service. Meals provided are regional favorites and are wholesome and nutritious. Meals are served in an ultra-modern dining facility at a minimum cost to students. The Food court consists of the following concepts: Home Zone (which serves your traditional cuisine, such a s fried chicken, meatloaf, mashed potatoes, rice, etc.); Exhibition (made to order fresh protein and vegetable salads, shrimp fried rice, made to order wraps); Grill Works (burgers, hotdogs, BBQ, fish & chicken); Pizza (traditional pizza & pasta); Deli (subs, tuna, ham, and meat salads); Dessert Station, Soup/Salad bar and Beverages.

**Chick-fil-A and Einstein Bros. Bagels** are located in the new Student Center.

**Subway** is located in Hall 4.

**Pizza Hut** is located in Hall 6.

The current meal plans offered are 19, 15, and 5 per week with all you can eat; however the meal plans are subject to change for improvement in services. The seating capacity for the University cafeteria is approximately 525 students. All boarding students must present upon entering a valid University ID. Non-boarding students without a meal plan, faculty, staff and visitors must pay cash upon entering the Dining Hall for service.

**Hours of Service (Fall & Spring)**

Monday - Thursday

| | | | |
|---|---|---|---|
| Full Breakfast | 7:00 a.m.-9:30 a.m. | Lite Breakfast | 9:30 a.m.- 11:00 a.m. |
| Lunch | 11:00 a.m.-2:00 p.m. | Lite Lunch | 2:00 p.m.- 4:30 p.m. |
| Dinner | 4:30 p.m.-8:00 p.m. | | |

Fridays 7am-7pm

Saturday, Sunday and Holidays

| | | | |
|---|---|---|---|
| Brunch | 10:30 a.m.-1:30 p.m. | Dinner | 4:30 p.m.- 7:00 p.m. |

**Hours of Service (Summer Semester)**

Monday-Friday

| | | | |
|---|---|---|---|
| Breakfast | 7:00 a.m.-8:30 a.m. | Lunch | 11:00 a.m.- 1:00 p.m. |
| Dinner | 4:30 p.m.-6:30 p.m. | | |

Saturday, Sunday and Holidays

| | | | |
|---|---|---|---|
| Brunch | 10:30 a.m.-12:00 p.m. | Dinner | 4:00 p.m.- 6:00 p.m. |

Dining Services is willing to work around student class schedules. Please contact Mr. Henry Ward, Director of ASU Food Services at (229) 903-3630 for more information.

### RULES AND REGULATIONS

ALL STUDENTS must present their University ID cards upon entering the cafeteria. Anyone refusing to do so will be denied service and will be reported.

1. ID cards must be presented to the cashier before entering the Dining Hall.
2. Anyone without the proper ID card must pay cash before entering.
3. The University ID cards cannot be transferable. Only the person whose name and picture appear on the ID card will be permitted to use the card. There will be no exceptions.
4. Students using an ID card that does not belong to them will be charged for the meal and the card must be taken and given to the Student Affairs office.
5. All lost ID cards must be reported at once to the RAM CARD office.
6. Meal hours are posted at the front of the Dining Hall. No one will be served after the lines close.
7. No food or drink will be permitted outside of the cafeteria.
8. No dishes (plates, bowls, glasses, flatware, etc., can be taken outside of cafeteria at any time. Anyone doing so will be charged the full amount of the items taken and reported. This includes tables and chairs.
9. All students are required to remove their dishes from tables and take them to the tray window. Anyone leaving dishes on a table will be reported.
10. Loud talking, profanity and horseplay will not be tolerated at any time in the cafeteria.
11. All students are asked to be fully dressed when using the cafeteria or any other dining facility. No pajamas or below the waist sagging pants (REFER TO DRESS STANDARD).
12. Loitering is not permitted inside the building. Anyone not eating will be asked to leave the premises. Anyone coming to wait for someone must pay to enter the cafeteria.



### THE MISSED MEAL FACTOR

Many students do not eat every meal that is available to them during the University year. The Campus Food Service is not charging students for every meal. The University knows that it will have a certain number of meals not eaten (Missed Meal factor). The cost of the meal eaten is kept at a minimum by rebating this savings back to the students. Many students have the misconception that the Campus Food Service is making a profit from the "Missed Meal Factor"; while in reality, this is considered in the pricing structure.

The rules and regulations are designed to insure that:

1. You receive the best quality food and service possible.
2. Freeloaders are kept out.
3. Your meal card is not used by someone else.
4. Stealing is discouraged.
5. A respectful atmosphere is created in our dining hall.

## DISABILITY STUDENT SUPPORT SERVICES

Albany State University complies with the Rehabilitation Act of 1973 (Section 504) and The Americans with Disabilities Act of 1990 (Title II). The Disability Student Support Program (DSSP) at Albany State University is committed to the equal opportunity and equal access to all academic programs, services and activities of students who qualify and who have met admissions criteria. The DSSP seeks to ensure the University makes "reasonable accommodations and adjustments" that will permit physically and learning disabled students to fulfill their academic requirements and to assure that disabled students are not effectively excluded from programs because of the absence of auxiliary aids and support systems. Program services include, but are not limited to:

- Assistance with orientation and registration;
- Special testing arrangements;
- Academic learning aids such as tutors, readers, tape recorders, and note takers;
- Liaison assistance with faculty and other appropriate staff;
- Referrals to other services and resources; and
- Other support services available as needed on an individual basis.

Students with special needs, accommodations and/or questions relating to either of 504/ADA should contact the following individuals on campus.

1. Dr. Stephanie R. Harris-Jolly, Director, or Mrs. Athena Penn-Reid, Office Manager **Location: New Student Center- Green Zone- 229-903-3610**
2. Mr. James Oliver, Director of Facilities Management (ADA/504 Compliance Officer for Facilities) **Location: Facilities Management Building - (229) 430-4702**
3. Mr. Steve Grant, Director of Human Resources Management (ADA/Compliance Administrator, Employment) **Location: ACAD Building, Suite 382 - (229) 430-4623**
4. Mrs. Cassandra Alexander, Affirmative Action Officer **Location: ACAD Building, Suite 382 - (229) 430-4623**

## STUDENT AFFAIRS

Services for the Student Affairs Division are implemented through the Office of the Vice-President for Student Affairs, which include the following: the ASU Police Department, the Office of Student Life and Activities, the Office of Counseling and Disability Student Support Programs (DSSP), CAAM (Center of the African American Male), and Student Health Services.

As a mission, the Division of Student Affairs, in collaboration with Academic Affairs and other divisions, is working to build and preserve a university community that allows students to reach their full intellectual, physical, social and spiritual potential. The division promotes a value system that includes integrity, self management, academic achievement, personal and community engagement and diversity.

Programs promoted through the division enable students to develop individual characteristics through participation in self-governing organizations, cultural events, student engagement and social interchange.

In student affairs, we firmly believe in helping students find their authentic self and we also provide outrageous service.

## FINANCIAL AID

Albany State University offers financial assistance for students in the form of loans, grants, scholarships, and employment. It participates in the five basic student aid programs supported by the U.S. Office of Education: Pell Grant, Supplemental Educational Opportunity Grant, Federal College Work-Study Program, Perkins Loan, and the Federal Direct Student Loan Program.

The financial aid program is administered in conjunction with the national established policy and philosophy (the parents are the primary and responsible source for helping a student to meet his educational cost). Any financial assistance offered to students will be filling the gap between the students' own resources and the cost of attending the University.

Financial Aid is awarded on the basis of need, scholastic achievement, character and promise of success. Applicants must bear in mind that it is impossible for the University to provide aid for more than a limited number of students. Under no circumstances is a student (new or renewal) to come to the Institution expecting to receive aid if she or he has not made formal application for it or been notified that such aid has been granted.

Financial need will be evaluated each year and an appropriate increase or decrease in the amount of the assistance offered will be made. For the purpose of this re-evaluation, a new Free Application for Federal Student Aid (FAFSA) will be required. Applicants may complete the FAFSA two ways: manually, by completing the renewal or initial hard copy of the FAFSA (which takes approximately 4-6 weeks to process) or electronically on the Web at www.fafsa.ed.gov (which takes approximately 2 days after receipt of the signature page). Applicants (and their parents if dependent students) are encouraged to apply for PIN numbers, which will eliminate the mailing of a signature page. It takes approximately 24 hours to receive a PIN number. Request the PIN number prior to applying to FAFSA on the Web. Students are responsible for securing the necessary forms and applying by the April 15 deadline.

## THE JAMES PENDERGRAST MEMORIAL LIBARARY

The Albany State University Library has a collection of 192,582 volumes, electronic and print periodicals, government documents, microform resources, Galileo Interconnected Libraries (GIL), National Library of Medicine Databases, EBSCO Host Full Text Journals and the EBSCO A to Z Listing, JSTOR Arts and Sciences I and II Collections and Business Collection], Micromedex, and NetLibrary which helps to update the library's collection online. It also contains and makes accessible: 791,321 microform units, 1,058 videos, 139, CDs, 223 Music Scores, 323 print subscriptions, and The James Pendergrast Memorial Library is one of the largest of its kind in rural southwest Georgia.

To ensure that the university community has access to its library resources, the Pendergrast Library is open a total of 89.5 hours each week during regular sessions. During holidays and between semester breaks, limited hours are scheduled to accommodate faculty and students. Library hours are extended during final exams to accommodate the students' need for library use and the final exam schedule. The library's staff, though currently under-staffed, is available to serve library users.

### HOURS OF OPERATION

Monday through Thursday.....7:30 a.m. - 11:00 p.m.

Friday .....7:30 a.m. - 7:00 p.m.

Saturday .....10:00 a.m. - 6:00 p.m.

Sunday.....2:00 p.m. - 10:00 p.m.

**JPML Student Technology Lab 108**

Operation Hours.....Open 24 hours 7 days a week with active Ram I.D.

Lab Monitor Hours .....5:00 p.m. - 9:00 p.m.

**Lab hours are subject to change and will be posted.**

### CIRCULATION POLICIES

Currently enrolled ASU students, faculty and staff have limited borrowing privileges to 15 items at a time and limited borrowing, 3 items at a time, is extended to students at other institutions and to the general public. A current ID is needed. All users must have a valid bar-coded identification card to borrow materials. Circulation time is as follows:

General Books 3 weeks

Video cassettes 3 days

Reference books, periodicals, and the majority of Reserve resources are for library use only. Please phone the circulation desk at 229-430-4799 if you have questions.

**Overdue Fines and Lost Book Fees**

General Books.....$.10 per day

Reserve Resources .....$.25 per hour

Lost Books .....Replacement cost plus accrued overdue fine

GILM Express Lost Books .....$150.00 Replacement cost



## NEW STUDENT ORIENTATION

**New Student Orientation** is a required program of activities, information sessions, and peer interaction for new Albany State University students, designed to facilitate their psycho-social adjustment to the University and prepare them for their first semester classes. Students will introduced to: 1) basic university functions and deadlines; 2) university academic requirements and expectations; 3) key university academic, administrative, and advising personnel; and 4) important student responsibilities and opportunities to excel.

## POST OFFICE

The University's Post Office operates to serve the University community. The Post Office provides all services that are sold at the United State Postal Service with the exception of money orders. Mail for on campus delivery does not require postage. Mail is delivered between the hours of 10:30 a.m. and 3:30 p.m. daily. The Post Office is located on the 2nd floor of the New Student Union. All students residing on-campus will be assigned a mailbox. Mail sent to campus mailboxes should be addressed as follows:

Student's Name (as it appears in the Registrar's Office, no nicknames)
Albany State University
Post Office Box Number
504 College Drive
Albany, GA 31705

Post Office hours are Monday thru Friday, 8:00 a.m. - 4:30 p.m. The Post Office is closed on Saturday and Sunday.

## ASU POLICE DEPARTMENT

The ASU Police Department is the official law enforcement unit of the university. Campus police officers are certified law enforcement officials who maintain the same authority to uphold the law as other local, state and federal law enforcement agencies. The ASU Police Department is committed to providing a safe and secure campus environment. Police officers patrol the campus 24 hours seven days week in order to prevent crime and maintain the safety of all students, faculty, staff and visitors. The Administrative Offices and the Parking Service Division are located in the Central Energy Plant on the upper campus. Operations are 24-hours a day, seven days a week, and may be contacted at 229-430-4711.

The ASU PD offer services to the campus community that will save you money.

1. We provide free lock out services
2. We provide free battery jump services
3. We do free background checks for the campus community
4. We provide free anti-theft engraving . All of these services are available 24/7.

We continue to provide educational programming for faculty, staff and students.

### STUDENT IDENTIFICATION CARD

Students are required to wear their ASU identification card as a visual notification at all times. The University requires students residing on campus to show their ID before entering the campus after 10:30 p.m. or when asked to do by any police staff.

### RESTRICTIONS

Campus streets may not be used by any group, corporation or persons for commercial use or advertising without proper authorization.

### SPECIAL EVENTS

On special occasions (sporting events, concerts, graduation, etc.), emergency parking and traffic limitations may be imposed by the campus police department.

### LOST AND FOUND POLICY

From time-to-time, members of the University misplace and lose items, such as keys, cellular phones, glasses, books, identification, purses and wallets. The University expects found items to be taken to the ASU Police Department immediately. When items are misplaced or stolen, a report to the resident director, Office of Housing and Residence Life or the ASU Police Department must be made expeditiously. Found items are logged in and stored at the ASU Police Department for safe keeping for a limited time. Some items may also be found / located in the Office of Student Life and Activities.

ASUPD officers will be happy to provide learning materials about how to maintain personal safety, vehicle safety, and the security of personal property. The officer can provide a property registration sheet to record personal valuables, and the engraving service will mark valuables in the event items are lost or stolen. If any lost property is found, please report it promptly to the ASU Police Department. An officer will secure the property and try to identify the owner for the property to be returned.

The ASU Police Administrative Division maintains all property that is turned in to the Police Department. All abandoned and unclaimed personal property in the possession of the ASU Police Department shall be released to the owner upon proper identification and proof of ownership, except where the personal property is being held as evidence to be used in any pending criminal case. Within a reasonable amount of time after the property is received, the ASU Police Administrative Staff shall attempt to notify known owners through a mailed notice and unknown owners through a public notice as appropriately determined by the Chief of Police.

After unclaimed personal property is held for a period of at least ninety (90) days, the property may be sold at a public auction or discarded. Public notice shall be given in advance of the auction. All proceeds received from the handling, storage, and/or sale of abandoned and unclaimed personal property are hereby appropriated to ASU general funds. Any lost or mislaid money turned in will be secured in the evidence locker at the end of the business day if not claimed. The requester must present State issued identification as proof of ownership. They may be asked to identify the amount in dollars and/or cents. The money will be turned over to the business office the next business day if unclaimed.

## PARKING SERVICE DIVISION

The purpose of these regulations is to facilitate safety, maintain orderly conduct of the University's business, and to provide parking facilities in support of these functions within the limits of available spaces. These regulations are intended only to supplement the State of Georgia Motor Vehicle Laws, all provisions of which apply to this campus. These rules and regulations apply to all vehicles which are self-propelled.

### *COLOR CODED PARKING:*

In an attempt to facilitate parking on campus, color coded parking is designed to provide direction for faculty, staff, students and visitors to appropriate parking areas. Listed below are the color assignments for parking decals on campus (subject to change). Please adhere accordingly:

- GOLD — Reserved Parking only. These spaces are located throughout campus.
- GREEN — Faculty and Staff Parking only.
- ORANGE — Commuter Student Parking only.
- BROWN — Residential Student Parking only.
- BLUE ADA — Handicap Parking only (with permit or tag).
- YELLOW — No Parking. These areas include, but are not limited to, Curbs, walkways, (entrances and exits), and loading or unloading areas.
- WHITE — Visitor Parking only.

Each student (including full-time, part-time, evening, summer, graduate, on-line, and special) taking courses, and each member of the faculty, staff, and administration of Albany State University must register any motor driven vehicle operated on campus. During the first five (5) days of each semester, it is expected that decals will be purchased and properly displayed. Motor vehicles may be registered at any time using the BOSSCARS option in BANNER web for students, faculty members, and limited staff members.

**The following step-by-step process may be used to obtain an ASU parking permit:**

1. From the ASU Web Page, click on the LOG IN / SIGN IN icon, then LOG IN with the ID NUMBER and PASSWORD.
2. Click on BANNER.
3. Click LOGIN to Secure Area.
4. Enter RAM ID Number, Personal Identification Number, and click LOGIN.
5. Under the gray Personal Info tab, click ASUPD Services.
6. Click on PURCHASE A PARKING PERMIT.
7. **Click the desired permit type (see the "Classes and Assignment of Parking Permits" below):**
   - **a. Residential Students..... $15 (Color Coded BROWN)**
   - **b. Commuter Students ..... $15 (Color Coded ORANGE)**
   - c. **Faculty/Staff .....$25 (Color Coded GREEN)**
   - **d. Faculty/Staff Reserved..... $60 (Color Coded GOLD)**
   - **e. Annual Visitor .....$12 (Color Coded WHITE)**
     - **(Annual Visitor fee must be paid in cash at the ASUPD)**



8. Click on desired vehicle to register or if the vehicle is not in the system, enter all of the vehicle's information and click ADD a Vehicle:
   1. **<u>If driving the same vehicle(s) currently registered in BOSSCARS;</u>** select the desired vehicle from the previously registered vehicle list, and click the Submit button. If the vehicle is not on the list, click Add a Vehicle and input the vehicle information before clicking the Submit button.
   2. **<u>If registering a vehicle for the first time in BOSSCARS;</u>** input vehicle information and click Submit to save the new permit information.
9. **Click on Purchase a Parking Permit.**
   - a. For electronic payments with a debit or credit card, return to Parking Home then click the Online Payment option. Input the information, click Submit and Print the confirmation page. If payment by debit or credit card is the option, follow the online instructions or pay at the ASU Business Office Cashier's Window.
   - b. For cash or check payments, go to the ASU Business Office Cashier's Window in the ACAD Building on the 2nd Floor to obtain a receipt of payment. If payment by cash or check is the option, the Business Office Cashier's Window normal business hours are Monday-Friday from 9:00 am to 4:00 pm.
10. After the charge is accepted, an informational screen is displayed. Print this page; this is proof of vehicle registration in BOSSCARS, **<u>not</u>** a permit to be displayed on the vehicle.
11. On Monday to Friday between the hours of 8:00 a.m. to 5:00 p.m., bring the electronic payment confirmation printout or paid receipt from the ASU Business Office, along with the State Vehicle Registration and the BOSSCARS printout to ASUPD to receive the vehicle's current year decal.
12. ***Placement of the Decal***: All vehicles authorized to park on campus must have the decal permanently displayed inside the motor vehicle affixed to the front driver's side lower corner of the windshield.
13. ***Replacement***: In the event a permit is lost, stolen or damaged, it may be replaced by reporting the loss to ASUPD. The replacement fee is $10. Any vehicle with the reported lost, stolen, or damaged permit will be removed from campus for displaying an unauthorized permit. Also, a $250 citation will be issued for possession of a stolen permit.
14. ***Temporary Permit***: Operators with vehicles that have a current ASU decal may request a temporary permit if that vehicle is inoperable for more than two (2) weeks. After the two-week period, the temporary permit may be renewed for another two (2) weeks as a continuation of vehicle repair. If the vehicle with the ASU decal continues to be inoperable, a REPLACEMENT decal must be purchased.

For members who do not have access to BOSSCARS, vehicle registration assistance may be obtained by visiting the ASU Police Department. Parking permits are non-refundable. Permits purchased at the beginning of the academic year (August) are valid for the entire academic year. The fees for parking permits are not prorated.

## PARKING REGULATIONS AND VEHICLE OPERATIONS:

All persons operating a vehicle on University property must be properly licensed at all times. ASU identification and driver's license (if available) must be presented when requested by ASU police department personnel. All vehicles and registered operators involved in parking violations may be issued citations. The registered owner/operator of the vehicle is responsible for all fines, late fees and administrative costs or the filing of appropriate appeals for the violation.

The following vehicle operational guidelines are as follows:

- All vehicle operators on University property must be properly licensed at all times.
- ASU identification and driver's license must be presented when requested by ASU police department personnel.
- Pedestrians have the right-of-way on campus, except where traffic is regulated by mechanical devices.
- Under normal conditions, the maximum speed limit on campus is 15 MPH except where posted otherwise. The maximum speed limit in parking lots is 10 MPH; however, vehicles may not be operated at any speed which is excessive for the conditions which may exist as a result of weather, traffic congestion, pedestrians, etc.
- Traffic control signals, devices and directions of Albany State University police officers shall be obeyed.
- All vehicle operators are responsible for maintaining control and safe operations of the registered vehicle and observance of traffic control signs, barriers, and devices.
- All accidents occurring on campus shall be reported to the ASU Police Department before the vehicles are moved. There is a $1.00 charge per page for copies of accident reports.

**The fines, penalties and other sanctions will be administered as follows:**

- In the case of a vehicle registered with the ASU Police Department, fines and sanctions will be assessed against the operator in whose name the vehicle is registered.
- In the case of vehicles not registered, assessments will be made against the operator if it is determined that the operator at the time of the violation is associated with Albany State University, and in fact, should have registered the vehicle with the Albany State University Police Department.
- If a vehicle is not registered with the University and the operator is not associated with the University, fines will be assessed against the vehicle's owner as listed in the State Vehicle Registration records.
- Assessments will be made concerning unassigned/unidentified vehicles by tag number, permit number, vehicle identification number (VIN), home address, class schedule, enrollment status and also by relevant information associated with the vehicle through the university software system (Banner).

**These rules for parking also include the following:**

(a) No parking is permitted within fifteen (15) feet of fire hydrants or street entrances to sidewalks or buildings.

(b) Reserved parking spaces must be observed at all times.

(c) Employees may not give another vehicle operator permission to park in a reserved space without ASUPD approval. Only the recipient of a reserved decal will have permission to park in reserved areas.

(d) Parking on the lawn (grass) or driving on campus where university streets are not provided is forbidden.

(e) All ADA parking spaces must be observed and are subject to local and state enforcement.

(f) Littering violations will be enforced.

(g) All traffic violations are subject to the Traffic Codes of the City of Albany and the State of Georgia.

(h) Parking in service drives is not permitted.

(i) The speed limit for campus is 15 MPH.

(j) All visitors must register their vehicles with either the checkpoints on campus or with the ASUPD.

(k) Visitor parking spaces will be strictly enforced.

(l) Motorcycles are not to be driven or parked on the sidewalks.

(m) Disabled vehicles are to be removed seven (7) days after notification from the Police Department.

### ENFORCEMENT AND TOWING POLICY:

It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of convenient space is not considered a valid excuse for violation of any parking regulations. Rain or inclement weather will not alter any of the provisions of these regulations. In general, such circumstances as ignorance of the law, inability to find a proper parking space, or financial hardships caused by fines do not constitute sufficient basis for the approval of an appeal. All crimes that occur on the campus or information pertinent to the safety of the campus community will be reported through news releases and the student newspaper. All fines not paid within a specified time become financial obligations payable to Albany State University. Persons who display a pattern of disregard for parking regulations are subject to revoked parking privileges for one calendar year. Vehicles operated by persons arrested for operating a motor vehicle under the influence of alcohol or other drugs will be towed and stored with a local towing service. Operators of vehicles that have been towed should contact the Police Department for information to assist with the release of the vehicle by the towing company. Excessive noises by car radios, loud speakers, faulty mufflers or cut mufflers are prohibited on campus.

The parking violations and associated fees may be viewed on the ASUPD website. Citations may be paid at the Cashier's Window inside the Academic Building, Monday-Friday, 9 a.m. to 4 p.m.

- If the vehicle is ticketed, payment must occur within five (5) business days of the date the citation was issued, unless in the appeal process. All fines are to be paid in person at the Business Office, ACAD Building 2nd Floor. A copy of the citation must accompany payment.
- If the vehicle is booted, a $20 fee must be paid in CASH at the ASU Police Department before the boot is removed. If the boot fee is not paid in CASH, the vehicle will be towed.
- Certain areas on campus are designated as TOW zones. These areas include handicap parking spaces and spaces along the curb of Perimeter Road (east side of campus). Parking in an area where the curb is painted yellow and labeled "NO PARKING" subjects a vehicle to immediate tow. If the vehicle is towed, fees are to be paid at the owner's expense to the towing company contracted by ASU.



### PARKING TICKET APPEAL:

If a citation is placed on a registered vehicle, the operator may choose to appeal the ticket by visiting the ASU Police Department. Payments and late fees are suspended during the appeal process. When the appeals decision has been made by the ASU Appeals Board, the information is input onto BOSSCARS and the vehicle operator is notified of the decision.

- Appeals will not be honored if completed outside the five-day window.
- The following reasons are not acceptable for ticket appeal:
  - (a) Lack of knowledge of the ASU parking policy.
  - (b) Late for class or appointment.
  - (c) Inability to find a legal parking space.
  - (d) Vehicles parked in areas different from the decal color code.

If the fine is not paid or an appeal is not presented within five (5) days of the issue date, the citations will be considered delinquent and a late fee of $10.00 will be assessed. No further appeal will be permitted. **A "HOLD" will be placed on the violator's records when parking fines are accumulated.** Violators who fail to pay parking holds will not be permitted to register for classes or receive a transcript until the fine is paid.

Parking and traffic violations cited on a State of Georgia Traffic Citation by the ASU Police Department must be paid or appealed to the State Traffic Court of Dougherty County.

## HOUSING AND RESIDENCE LIFE

Albany State University's (ASU) Housing and Residence Life (HRL) offers quality units and social skills building programs to ASU students throughout a 10 month academic year and an eight week summer semester. The HRL department is comprised of 9 residence halls: totaling 1582 resident bed spaces or 453,715 square feet, which services approximately 37% of Albany State University's enrollment of roughly 4500 students. The diverse residential community options, where awareness programs are strategically integrated into daily life, offer each student the opportunity to live within a positive environment that is balanced with learning, diversity, safety, and convenience. Additionally, each resident is provided with an amenity package that includes non-coin operated laundry facilities, study rooms, computer labs, internet connectivity, cable, utilities and multipurpose rooms.

All ASU residence halls are centrally located within a 5 minute walking distance to all academic and recreational facilities. The proximate campus facility foot print is complemented with a housing administrative office that operates extended hours of 8:00am to 6:00pm, Monday through Friday, and 24 hour care provided by a residential, bachelor degree holding professional staff and Graduate Assistants who live in each building. Each member of the HRL management staff is required to have 3 or more years of experience in student development, or a related field, and complete programming that allow them to activate their experience and training to assist in developing residential students. Each building is also staffed by student employees, called Resident Assistants, at a ratio of 35 students to 1.

Albany State University is a public institution within the University System of Georgia. ASU's Housing and Residence Life department is a component of Albany State University and is managed by University employees.

## STUDENT HEALTH SERVICES

Albany State University Student Health Services provides episodic health care and health promotion services to students registered at the University. The services include assessments and treatment, follow-up and referrals. There is no overnight stay but minimum confinement for observation and referrals to physicians or local hospitals as indicated. The nursing staff provides health maintenance assistance via referral for students with chronic health conditions. The Health Center staff includes two Nurse Practitioners, a Consulting Physician and a Licensed Practical Nurse.

Student Health Services is responsible for disseminating health promotional education to all students. Student Health Services complies with the Health Insurance Portability and Accountability Act (HIPAA rules and regulations). All health and medical information contained in medical records is strictly confidential and may not be released without written permission of the student or by a court order.

The University System of Georgia requires all students to be current with immunizations and to submit documentation of their current immunization status. Immunization records are submitted to and maintained in the office of Student Health Services. Students who do not submit this information will have an immunization hold placed in their record. If a hold is placed in the student's record, registration for the following semester will be denied until the information is submitted. A health history will be completed at the time of the first visit to the center.

A Student Health Fee is included in the registration fees and provides unlimited visits to the Health Center. Services are provided on a walk-in, first come first serve basis unless there is an emergency as deemed by the staff. The health fee does not cover admission to hospitals or payment to drugstores for filling prescriptions. Any expenses incurred for treatment or care by the hospital or local physicians will be the financial responsibility of the student and his/her parents/guardians. Student medical insurance is strongly encouraged.

Albany State University reserves the right to request a student to submit to a medical examination whenever advisable. Registration may be denied any student, prospective or enrolled, who, in the judgment of University Health Services, is experiencing an illness that would endanger the health of others or for which the university cannot provide services.

## VETERAN AFFAIRS

The Office of the Registrar also assists students in applying for their veteran's educational benefits. The Veterans Affairs Coordinator is required by federal law to monitor a student's enrollment each quarter and report changes and discrepancies to the Veterans Administration, as well as to ensure that all students receiving such benefits are making satisfactory progress toward their chosen degree. The VA Coordinator can be reached at (229) 430.4638

## GENERAL POLICIES

### ATTENDANCE OF SPECIAL EVENTS

Attendance at regular assemblies is strongly encouraged for all freshman students. All students are encouraged to attend other campus programs such as Founder's Day, Honors Day, Commencement, Lyceum Series, Theatre Productions, Veteran's Day Program, special Convocations and other campus sponsored program events.

### RAM CARD

All currently enrolled students are required to have a bar coded ID Card. Your Ram Card will be an important item while you are attending ASU. It will allow you to use University facilities and services. Your Ram Card will also serve as your Library Card. Certain services and activities may be denied to you without a Ram Card. This is a permanent card and is valid as long as you are officially registered. However, you are responsible for updating the validity of your card each semester at the time of registration.

The Ram Card is the property of ASU and is intended solely for its use. It is not transferable and must be surrendered and/or returned upon the request of campus personnel. You are responsible for reporting lost or stolen cards promptly. Replacement cards and fee information may be obtained through the RAM Card Office.

### HIGHER ONE REFUND CARD

Albany State University offers the *Higher One Card s*ystem for student refund management. *Higher One* provides refund management services to higher education institutions. *Higher One* provides students with more choices and better service for receiving financial refunds. Higher One also offers the OneAccount, a no minimum balance, no monthly fee checking account with the convenience of MasterCard® Debit with exclusive features. For additional information, contact the Office of Financial Operations at 229-430-4610.

### ACCESS TO STUDENT RECORDS

Albany State University is covered by the Family Education rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect students' rights with regard to educational records maintained by the institution. Under this act, students (or the parents of a minor) have the following rights:

1. The right to inspect and review educational records that are maintained by the institution and pertain by students.
2. The right to challenge the content of records (except grades) on the ground that they are inaccurate, misleading or a violation of students' privacy or other right, and
3. The right to control disclosures from their education records with certain expectations.

It is important to note that parents whose child is 19 years old or older do not have the right to view the students' grades without written consent from the student.

Albany State University's written policy on "Access to Student Records" complies with the provisions of the Act. Students have the right to file complaints with the FERPA Office of the Department of Education, Washington, D.C. 20201, regarding alleged violations of the Act.

### SOCIAL MEDIA

ASU recognizes that social media sites such as Facebook, LinkedIn, Twitter, YouTube, etc., and personal Web sites, Web logs, or blogs can be effective tools for exchanging information and raising the visibility of the university. Although ASU does not prohibit students from joining and participating in online communities as individuals, please be advised that any online behavior that violates the Student Code of Conduct will be treated as inappropriate misconduct and treated as such (Please review the Student Code of Conduct for possible violations and sanctions).

If you have any questions concerning the interpretation of the Social Media Policy or the Student Code of Conduct, contact the Judicial Affairs Coordinator, Angelnique A. Jordan at (229) 903-3606. She is located in the new Student Center, Office of Student Life & Activities, Orange Zone.



### HOW TO IMPROVE YOUR CHANCES OF SUCCESS

1. ***TAKE RESPONSIBILITY FOR YOUR OWN EDUCATION.***

   A. Access a copy of the ASU General Catalog, Student Handbook, and Student Code of Conduct. All can be found either on the ASU website or on an interactive CD. If you are interested in obtaining a copy of the CD, see Dr. Jolly in the Office of Counseling & Disability Services or call 229.903.3610

   B. Start a file in which you will keep all the paperwork you receive from the University (e.g., grade reports, check-sheets, advisement forms, etc.). This allows you to keep an accurate record of your activities and will make it easier to correct any problems, which may arise;

   C. Carry with you a planning calendar with a note pad to record important information, names, dates, times, places, email addresses and telephone numbers;

   D. Make appointments to see your advisor and professors if you have questions or need information. Be on time for your appointment. Always call to reschedule or cancel if you are unable to keep your appointment;

   E. Learn the names of important people on campus and within the community. Write down their names and numbers in your planner.

   F. Make a note of important dates for registration, study groups, snack and study, exams, when papers are due, etc.

   G. Take advantage of pre-registration opportunities rather than leaving registration to the last minute, when the courses you want may be full;

   H. Remember that there is a form for nearly everything and failure to complete and submit forms (on time) may create future problems;

   I. Schedule sufficient study time. Expect to spend 3 hours studying for each one hour spent in class;

   J. Learn to listen. Write everything down. Read. Read. Read. You may miss important information when you don't pay attention to important information, which is provided to you. Be sure to read all information, which is distributed to you, posted on campus, and published in campus publications.

2. ***ASK QUESTIONS***

   - When you don't understand what you should do next;
   - When you can't find what you're looking for;
   - When you don't understand a point being made in class;
   - When you need more information; and
   - When you don't know where or how to locate information and/or services.

3. ***ATTEND CLASS REGULARLY.***

   It is your responsibility to keep up with your course requirements. Attending classes on a regular basis allows you to ask questions, and keep up with materials, which may not be mentioned in your textbooks. If you miss a class, it is up to you to get notes, assignments, etc. and make arrangements with the professor to make up the work.

4. ***KEEP UP WITH YOUR STUDYING AND ASSIGNMENTS.***

   Schedule study and assignment preparation time into your daily schedule. Last minute cramming is not an effective way to learn. Start work on papers, assignments and projects early. Always carry copies of your course syllabi with you.

5. ***TAKE NOTES IN CLASS AND FROM YOUR READING ASSIGNMENTS.***

   Rewrite your class notes and take notes while you are reading your text assignments. Utilize highlighter pens and colored pencils to organize and point out important points.

6. ***WRITE DOWN QUESTIONS.***

   As you are reading assignments, taking notes, rewriting notes, and preparing assignments, be sure to write down any questions which come to mind. Remember to ask your professor about these points at your next class meeting. Don't wait to ask questions.

7. ***DON'T BE AFRAID TO ASK FOR HELP.***

   Ask for help immediately if you don't understand, especially if you feel that you need tutoring or out-of class assistance. Everyone needs a little help now and then. Utilize available services and resources on the campus and in the community.

# ALBANY STATE UNIVERSITY
# ZERO TOLERANCE POLICY

**ALBANY STATE UNIVERSITY (ASU) IS A DRUG FREE,**

**ALCOHOL FREE, WEAPON FREE, HAZING FREE GANG ACTIVITY FREE, SEXUAL MISCONDUCT FREE, DAMAGES IN EXCESS OF $500.00 FREE, TAMPERING AND/OR DESTROYING OF SAFETY DEVICES FREE CAMPUS!!!**

**THINK BEFORE YOU ACT**

**DON'T RISK IT**

**DON'T DO IT!!!**

A zero tolerance policy is one which requires a severe penalty to be imposed which is unbending in its imposition, and often does not give allowance for extenuating circumstances. It is, as it states, completely intolerant of the behavior for which it requires consequences, no matter what. As part of a "zero tolerance policy", ASU will take disciplinary action for any and every alcohol, drug, weapon, sexual misconduct, hazing or gang related violation on campus. ASU will also take disciplinary action for many of the violations reported off campus, provided these violations have a connection to the campus. This would include violations that endanger students or may cause harm to the campus community.

## ALBANY STATE UNIVERSITY ALCOHOL POLICY

### HERE ARE THE RULES:

It is illegal for anyone to have alcohol on campus;

It is illegal for anyone under the age of 21 to drink;

It is illegal for anyone to buy or provide alcohol for someone under 21;

It is illegal for anyone to be intoxicated in public or to drive while intoxicated, on- or off-campus;

It is illegal for anyone to sell alcoholic beverages without a license. By law, the sale of alcoholic beverages includes any situation in which there is a charge for entertainment or service and alcohol is freely available (including through common source or selling a cup);

It is a violation of university policy for a student to disturb someone else's ability to study, sleep or live peacefully. (This also means that other people's inappropriate behavior should not disturb your study, sleep, or ability to live peacefully);

It is a violation of university policy for a student to hurt or endanger another student through drinking.

## ALBANY STATE UNIVERSITY DRUG POLICY

### HERE IS THE RULE:

ASU has a "zero tolerance" policy with respect to illegal drugs (i.e. marijuana, LSD, ecstasy, rohypnol, cocaine, heroin, etc.). Possessing, using, making, growing, giving, selling, or distributing any illegal drug or controlled substance is prohibited.

## ALBANY STATE UNIVERSITY WEAPON POLICY

### HERE IS THE RULE:

ASU has a "zero tolerance" policy with respect to weapons. These include but are not limited to firearms, explosives, BB guns, pellet guns, knives, paint guns, and any other weapon of any kind or an imitation of that could be used to cause harm or fear in another person. Possessing, using, making, giving, selling, or distributing any weapon of any kind is prohibited.



## ALBANY STATE UNIVERSITY SEXUAL MISCONDUCT POLICY

### HERE ARE THE RULES:

It is a violation of university policy and state law to force sexual activity on another person. This includes anything from forced kissing or touching to forced intercourse. Force includes more than the use of weapons. It also includes physical force and physical or mental intimidation or pressure.

Consent means that your partner has freely agreed to sexual activity. The best way to know if your partner consents is to **ASK.** It is a violation of university policy and state law to have any sexual activity with someone who is unable to give consent because of alcohol or drugs or other impairment. If your partner is very intoxicated, you may be guilty of sexual misconduct **EVEN IF YOUR PARTNER SAID YES.**

## ALBANY STATE UNIVERSITY HAZING POLICY

### HERE ARE THE RULES:

Hazing has historically been associated with obtaining acceptance or membership in an organization or a team. Hazing is a criminal offense and is a serious violation of university policy. Hazing is any intentional, negligent, or reckless activity or situation that causes another pain, embarrassment, ridicule, harassment, physical, mental or emotional strain, or any activity which would in any way jeopardize the physical, moral or scholastic well being of an individual, even if that person is a "willing participant."

Some examples of hazing include, but are not limited to:

- Abuse because of one's race, sex, religion, nationality or mental/physical condition;
- Encouraging or requiring someone to drink excessively (i.e. alcohol, concoctions, water, other beverages);
- Striking, shoving, pushing, kicking, slapping, or otherwise forcefully touching a person or engaging in reckless behavior that causes physical injury to another;
- Submitting to physical acts;
- Going without sleep;
- Engaging in unreasonable activities (breaking the law, wearing inappropriate clothing such as revealing clothing, sagging pants below the hip line, wife beaters, or clothing with obscure language that offends others, being naked, enduring demeaning behaviors, etc.).

Such conduct is subject to disciplinary action up to and including suspension from the university, expulsion from the university and/or civil or criminal prosecution as deemed appropriate.

## ALBANY STATE UNIVERSITY GANG POLICY

### HERE ARE THE RULES:

"Gang" as used in this policy shall mean individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by the university student code of conduct, rules and regulations. No student shall participate in any criminal gang, admit association or membership with any criminal gang related activities including but not limited to:

- Soliciting others for membership in any criminal gang or unauthorized school groups.
- Request any person to pay protection or otherwise intimidating or threatening any person.
- Inciting other students to act with physical violence upon any other person.
- Wear, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other item which is commonly associated with membership in or affiliation with any criminal gang or unauthorized university group.
- Committing any other illegal act or other violation of university policies or student code of conduct.

Such conduct is subject to disciplinary action up to and including suspension from the university, expulsion from the university and/or civil or criminal prosecution as deemed appropriate.

## ALBANY STATE UNIVERSITY TAMPERING AND/OR DESTROYING OF SAFETY DEVICES POLICY

### HERE ARE THE RULES:

It is a violation of university policy to tamper with fire equipment, such as fire alarms, fire extinguishers, sprinkler systems, exit signs, and smoke detectors and prohibited.

Violations of this policy include, but are not limited to:

- Removing and/or tampering with a fire extinguisher from its approved location.
- Activating an alarm lacking an emergency situation.
- Removing and/or tampering with the covers on fire alarm pull stations.
- Removing and/or tampering with common area and room sprinkler systems.
- Discharging a fire extinguisher for any purpose other than putting out a fire.

## ALBANY STATE UNIVERSITY DAMAGES TO PROPERTY EXCEEDING $500.00 POLICY

### HERE ARE THE RULES:

It is a violation of university policy to damage university property such as light fixtures, ceiling fans, walls, and pictures are prohibited. A violation of this policy includes, but is not limited to:

- Damages to your assigned space or unit in the residence halls (i.e. ceilings, floors, carpets, walls, door/door frame, etc.).
- Broken or damaged furnishings.
- Damages to the kitchen/living area of residence halls.
- Damages to other university (i.e. university vehicles, landscaping, golf carts, etc.

## SMOKING POLICY

Albany State University strives to maintain a healthy workplace and campus environment for all staff, students, faculty and visitors. For that reason, ASU discourages smoking generally, and no smoking is permitted in any building at any time. ASU expects all staff, faculty, staff and visitors to adhere to this policy:

2. No smoking is permitted in any building at any time. Those who violate this policy may be subject to disciplinary action.
3. Smoking is permitted 100 feet from each building on campus in designated areas only.
4. Individuals who choose to smoke in designated areas must extinguish their cigarettes completely and dispose of them responsibly in the cigarette butt canisters. Leaving butts all over the sidewalk is unacceptable and may result in further restrictions on outside smoking areas.
5. Violations of this policy will incur disciplinary penalties. The lives and health of everyone on campus are at risk, along with the potential for grave damage to our buildings.

   **Penalties**

   1. First offense-Warning
   2. Second offense -Violator must attend an ASU sponsored smoking sensation session or view the video and provide proof of attendanc.
   3. Third offense-Monetary fine will be imposed of $50.

## SAFE CAMPUS ENVIRONMENT

ASU is committed to a safe and health conscious campus for faculty, students, staff, and visitors. ASU is also committed to creating and maintaining a working, learning, and social environment that is free from violence. As a result, the university has a "zero tolerance policy" with respect to threatening statements and behavior or acts of violence against members of the campus community. The university prohibits and will take decisive action to eliminate:

- verbal or written harassment;
- acts which can be interpreted as physical assault;
- hazing;
- threats to harm someone or endanger the safety of others;
- behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression;
- threats to destroy or the actual destruction of property;
- possession of a firearm, knife or any dangerous weapon.

As a community, it is our collective responsibility to report all threatening statements and actions immediately. To fulfill this policy, the university will work to prevent violence from occurring and will ensure that federal and state laws, as well as university regulations prohibiting violence, are enforced. All threatening comments and behavior will be taken seriously and investigated. All threats must be reported to the appropriate authority. Failure to report any threat is subject to disciplinary action. A team of campus professionals will assist in determining the proper University response for each incident. Therefore, if you experience a threatening situation or know of any instance involving threats of physical violence toward any ASU student or employee from inside or outside the University community, please report it immediately to the ASU Police Department (229-430-4711), the Judicial Coordinator (229)903-3606 or the Ombudsman (229)903-3606. Violence, whether actual or threatened, undermines our personal well-being and naturally affects our ability to conduct our responsibilities. Please assist us in ensuring that the ASU campus is a safe environment for all faculty, staff, students, and visitors of the University community. If you have any questions or comments, please contact the following: Angelnique A. Jordan, Judicial Affairs Coordinator, angelnique.jordan@asurams.edu, (229) 903-3606 or Gwinetta L. Trice, Director, Student Life & Activities, gtrice@asurams.edu, (229) 903-3606. Both are located in the new Student Center, Orange Zone, Office of Student Life & Activities.



## ALBANY STATE UNIVERSITY OMBUDSMAN OFFICE

HAVE A PROBLEM?

HAVE A COMPLAINT?

HAVE A GRIEVANCE?

NEED HELP?

DON'T KNOW WHERE TO GO OR WHO TO TURN TO?

The University Ombudsman is an independent, confidential resource available to assist students, faculty, and staff in resolving problems, complaints and other issues when normal processes and procedures have not worked satisfactorily.

### WHAT DOES OMBUDSMAN MEAN?

The word "ombudsman" has Scandinavian origins, and was first used as a public office in Sweden. According to one scholar, the term refers to "a person who has an ear for the people." In American colleges and universities, the office is often referred to as an "agent for justice" within the complex institutional systems of higher education. Webster's Dictionary defines ombudsman as "one that investigates reported complaints and helps to achieve equitable settlements."

### OMBUDS PRINCIPLES

The Office of the Ombudsman is built on three principles: **Confidentiality, Neutrality, and Independence**. **Confidentiality** is essential because it gives people the security they need to discuss sensitive issues by reducing any possible risk they might feel. **Neutrality** enables the Ombudsman to see and appreciate both sides of the problem and places him or her in the best possible position to promote solutions that will be accepted by all parties involved. **Independence** gives the Ombudsman the freedom to act in whatever way he or she feels necessary to help achieve outcomes that are fair, just and equitable.

### WHAT THE OMBUDS OFFICE DOES

- Handles complaints, concerns and grievances.
- Listens non-judgmentally and anonymously.
- Provides information on available resources within the University.
- Opens avenues of communication, investigate complaints, and gather information.
- Serves as a neutral party to solve problems and resolve conflict.
- Identifies problem areas facing faculty, staff, and students and recommend changes to university policies and procedures.
- Assists visitors in developing options.
- Assists parties with decision-making.
- Coaches on how to effectively express concerns to others.
- Explains University policies and procedures.
- Helps untangle bureaucratic red tape.
- Conducts forums, trainings and workshops

### PROVISIONS

The office provides a private meeting place for anyone who wants to speak confidentially. The staff does not identify who has or has not used the services of the Ombuds Office unless permission is granted to identify an individual who has asked us to contact someone. To the extent practicable, the ombudsman will not share any information with anyone except in cases of serious threat or harm.

### INTELLECTUAL DIVERSITY

Albany State University respects the views and perspectives of all participants in the learning environment. As such, the University welcomes intellectual diversity and the free exchange of ideas in a non-confrontational environment. If you feel that you have been treated unfairly on the basis of your personal beliefs or affiliations, please contact the ombudsman. The Ombudsman reports administratively to the Vice President for Student Affairs.

## COUNSELING AND TREATMENT SERVICES

Therapy is a collaborative process, which involves the development of a unique helping relationship. As therapists, the staff serves as facilitators in assisting the client to clarify their sense of direction, set realistic goals, and better understands their personal concerns. Individuals, groups and couples are given assistance in understanding their feelings and behaviors, their relationships with others, their particular situation, choices, and decisions. Discussion of whatever is important and relevant enables individuals to grow towards greater freedom in making mature choices and taking responsible action with themselves, relationships, family and studies.

Students may obtain professional counseling services on a confidential basis by either calling Counseling Services at 430-4667 or by arranging an appointment with one of the professional counselors. The following services are available: Assessment, Referral, Individual therapy, Group therapy, Support groups, and Psycho Educational Group Counseling. For additional information, please contact Dr. Stephanie Harris-Jolly or Mrs. Jennifer King. The Counseling Services Department is located in the new Student Center, Green Zone. The normal hours of operation are 8:00 a.m. – 5:00 p.m. on Monday – Friday. Services are also provided after hours and weekends (usually during emergency or crisis situations). **ALL SERVICES ARE FREE AND STRICTLY CONFIDENTIAL.**

## INTERNATIONAL STUDENTS

International students are required to maintain satisfactory full-time coursework status during the academic year (Fall and Spring Semesters). This is not inclusive of Summer Semester. If an international student falls below the full-time status requirement, he or she may be subject to deportation.

## STUDENT JUDICIAL SYSTEM

### STUDENT CODE OF CONDUCT

**I. INTRODUCTION**

Albany State University has an obligation to clarify those standards of behavior that it considers essential to its educational mission and its community life. The university shall protect its educational purpose, provide for orderly conduct of these activities, and safeguard the interest of the university community. As a result, the university has established standards and procedures. These disciplinary procedures used by the university are considered part of its educational process and reflect the philosophy of peer education and evaluation. Hearings or appeals conducted as part of the process provide due process; are not courts of law and are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil authorities and to the university for their actions.

Disciplinary actions at the university will normally proceed not withstanding any civil or criminal proceeding. Except as expressly adopted by this code, the procedures of criminal and civil courts shall not govern disciplinary proceedings or decision, unless significant prejudice to an accused student or to the university may result.

**II. Authority**

The Board of Regents and the University have the responsibility to require acceptable conduct on the part of students at Albany State University. The Vice President for Student Affairs (VPSA) has been charged with this responsibility with the assistance of the Judicial Affairs Coordinator, who serves as the Judicial Officer for the university. The VPSA or his/her representative may hold hearings and administer disciplinary penalties in accordance with these procedures.

**III. Student Rights Under the Student Judicial System**

**IV.** A student and/or organization who has been charged with a violation and thus alleged to be involved in misconduct or inappropriate behavior will be granted the following in order to assure fundamental fairness in the university judicial process:

**A. Notice of Charges-** To be informed in writing of the specific violation and inappropriate behavior in which the student or organization is suspected of involvement.

**B. Procedures** - To be informed in writing of the student judicial process.

**C. Hearing -** To have an opportunity to be heard in person before a decision is made.

**D. Evidence -** To know the nature of the evidence and to be able to question witnesses except in extenuating circumstances.

**E. Witnesses -** To be able to offer a defense by having material and/or character witnesses speak on his/her behalf.

**F. Advisor -** To have an Albany State University faculty, staff, or student attend the hearing in the role of a friend, advisor, or counselor. If an accused student desires to have an advisor/attorney present at the hearing, that advisor may not speak or represent the student. They are present for consultation purposes only. In addition, students who would like to have an advisor/attorney present will need to notify the Judicial Affairs Coordinator of the person's name and contact information at least two business days prior to the scheduled hearing. This prior notification will provide opportunity for the Judicial Affairs Coordinator to request university counsel's presence at this hearing.

**G. Written Decision –** To have a written response reporting the results of the hearing.

**H. Appeal –** To appeal a decision of a hearing officer or judicial board except when admitting guilt and a minimum sanction is given.



The VPSA has the right to overturn a decision of the Judicial Officer, the University Disciplinary Board, the Academic Review Board, and/or the Housing Review Board if he/she feels a decision undermined the integrity of the judicial process.

**IV. Disciplinary Terms**

**A. Administrator/Faculty/Staff**

Any persons employed by the University to execute the required and day-to-day functions thereof in accordance with the University's and Board of Regents rules and regulations, as well as, the laws of the State of Georgia.

**B. Business/Working Days**

Standard working days of the week are Monday through Friday, excluding approved holidays.

**C. Exoneration**

To clear of any and all blame with all charges being dismissed or dropped.

**D. Judicial Committees/Boards**

The University Disciplinary Committee (UDC); The Academic Review Committee (ARC); the Housing Review Board (HRB); Interim Suspension Committee (ISC).

**E. Interim Suspension**

An order by the President, the VPSA, Judicial Affairs Coordinator or appropriate designee(s) prohibiting a student from entering the University's premises (grounds and buildings). In addition, students placed on interim suspension must vacate university housing and are not permitted to attend classes, including online learning until his or her case has been adjudicated.

**F. Pre-hearing Conference**

A conference held prior to any formal hearing procedure where a student may waive their rights and accept disciplinary sanction or request formal procedures. The Vice President or his designee may choose to by-pass this step and forward a case for formal procedures. Students who fail to attend the pre-hearing conference will be found in violation and have a sanction imposed. Students sanctioned in their absence will be notified in writing and given five business days to request a formal hearing before the sanction is imposed and the case considered closed. In addition, students who fail to attend a scheduled pre-hearing conference will automatically receive a $100.00 fine.

**G. Sanction**

The penalty, fine, or punishment for violation of the Student Code of Conduct and/or Zero Tolerance Policy

**H. University Community/Family**

Any administrator, faculty, staff, or student of the University, as well as the environment, physical extremities or premises surrounding and/or within proximity of Albany State University.

**I. Value**

A principle or quality.

**V. Disciplinary Process**

In establishing a responsible community, it is imperative that students, faculty and staff assist in the enforcement of university regulations. Albany State University community members are accountable to both civil authorities and to the University for acts, which constitute violations of law and of the community. The University will refer matters to federal and/or state authorities for prosecution when appropriate. Students accused of violating the value standards of conduct of this code or the zero tolerance policy shall be given prompt written notice of the allegations, and shall be entitled to an informal hearing before a student judicial body or person. There are four committees:

**A. University Disciplinary Committee (UDC) –** Charged with hearing alleged violations of the Student Code of Conduct referred by the Office of the VPSA. The Disciplinary Committee of the University shall consist of fifteen members of whom nine shall be members of the faculty and/or staff appointed by the President of the University, the VPSA or his/her designee. Six members shall be regularly enrolled students recommended by the VPSA, in collaboration with SGA and appointed by the President. Only five (5), two students, two faculty/staff and one faculty/staff chairperson will be needed per hearing. The President or the VPSA shall appoint each year, several faculty or staff members to act as Chairpersons of the Disciplinary Committee. The Disciplinary Committee shall hear cases involving alleged violations of the Student Conduct of Code. An audio taped record of the proceedings will be made.

**B. Academic Review Committee (ARC)** - Charged with hearing alleged violations of the Academic Integrity Value, including but not limited to plagiarism, cheating, misrepresentation and/or fabrication of one's work and all other forms of academic dishonesty shall be referred to the ARC by the Vice President for Academic Affairs (VPAA) or the VPSA (if deemed appropriate). Cases involving academic dishonesty may initially be heard by bodies established by the university, or the faculty member who may offer the student a grade sanction. The Academic Review Committee of the University shall consist of five members of whom three shall be members of the faculty appointed by the President of the University or his/her designee and two shall be regularly enrolled students recommended by the VPSA, and appointed by the President. The President or his/her designee shall appoint, each year, a faculty member to act as Chairperson of the Academic Review Committee. An audio taped record of the proceedings will be made.

**C. Housing Review Board (HRB) –** Charged with hearing alleged violations of Residence Hall policies, rules and regulations, by residents and/or their guests. Incident reports are submitted to the Director of Housing and Residence Life for review. The Housing Review Board of the University shall consist of five members of whom two shall be members of the Residence Life staff or two staff members from the disciplinary committee and two shall be regularly enrolled students from the disciplinary committee or two student Residential Assistants and one Chairperson appointed by the Director of Housing and Residence Life or by the VPSA. The Director of Housing and Residence Life shall appoint a Hall Coordinator to act as Chairperson of the Housing Review Board. The Chairperson of the university disciplinary committee may also serve as the chair of the Housing Review Board. If a violation of the code is established, punishment imposed by the Board may include but is not limited to relocation, restitution, fines, residence hall probation, suspension or dismissal from the Residence Hall. The Housing Review Board shall provide a brief written summary and tape of each case, along with written recommendations to the Director of Housing and Residence Life. The Office of Student Life and Activities must also receive a copy of all paperwork for record purposes.

**D. Interim Suspension Committee (ISC) –** the Interim Suspension Committee (ISC) determines whether the interim suspension should continue or whether the student should be reinstated and allowed to return to University property. The ISC will review the information upon which the summary action was based and recommend any further action. The ISC will make a decision by the end of the hearing and notify the Vice President for Student Affairs or his/her designee concerning the recommendation. The Vice President for Student Affairs or his/her designee will consider the recommendation of the hearing committee but is not bound by the recommendation. The Vice President for Student Affairs or his/her designee shall thereafter notify the student that he/she is reinstated or that the interim suspension and temporary exclusion are to be continued pending the outcome of the disciplinary proceedings. The ISC shall consist of no less than three members, of whom one shall be a regularly enrolled student from the disciplinary committee, one shall be faculty and/or staff from the disciplinary committee and one Chairperson appointed by the VPSA or his/her designee. An audio taped record of the proceedings will be made.

## VI. Administrative Procedures:

Students Arrested for On-Campus/Off-Campus Infractions (Felony)

Obtain Official Police Records:

a. Chief of ASU Police Department is notified of arrest.
b. Chief of ASU Police Department will secure official report.
c. Chief of ASU Police Department notifies the VPSA, Director of Student Life and Judicial Affairs Coordinator.
d. The VPSA notifies the President.

The VPSA, Chief of ASU Police Department and/or University Legal Advisor determine the nature and seriousness of charges. The Office of the VPSA or his/her designee will initiate an institutional investigation in terms of an infraction of University rules, regulations and student code of conduct.

ENROLLMENT OPTIONS:

SUSPENSION (See Interim Suspension)

READMISSION GUIDELINES: The student must notify the Office of the VPSA, in writing, of the disposition of the case before readmission to the University will be viewed and/or approved. The Office of the VPSA or his/her designee:

a. Reviews on-campus and off-campus adjudication.
b. Interviews student(s), if deemed applicable
c. Makes recommendation(s) to the Disciplinary Committee, VPSA (if designee is appointed) and/or President.

## VII. Disciplinary Procedures

All reports of alleged violations by a student shall be made in writing to the Office of the VPSA or his/her designee. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and any witnesses to the alleged act. The Office of the VPSA or his/her designee shall make preliminary investigations of charges against a student and send a notice of charges to the student.

The Judicial Affairs Coordinator or designee holds pre-hearing conferences with the accused student or refers cases to the appropriate disciplinary committee. The Judicial Affairs Coordinator shall set the time and place for a hearing and shall notify other committee members, the accused student and any witnesses deemed necessary by the University to testify at the hearing.

### A. Pre-hearing Conferences

**Notice of Charges:** The Judicial Affairs Coordinator shall issue a notice of charges to the accused student. The notice of charges shall contain at a minimum, the date of the alleged violation, evidence to be used in support of the alleged violation and the date and time of the pre-hearing conference. The notice will request that the accused student meet with the Judicial Affairs Coordinator or may choose to by-pass this step and forward a case for formal procedures at his/her discretion.

The student shall be notified of the date and time of the pre-hearing conference via email or in writing at least two days prior to pre-hearing date and no longer than five business days after the alleged violation unless deemed necessary. It is the student's responsibility to ensure that he or she has a working email. In addition, it is the student's responsibility to make sure that his or her local and home addresses are updated in Banner. (Failure of the student to have a valid email or mailing address on file with the University shall not invalidate the notice).



At the pre-hearing conference, the student will be given the opportunity to accept responsibility for the violation, waive their rights to all hearing and appeal and accept a disciplinary sanction or request formal hearing procedures.

Students who fail to attend the pre-hearing conference will be found in violation and have a sanction imposed. Students sanctioned in their absence will be notified in writing and given five business days to request a formal hearing before the sanction is imposed and the case considered closed. In addition, students who fail to appear for a scheduled pre-hearing conference will automatically receive a $100.00 fine.

### B. Formal Hearing Procedures

1. The Office of the VPSA or his/her designee shall, at least three business days in advance of the hearing, notify the student in writing. The notice shall be delivered by e-mail, by hand if reasonably possible or otherwise by certified mail to the last local address of the student registered with the University in Banner. (Failure of the student to have a valid mailing address on file with the University shall not invalidate the notice). The notice of charges shall contain at a minimum:
   - The date, time and place of the hearing.
   - A statement of the specific charges, and
   - Copies of all evidence and the names of witnesses that the University may call to testify at the hearing.
2. If a student fails to appear at the hearing and the student has been properly notified, the disciplinary committee may hold the hearing in the student's absence. After a review of the testimony and evidence the committee may dismiss the charges; find the student responsible and impose a disciplinary penalty.
3. Requests for continuance must be made by the student in writing and received by the Judicial Affairs Coordinator at least three days prior to the scheduled hearing. The Judicial Affairs Coordinator may reschedule the hearing if the request is timely and for good cause. **Note that approval for rescheduling hearing proceedings is at the discretion of the University. Documentation will need to be presented to and verified by the Judicial Affairs Coordinator before the continuance is granted (i.e. incarceration, death in family, hospitalization, deployment, etc.).**
4. Any member of the Disciplinary Committee shall disqualify himself or herself if their personal involvement in the case does not allow them to be objective or is of such a nature as to be detrimental to the interest of the accused or of the institution.
5. Deliberations are conducted in an executive session with a hearing panel only. The decision reached after deliberations shall be made by majority vote. A quorum shall consist of three members, two faculty and/or staff members and one student. One of the two faculty/staff members must be the Chairperson who votes only in case of a tie. A written summary, recommendations and audio tape shall be forwarded to either the VPSA, VPAA, Director of Housing and Residence Life and/or Judicial Affairs Coordinator, as deemed appropriate, who shall communicate the findings in writing to the student. The notice of findings will notify the student of their right to appeal.
6. While an appeal is pending, any action assessed by the hearing body shall be suspended, pending the outcome of the appeal to the President of the University. The President's decision is final at this level. The final appellate level is the Board of Regents. Only a sanction of suspension or expulsion may be appealed at the Board of Regents level. ** **(See exceptions below)**
7. Due process shall be afforded the accused student at formal hearings and the student shall be entitled:
   a. To be present at the hearing and hear all testimony presented.
   b. To examine prior to the hearing, evidence to be presented.
   c. To have an advisor of his/her choice.
   d. To question witnesses in accordance with the rules.
   e. To present evidence and/or witnesses in accordance with the rules.
   f. To remain silent and have no inference of guilt drawn from such silence.
   g. To appeal if the committee imposes suspension or expulsion.
   h. To attend classes and required college functions until a hearing is held and decision is rendered. ****(See exceptions below)**

****Exceptions to this would be made when the student's presence would create a clear and present danger to others, self, or of material interference with the normal operation and processes or the requirements of appropriate discipline at the University. In such cases, the Office of the VPSA may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. It is understood that such temporary protective measures, if applied, will be without avoidable prejudice to the student. (Clear and present danger is anything that interrupts the normal operations of the university community. This can include by it not limited to: Drugs, Alcohol, Weapons, Sexual Misconduct, Hazing, Gang Related Activity, Damages in Excess of $500.00 and Tampering or Destroying of Safety Devices.**

A tape recording of the proceedings shall be kept and made available at the student's request for the sole purpose of appeal from a decision of suspension or expulsion.

**C. Rules of Procedure in Formal Hearings:**

1. In cases involving more than one student, the Judicial Affairs Coordinator may consolidate the cases for hearing, but shall make separate findings for each accused student.
2. If the student chooses to have an advisor/attorney present during the hearing, the advisor/attorney shall be present for consultation purposes only and shall not be permitted to speak on the students' behalf. In addition, students who would like to have an advisor/attorney present will need to notify the Judicial Affairs Coordinator of the person's name and contact information at least two days prior to the scheduled hearing. This prior notification will provide the opportunity for the Judicial Affairs Coordinator to request the university counsel presence at the hearing.
3. Rules of common courtesy and decency shall be observed. Willful disrespect, to include, but not limited to use of profanity, threatening behavior, derogatory remarks, and or/gestures will not be tolerated.
4. Any person may be dismissed from the hearing that interferes with or obstructs the hearing or who fails to abide by the rulings of the chairperson.
5. The questioning of any person appearing before the hearing panel shall not be in a badgering, unduly repetitious, or irrelevant manner. It shall be at the discretion of chairperson to curtail a participant's further opportunity for questioning if such behavior occurs.
6. The chairperson shall have the right to call additional witnesses, require the presentation of additional evidence, and/or require additional investigation.
7. An audio taped record of the hearing shall be maintained and filed with the Judicial Affairs Coordinator. The record of the hearing shall be retained for seven years. In cases of expulsion, the record should be retained permanently.
8. All hearings will be closed.

**D. Additional Procedures in Sexual Assault Cases**

1. The accused shall not initiate any contact, directly or indirectly, with the accuser or any witness.
2. During the hearing, no evidence may be presented which pertains to the past sexual history of the accuser or of any witness.
3. During the hearing, unrelated past sexual history of the accused may not be entered as evidence or discussed in the hearing.
4. The accused and the accuser will be notified in writing of the outcome of the hearing, any sanction imposed and of the final action taken by the University.
5. The accuser shall have the right to have an advisor accompany them at the hearing.
6. The accuser shall be informed of all witnesses to be called, to the extent known, during a hearing.
7. All proceeding in cases involving sexual assault will be treated confidentially, to the extent provided by law and the identities of any involved party will not be disclosed to anyone not directly involved with the University's disciplinary process.

**E. Appeal Procedures**

1. The accused student shall appeal in writing to the VPSA within five business days after notification of the decision of the hearing panel.
2. A student may appeal on the following grounds:
   a. A procedure was not followed.
   b. A claim that the decision of the hearing panel was clearly erroneous.
   c. A claim that the sanction(s) imposed was (were) overly harsh or inappropriate (only sanctions of suspension or expulsion may be appealed).
   d. New evidence, not available at a previous hearing, could exonerate the student.
3. The VPSA or his/her designee shall be given a tape recording and/or a written summary of the proceedings in the original hearing by Judicial Affairs Coordinator and the student statement of grounds, which includes a summary statement that supports the grounds.
4. After viewing the appeal, the Vice President may decide to uphold a decision, overturn a decision or modify a disciplinary sanction. The VPSA shall render his/her decision in writing within seven business days from his/her receipt of the appeal.
5. In cases involving suspension or expulsion, should the student be dissatisfied with the decision of the Vice President, he/she shall have the right to appeal in writing to the Provost and Vice President of Academic Affairs (PVPAA). The PVPAA shall render his/her decision in writing within seven business days from his/her receipt of appeal.



6. In cases involving suspension or expulsion, should the student be dissatisfied with the decision of the Provost and Vice President of Academic Affairs (PVPAA), he/she shall have the right to appeal in writing to the President of the University with a copy to the Board of Regents. The President shall render his/her decision in writing within fourteen business days from his/her receipt of appeal. The decision of the President shall be final as far as the Institution is concerned.
7. An appeal to the Board of Regents shall be submitted in writing to the Executive Secretary of the Board within a period of five days after the President's decision and shall cite all reasons for dissatisfaction with the previous decision. In cases of suspension, the University will enforce the suspension until the Board reviews the appeal. The student cannot return to the campus after suspension for any reason unless written permission is received from the VPSA or his/her designee.

**The decision of the Board of Regents is final.**

## APPEAL PROCEDURE (FELONY)

In accordance with Board of Regents Policy 407 (Appeals) and the Bylaws of the Board of Regents (Appeals): Whenever an Albany State University student is expelled or suspended by the VPSA, Disciplinary Committee or the President pending disposition of a felony charge, the student shall have the right to appeal in accordance with the following procedures:

1. The person aggrieved shall appeal in writing to the President of the institution within five days after the action of which the person complains. The President of the institution, within five days, appoints a committee composed of three members of the faculty of the institution or utilizes the services of an appropriate existing committee. This committee shall review all facts and circumstances connected with the case and shall, within five days, make its findings and report their findings to the President. After consideration of the committee's report, the President shall, within five days, make a decision, which shall be final, as far as the institution is concerned.
2. Should the aggrieved person be dissatisfied with said decision, application may be made to the Board of Regents, without prejudice, for review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days. Following the decision of the President, this application for review shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application of review is granted, the Board or a committee of the Board, or a Hearing Officer appointed by the Board shall investigate the matter thoroughly and report its findings and recommendations to the Board. The Board shall render its decision thereof within sixty days from the filing date of the application for review or from the date of any hearing, which may be held thereof. The decision of the Board shall be final and binding for all purposes.

## DISCIPLINARY SANCTIONS

Other than suspension or expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. In addition, all students who are suspended or expelled from the university will have their name reported in the Board of Regents Students Disciplinary Actions Reporting System.

## WITHDRAWAL POLICY (SUSPENSION OR EXPULSION)

A decision of suspension or expulsion from the university will result in a student receiving a WF for each course in which he or she is enrolled, regardless of when the infraction occurs that semester. A student will not be allowed to withdraw from the university without penalty if a decision of suspension or expulsion is rendered against the student. A student will also forfeit the right to a refund of any fees (i.e. tuition, mandatory fees, housing, etc.). In addition, all students who are suspended or expelled from the university will have their name reported in the Board of Regents Students Disciplinary Actions Reporting System.

## VIII. INTERIM SUSPENSION

1. The Vice President for Student Affairs (VPSA) or his/her designee may restrict access to University property/event or suspend a student for an interim period prior to a resolution by a disciplinary proceeding if the VPSA has reliable information that the student has engaged in misconduct and the VPSA determines that the continued presence of the student on the University campus or at University sponsored events poses an immediate threat of harm to the student or other individuals, loss of property, or may cause substantial disruption to the educational mission of the University.
2. A student who is issued an interim suspension and excluded from the University shall be required to leave the University campus immediately and shall be notified that he or she will thereafter be treated as a trespasser if he or she returns to University property without proper authorization. The interim suspension will take effect immediately as of the VPSA's decision or his/her designee.

3. Written notice of the interim suspension will be communicated by the VPSA as soon as possible, but no later than one (1) business day after the suspension takes effect (unless additional time is needed or necessary). If written notice cannot be hand-delivered, the VPSA shall send notice to the student via certified mail, return receipt requested, at the student's last official address on record.
4. The interim suspension letter will provide the following:
   a. that the student has been issued an interim suspension from the University;
   b. that the student is prohibited from entering University property or attending University sponsored events;
   c. that the student will be considered a trespasser if he or she returns to University property without proper authorization;
   d. give stated reasons for the interim suspension and exclusion from University property;
   e. that disciplinary action against the student will be initiated by the Student Judicial Affairs Officer; and
   f. that the student may request a formal hearing within five (5) business days after a student has been notified of the interim suspension and exclusion from University property.
5. A student placed on interim suspension means that the student cannot attend classes and must leave University property and cannot return to the University without proper authorization, i.e., except for the limited purpose of participating in an interim suspension review hearing and/or disciplinary hearing. The Judicial Affairs Coordinator may require that the student be escorted to and from the disciplinary proceedings by members of the University police department. If the student lives in University- owned/operated housing, she or he must vacate her/his room and turn in the room, apartment, or suite key at the time that the interim suspension takes effect. He or she must also check out properly according to the Housing and Residence Life contract.
6. Within five (5) business days after a student has been notified of the interim suspension and exclusion from University property, the student may request an interim suspension review hearing to determine whether the interim suspension should continue or whether the student should be reinstated and allowed to return to University property until a final disposition is made at the student disciplinary hearing.
   a. The request must be submitted in writing to the VPSA or his/her designee, who shall authorize the Judicial Affairs Coordinator to select a hearing officer and a committee of no less than three members, with at least one student representative.
   b. The hearing panel shall hold a review hearing within five (5) business days after committee selection.
   c. The student has the right to be present and to have an advisor of his or her choice at his or her own expense, but such person may only advise the student and may not actively participate in the hearing.
   d. The student shall be permitted to enter the University campus for the limited purpose of this hearing in accordance with the provisions stated herein.
   e. The panel will review the information provided by the student, the information upon which the interim suspension was initially based, and any new information which may justify the lifting or the continuation of the interim suspension.
   f. At the end of the hearing, the panel will make a decision and notify the VPSA or his/her designee of the panel's recommendation.
   g. The panel may affirm the original decision, maintaining the interim suspension and temporary exclusion until a full disciplinary proceeding is held, or the panel may recommend that the interim suspension be lifted. The VPSA or his/her designee will consider the recommendation of the panel, but is not bound by the recommendation.
   h. The VPSA or his/her designee shall thereafter notify the student that he or she is reinstated pending the outcome of the full disciplinary hearing or that the interim suspension and temporary exclusion are to be continued subject to the outcome of the disciplinary proceedings. This notice will be provided within one (1) business day of the decision by the Interim Suspension Committee (ISC), unless additional time is needed or necessary.
   i. No interim suspension hearing shall take the place of the full disciplinary proceedings which will determine whether the student shall be sanctioned for the misconduct charged.
   j. Failure to respond to the student disciplinary action for the misconduct charge shall result in a finding against the student and result in permanent suspension for the academic semester and/or academic year. As a result, the student must apply for readmission before he or she can return to active matriculation at the University.



# VIOLATIONS

## VALUE I. -WORTH OF THE INDIVIDUAL

### Section 1. Abduction and/or Kidnapping

A person commits the offense of kidnapping when he abducts or steal away any person without lawful authority or warrant and holds such a person against his will. Enticing, persuading or forcible seizing and carrying of any student, faculty, staff or University official from one place to another without that person's consent.

**Sanctions:** Incarceration; Probation; Restitution; Fine [$100 - $500]; Removal from Residence Hall; Loss of Student Office/Leadership Position; Loss of Privileges, Counseling; Interim Suspension; Suspension; Indefinite Suspension; Expulsion; Judicial Record Hold.

### Section 2. Assault

Assault is when one attempts to commit a violent injury to the person of another; or commits an act which places another in reasonable apprehension of immediately receiving a violent injury.

Assault is the intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, coercion that is directed toward another person or group of people, which creates an intimidating, fearful or offensive environment in the classrooms, offices, or dormitories and the University premises, in general. **There does not have to be physical contact. Examples: Simply Assault, Battery, etc.**

**Sanctions:** Incarceration; Probation; Restitution; Fine [$100 - $500]; Counseling; Campus/Community Service; Loss of Student Office/Leadership Position; Removal from Residence Hall; Loss of Privileges; Interim Suspension; Suspension; Indefinite Suspension; Expulsion; Judicial Record Hold.

### Section 3. Attempted Offenses

An attempt to commit an act, on University property, or involving members of the University community (that is faculty, staff, student, or campus visitor) in an offense that would be in violation of any law, code of conduct, rule, regulation of local, state or federal criminal code.

Attempted offenses are crimes that are governed under the Uniform Code of the Laws of the State of Georgia listed in the Georgia Constitution.

**Sanctions:** Incarceration; Probation; Restitution; Fine [$100 - $500]; Counseling; Campus/Community Service; Loss of Student Office/Leadership Position; Removal from Residence Hall; Loss of Privileges; Interim Suspension; Suspension; Indefinite Suspension; Expulsion; Judicial Record Hold.

### Section 4. Battery

Battery is the intentional use of force or violence, which is directed upon another. Violence involving physical abuse of contact which includes, but is not limited to the intentional administration of a poison or other noxious substances, slapping, punching, pushing, fighting and/or contact using a weapon of any sort for the purpose of physical abuse, or violence involving physical contact. ***Physical contact is required.***

A person commits the offense of battery when he or she intentionally causes substantial physical harm or visible bodily harm to another.

**Sanctions:** Incarceration; Probation; Restitution; Fine [$100 - $500]; Counseling; Campus/Community Service; Loss of Student Office/Leadership Position; Removal from Residence Hall; Loss of Privileges; Interim Suspension; Suspension; Indefinite Suspension; Expulsion; Judicial Record Hold.

### Section 5. Dangerous Threatening and/or unsafe behavior/Terroristic Threats and acts.

A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence, to release any hazardous substance.

Any conduct or behavior that threatens or endangers the health or safety of any person in the University environment, including oneself. This includes, but is not limited to verbal threats to injure or harm another, horse playing, practical jokes, abductions, kidnapping, and gang related activity.

**Sanctions:** Incarceration; Probation; Restitution; Fine [$100 - $500]; Counseling; Campus/Community Service; Loss of Student Office/Leadership Position; Removal from Residence Hall; Loss of Privileges; Interim Suspension; Suspension; Indefinite Suspension; Expulsion; Judicial Record Hold.

### Section 6. Falsification/Identity Fraud

Falsifying one's identity or that of another, or refusing to show student identification upon request to any properly identified official of Albany State University staff member; Knowingly furnishing false information to the University.

A person commits the offense of identity fraud when he or she willfully and fraudulently without authorization or consent uses or possesses with intent to fraudulently use, identifying information from a person.

**Sanctions:** Incarceration; Probation; Restitution; Fine [$100 - $500]; Counseling; Campus/Community Service; Loss of Student Office/Leadership Position; Removal from Residence Hall; Loss of Privileges; Interim Suspension; Suspension; Indefinite Suspension; Expulsion; Judicial Record Hold.

**Section 7. Harassment (Verbal or Physical)**

The excessive physical annoyance of or the use of verbally abusive language by any person on University-owned or controlled property or while on the premises of, or while in attendance of University-sponsored or supervised events is considered to be harassment and is prohibited. The scope of any form of harassment includes language and/or physical acts which degrades, insult, taunt, or challenges another person by any means of communication, verbal, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racist remarks or any behavior that places another member of the University community in a state of fear or anxiety.

**Sanctions:** Incarceration; Probation; Restitution; Fine [$100 - $500]; Counseling; Campus/Community Service; Loss of Student Office/Leadership Position; Removal from Residence Hall; Loss of Privileges; Interim Suspension; Suspension; Indefinite Suspension; Expulsion; Judicial Record Hold.

**Section 8. Hazing**

It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office or other status in a school in this state.

Hazing is against Georgia State law and will not be a part of any initiation practices, whether for new students, social clubs, athletic teams or Greek-letter organizations. Hazing in any form is illegal and prohibited in accordance with law as established by the State of Georgia. The scope includes activities that are planned and unplanned on or off the campus, and sponsored by fraternities, sororities, social fellowships, and other student organizations/groups recognized by the University. Examples of hazing include, but are not limited to paddling, physical, mental, psychological shocks, morally degrading or humiliating activities or games, post-midnight sessions of any kind, excessive physical activities, activities which interfere with one's scholastic pursuits, holding another against his/her will, activities which involve the removal of any property (personal or private) while in the possession of another without the proper authorization. Hazing also include activities, which destroys property (personal or private) for the purpose of, initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. ***Those who willfully submit to hazing are also guilty of hazing as well and will be adjudicated.*** Any form of hazing, whether committed on or off of the premises of the University, will not be tolerated.

**Sanctions:** Suspension; Interim Suspension; Indefinite Suspension; Expulsion, Incarceration; Restitution; Loss of Student Office/Leadership Position; Loss of Privilege; Removal from Residence Hall; Judicial Record Hold; Counseling

1. By an organization- Probation (Number of semesters; duration to depend on infraction); Restitution (if required); Fine ($1000- $3,000); Loss of privilege to be a campus sponsored organization; Counseling; Indefinite Suspension; Suspension; Expulsion; Incarceration; Judicial Record Hold.
2. By an individual or individuals- Probation (Number of semesters; duration to depend on infraction); Restitution (if required); Fine ($500- $1,000); Loss of privilege to be a campus sponsored organization; Counseling; Indefinite Suspension; Suspension; Expulsion; Incarceration; Loss of Student Office/Leadership Position; Loss of privilege; Judicial Record Hold; Counseling.

**Section 9. Rape/Sodomy**

Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the University to engage in the act of sexual intercourse without that person's consent, or because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent.

**Sanctions:** Incarceration; Probation; Restitution; Fine [$100 - $500]; Counseling; Loss of Student Office/Leadership Position; Removal from Residence Hall; Loss of Privileges; Interim Suspension; Suspension; Indefinite Suspension; Expulsion; Judicial Record Hold.

**Section 10. Representation without consent**

Representing the University or any recognized student organization or chartered group without the specific prior consent of the officials of that group. Representation without consent also includes joining a suspended organization (i.e. fraternity or sorority) or attempting to join an organization through improper membership procedures.

**Sanctions:** Incarceration; Indefinite Suspension**;** Suspension; Expulsion; Judicial Record Hold; Loss of Student Office/ Leadership Position; Probation; Counseling; Community Services.

**Section 11. Sexual Assault**

The forcing of, or attempting to force another person, regardless of sexual gender, personal affiliation, and/or affiliation with the University, to participate in sexual intercourse and/or other sexual activities such as touching of the breasts, buttocks or genitalia against his/her will is prohibited. Touching of "intimate parts" means the genital area and groin inner thighs. Such misconduct includes verbal coercion threats and physical restraint and will not be tolerated.

**Sanctions:** Incarceration; Fine [$200-$500]; Probation; Counseling; Suspension; Interim Suspension; Indefinite Suspension; Expulsion; Loss of Privileges; Loss of Student Office/Leadership Position; Judicial Record Hold; Removal from Residence Hall.



**Section 12. Sexual Battery**

A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

The forcing of, or forceful intention of, engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon).

**Sanctions:** Incarceration; Fine [$200 - $500]; Probation; Interim Suspension; Suspension; Indefinite Suspension; Expulsion; Loss of Privilege; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

**Section 13. Sexual Harassment**

Regardless of sexual gender, personal affiliation, and/or affiliation with the University, sexual harassment is defined as unwelcome and unsolicited sexual advances, request for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to unsolicited, deliberate, or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature is strictly prohibited.

**Sanctions:** Fine [$200-$500]; Probation; Campus/Community Service; Counseling; Suspension; Interim Suspension; Indefinite Suspension; Expulsion; Incarceration; Loss of Privilege; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

**Section 14. Stalking**

A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person.

Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the University to serve no legitimate purpose. Examples of stalking include but are not limited to physical presence, telephoning, transmitting letters or notes, or contacting through the use of electronic media, etc…

**Sanctions:** Probation; Counseling; Interim Suspension; Indefinite Suspension; Suspension; Expulsion; Incarceration; Loss of Privileges; Loss of Student Office/Leadership Position; Removal from Residence Hall; Judicial Record Hold.

## VALUE II. - SELF- DISCIPLINE

**Section 1. Alcoholic Beverages**

Unlawful sale of alcoholic beverages to, and unlawful purchase and possession of alcoholic beverages by any person under 21 years of age. and unlawful purchase and possession of alcoholic beverages by, any person under 21 years of age((99

The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any of the University activities (whether on or off-campus) are prohibited.

**Sanctions:** Incarceration; Restitution; Fine [$100-$500]; Probation; Campus/Community Service; Suspension; Interim Suspension; Indefinite Suspension; Expulsion; Loss of Privileges; Loss of Student Office/Leadership Position; Removal from Residence Hall; Judicial Record Hold; Counseling, Alcohol Prevention Program + Assessment Fee ($100.00 minimum).

**Section 2. Alcoholic/Drug Intoxication**

Appearing in public on the University premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to person or property, as a result of intoxication shall be considered a violation.

**Sanctions:** Incarceration; Restitution; Fine [$100-$500]; Probation; Campus/Community Service; Suspension; Interim Suspension; Indefinite Suspension; Expulsion; Loss of Privileges; Loss of Student Office/Leadership Position; Removal from Residence Hall; Judicial Record Hold; Counseling, Alcohol Prevention Program + Assessment Fee ($100.00 minimum).

**Section 3. Disorderly Conduct/Obstruction and/or Disruption**

A person commits the offense of disorderly conduct when such a person commits any of the following:

1. Acts in a violent or tumultuous manner toward another person which can cause fear or damage to a person's life, limb or health.
2. Acts of violence that may cause damage to person's property.

Disorderly Conduct is any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct which is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, noise after quiet hours, misuse of musical instruments, noise producing devices, talking excessively loud, failure to properly dispose of trash or food trays, shouting, loud stereo or radio sets; horseplay, practical jokes, and general annoyances; throwing any dangerous objects in a University facility or from the window of a University facility or onto the premise of the University. Breaking lines, such as in the cafeteria, during registration, at campus events and activities, and so on, is deemed disorderly conduct. The scope of these activities includes University-owned or controlled property and students are responsible for the behavior of their guests, students may receive sanctions if they permit their guest to behave disorderly on campus.

The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other tasks and activities; interfering with duties of a student, faculty/staff member or University official; withholding information vital to any investigation carried out by an authorized agent of the University; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the University; creating excessive noise which interferes with another's campus demonstration which disrupts the normal operations of the University community; leading or inciting others to disrupt scheduled and/or ordinary activities within the University premises.

**Sanctions:** Restitution; Fine [$100-$200]; Probation; Campus/Community Service; Interim Suspension; Indefinite Suspension; Suspension; Incarceration; Loss of Privileges; Loss of Student Office/Leadership Position; Removal from Residence Hall; Judicial Record Hold; Counseling

**Section 4. Drugs (illegal) and Drug Paraphernalia**

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting or any controlled substances, are strictly prohibited from all locations of the University, and beyond the premises according to all local state and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription.

Drug paraphernalia is strictly prohibited from the University. Paraphernalia is defined as all equipment, products, and material of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. Scope includes being on the person or in the possession of a student on property owned or controlled by the university and/or at events and activities sponsored by the University, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia, includes, but is not limited to roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, hollowed cigars, rolling papers and any other equipment, products and materials that can be directly linked to the usage of controlled substances.

Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a loss of the normal use of his/her mental and/or physical faculties is restricted.

**Sanctions:** Incarceration; Restitution; Fine [$100-$500]; Probation; Campus/Community Service; Suspension; Interim Suspension; Indefinite Suspension; Expulsion; Loss of Privileges; Loss of Student Office/Leadership Position; Removal from Residence Hall; Judicial Record Hold; Counseling, Drug Prevention Program + Assessment Fee ($100.00 minimum).

**Section 5. Gambling**

A person commits the offense of gambling when he or she makes a bet upon partial or final result of any game or contest or upon the performance of any participant in such game, contest, etc…

Gambling and games of chance, including but not limited to betting card games, or betting of any kind, are prohibited. If a faculty/staff/security officer encounters what appears to be a game of chance, they will confiscate any materials associated with the event (cards, poker chips, money, etc.).

**Sanctions:** Restitution; Fine [$100-$500]; Probation; Loss of Privileges; Incarceration; Campus/Community Service; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

**Section 6. Identity Disclosure/Identification Cards**

Failure to carry a valid University student identification card (when possession is in reason) while on the University property or failure to present it to an university Official, including residence hall staff, police officers, administration, and staff members upon request will not be tolerated. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card is prohibited. Presenting a false name or other identification, including false or invalid ID card, to a University official, while in the performance of their duties is prohibited.

**Sanctions:** Restitution; Fine [$100 - $500]; Probation; Loss of Privileges; Loss of Student Office/Leadership Position; Removal from Residence Hall; Judicial Record Hold; Counseling.

**Section 7. Indecent, Obscene, Immoral Behavior, and/or Profanity**

Conduct which is disorderly, lewd, indecent and/or portrayed on the premises of the University or University sponsored or supervised activities will not be tolerated. Such acts include the use of obscene gestures, improper body exposures, being naked, stripping, wearing clothing with obscure language that offends, wearing abnormal clothing, vulgar language to or in the vicinity of other students, administrators, faculty, staff members, administrators or visitors of the University.

**Sanctions:** Incarceration; Restitution; Fine [$100-$500]; Probation; Community/Campus Service; Counseling; Loss of Privileges; Loss of Student Office/Leadership Position; Judicial Record Hold.



**Section 8. Misuse of Electronic or Social Media**

Engaging in inappropriate or irresponsible conduct using any ASU affiliated webpage, email, or social media resource is strictly prohibited. The use of social media sites (Facebook, MySpace, Instagram, Vine, Twitter, Linkedin, YouTube, Flicker, etc…) to harass, cause bodily and/or mental harm or used to violate the law is also prohibited. Students who are alleged to be in violation of misuse of electronic or social media sites will be subject to criminal or civil penalties, as well as university disciplinary actions. Some examples include but are not limited to the following:

a. Derogatory language or demeaning statements about or threats to any third party.

b. Inappropriate or incriminating images depicting hazing, sexual harassment or sexual misconduct, vandalism, fighting, stalking, underage drinking, illegal drug use, pornography or any other inappropriate behavior; or inappropriate language.

c. Content that violates state or federal law.

d. Partisan political activity other than campaigning for ASU Class Elections or SGA Elections or Royal Court Elections under the Student Handbook, Student Code of Conduct and officer election guidelines (SGA Constitution).

e. Online gambling.

f. Information or images that could be considered obscene or untrue.

g. Content that harasses third parties.

h. Selling goods or services for personal financial profit.

i. Personal social relationships unrelated to ASU business.

**Sanctions**: Incarceration; Restitution; Fine [$100-$500]; Probation; Community/Campus Service; Counseling; Loss of Privileges; Loss of Student Office/Leadership Position; Judicial Record Hold; Interim Suspension; Suspension; Indefinite Suspension; Expulsion.

## VALUE III. - ACADEMIC INTEGRITY

**Section 1. Academic Dishonesty**

The intentional misrepresentation of one's work to deceive for personal gain, when in fact said work is not that person's or assisting another to do the same. When the instructor has sufficient evidence of cheating or plagiarism, he or she may impose disciplinary actions such as assigning a failing grade to the student's assignment, quiz, paper, or test. If the plagiarism or cheating involves major course work such as plagiarizing a research paper or cheating on a final exam, the instructor may fail the student in the course.

Academic Dishonest includes, but is not limited to cheating, plagiarism, and fabrication.

- **Definition of cheating:** Cheating can be, but is not limited to, a student using electronic technology, notes, or other written materials not permitted by the instructor; looking at other students' papers without the instructor's permission; requesting answers from other students, alteration of grades or marks by the student in an effort to change the earned grade or credit; or working with other students when independent work is required. Situations where cheating may occur are during tests, exams, quizzes, or other similar methods of evaluation.
- **Definition of plagiarism:** Plagiarism is the appropriation of language, thoughts, or ideas of another author and claiming that as one's own. Plagiarism is work not produced by the student, or work that does not credit borrowings from the original source(s). Plagiarism can also be viewed as submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement.
- **Definition of fabrication**: Fabrication is the falsification of data, information, or citations in any formal academic exercise. This includes making up citations to back up arguments or inventing quotations. Some other examples of fabrication would include making up data, changing data to support your hypothesis, claiming to have consulted sources that one really did not use.

**Sanctions**: Restitution; Probation; A recommended grade of "F' in the course; University suspension for not less than one year; Expulsion; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

**Section 2. Forgery, Dishonesty, Fraudulent Acts and/or Misrepresentation**

Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, alteration, misuse of University documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any University recognized student organization; malfeasance of misuse of elective or appointive office student organization, its members, or the welfare of the University community; representing one's self as a member of a fraternity or sorority through the use of letters, paraphernalia, gestures, etc. without being a nationally initiated member who is acknowledged as an official member by documents from the national organization, including a membership card and certificate/shingle; and fraudulently issuing worthless checks to the University. Lying, knowingly furnishing false information to the University or its officials, other forms of dishonesty in University-related affairs is also prohibited. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of ID card, validation sticker, or any University document or service, misuse of university computer systems, laboratories, equipment, or software in violation of university computer use policies; unauthorized access, distribution, alteration, or use of electronic materials including, but not limited to, information, images, text, or software; recklessly or maliciously interfering with or damaging computer or network resources or computer data, files, or other information; engaging in or attempting to engage in a denial of service; failing to comply with laws, license agreements, and contracts governing network, software and hardware use; using University computing resources for unauthorized commercial purposes or personal gain; using any account or password without authorization; allowing or causing to be used an account number or password by any other person without authorization; accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials.

**Sanctions:** Restitution (if required); Probation; Community/Campus Service; Suspension; Interim Suspension; Indefinite Suspension; Restitution; Expulsion; Incarceration; Loss of Privileges; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

## VALUE IV. - PROPERTY AND THE ENVIRONMENT

**Section 1. Animals (Pets)**

Having pets or other animals (dogs, cats, snakes, birds, hamsters, etc.) are prohibited **with the exception of seeing-eye dogs, when accompanied by their owner,** and tropical fish in an aquarium or other approved containers in buildings, including student residences, classrooms, and offices, **except when needed in connection with a handicap, is prohibited.**

**Sanctions:** Restitution; Removal of animal(s); Fine [$100-$500]; Probation; Suspension; Loss of Privileges; Loss of Student Office/Leadership Position; Removal from Residence Hall; Judicial Record Hold; Counseling

**Section 2. Arson/Fire Setting**

The malicious fraudulent, and/or intentional burning of property on the University premises. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials.

**Sanctions:** Restitution; Suspension; Interim Suspension; Indefinite Suspension; Expulsion; Incarceration; Judicial Record Hold.

**Section 3. Damage to Property/Destruction of Property/Vandalism/Criminal Trespass**

Damage, vandalism or destruction of property owned or leased by the University or personal property belonging to an individual. This includes, but not limited to, car vandalism, walking on roofs of a university building, defacing structures, and facilities, littering, unauthorized biking, skating and/or skate boarding in inappropriate areas, marking, egging, keying, painting, spraying, the painting of authority.

A person commits the offense of criminal trespass when he or she intentionally damages any property of another without consent of that other person and the damage thereto is $500.00 or less or knowingly and maliciously interferes with the possession or use of the

property of another person without consent of that person.

**Sanctions**: Restitution of Property; Probation; Fine [$100-$500]; Suspension; Indefinite Suspension; Incarceration; Loss of Privilege; Removal from Residence Hall; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.



## SPECIAL REGULATIONS ON ROLLERBLADES AND SKATES

It is prohibited to use or operate rollerblades, skates, skateboards, bicycles, mopeds, etc. inside of ASU University facilities, i.e., libraries, classrooms, hallways, student unions, residence halls, etc., except use as specified in the following rules:

- "Skates" means in-line skates, roller-skates, or similar devices.
- University students, faculty, and staff may use skateboards and skates in the area of Pedestrian Mall where designated for their use.
- University students, faculty, and staff may use or operate skateboards or skates on the University paved roadways that are designed for vehicular travel. Must be use with the flow/direction of traffic.
- University students, faculty, and staff may use skates on paths, walkways, and sidewalks at no more than walk speed while traveling to and from classes, meals and University facilities.
- Skateboard and skate users shall yield the right-of-way to pedestrians, motorized vehicles and bicycles while in the roadway, and to emergency vehicles in all circumstances.
- Skateboard users shall obey all stop and yield signs.
- Skateboard and skate users shall not perform acrobatics or other stunts when using skateboards or while wearing skates.
- Skateboard and skate users shall not utilize these devices to identify themselves as being a member of any group or gang affiliation.
- All persons using skateboards or skates as authorized by this rule shall use them in a reasonable and prudent manner, having due regard to traffic, pedestrians' rights, surface of the roadway, the hazard at intersections, and any other condition then existing.

Any person who violates these rules and regulations are subject to:

(a) Issuance of a University Citation and a fine of $50.00-$500.00;

(b) Institutional disciplinary proceedings, if a student or employee;

(c) An order to leave the immediate premises or property owned or controlled by the University by a person in charge of University property, an official of the University or the ASU Police Department sworn or security personnel.

(d) Persons failing to comply with an order by a person in charge to leave or to remain off the immediate premises or property owned or controlled by the University are subject to arrest for criminal trespass.

(e) Parents and guardians of juvenile operators and adult operators, including students, staff and faculty are responsible for damage to University buildings or property by their skateboards or skates and for payment of any fines.

**IMPOUNDMENT- Any ASU official or ASU police/security officer who observes a person violating any skateboard policy is authorized to impound the skateboard or roller skates and submit them to the Albany State University Police Department to hold until a final disposition is rendered by a University Judicial Hearing.**

**Section 4. Firearms/Weapons/Weapons on school safety zones, school buildings or grounds or at school functions.**

The use, possession (whether open or concealed), consumption, or displays of weapons, firearms, or explosives are strictly prohibited on the premises of the University. Weapons include but are not limited to the following: pistols. rifles, shot guns, ammunition, handguns, air guns, BB guns, bowie knives, daggers, switchblade knives, butcher knives, ballistic knife and any other knife having a blade of two or more inches, straightedge razor, razor blade, spring stick, knuckles, whether made from metal, brass, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser. Other weapons may include but are not limited any object(s) perceived or used to intentionally cause harm to another, explosives (including dangerous chemicals), water guns, play guns, plastic guns, paint guns, box cutters, pepper spray, firecrackers and fireworks. The possession or use of items that resemble guns, knives, or other weapons are also strictly prohibited. When classroom assignments require the use of such items, prior written approval must be obtained from the Professor and/or the Vice President for Student Affairs and/or ASU Police and/or the President.

School safety zones means in, on, within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board and used for elementary or secondary education and in, on or within 1,000 feet of the campus of any public or technical school, vocational school, college, university, or institution of postsecondary education.

**Sanctions**: Restitution; Fine [$100-$500]; Probation; Campus/Community Service; Suspension; Interim Suspension; Indefinite Suspension; Expulsion; Incarceration; Loss of Privilege; Removal from Residence Hall; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

**Section 5. Possessing or using Fireworks on Campus**

Possession or use of fireworks on campus (of any kind).

**Sanctions:** Fine [$100-$500]; Restitution; Probation; Removal from Residence Hall;

Suspension; Interim Suspension; Indefinite Suspension; Expulsion; Incarceration; Loss of Privileges; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

**Section 6. Safety Procedures**

Tampering with safety equipment is a serious violation of the Student Code of Conduct. Turning in a false fire or bomb alert, by any means including a telephone call, via electronic media or by a warning device, theft, removal of, or tampering with fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of University guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency) is strictly prohibited.

**Sanctions:** Fine [$100 - $500]; Probation; Community/Campus Service; Counseling; Removal of Privileges; Suspension; Loss of Privileges; Loss of Student Office/Leadership Position; Judicial Record Hold.

**Section 7. Theft/Misappropriation**

Theft or attempted theft of the property or services of the University, any organization, or any individual by means of taking, selling, deceiving, misappropriating, or misusing, as well as receiving and or possessing such stolen property is a violation of the Code.

Theft is defined as the wrongful taking of, or the attempt to take, money or property without the consent of the owner. Examples may include but is not limited to the theft of credit or debit cards, social security cards, driver's license, university I.D., keys, etc. Theft may also include stealing from another person, agency, institution, or the University; the taking of property belonging to another, with the intent of converting the property on one's personal use; the unauthorized use of another's credit or debit card; and failure to return another's personal property upon request or within a reasonable period of time.

Misappropriation is the taking of property belonging to another by mistake and/or without the owner's permission. This includes unauthorized moving or relocation of University furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and property, which has been reported lost or stolen.

**Sanctions:** Fine [$100 - $500]; Restitution (if required); Probation; Community/Campus Services; Counseling; Suspension; Incarceration; Loss of Privileges; Loss of Student Office/Leadership Position; Removal from Residence Hall; Judicial Record Hold

**Section 8. Trespassing**

Unauthorized presence on, in or within any building or property owned or operated by the University (including residence halls), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave.

**Sanctions:** Restitution; Fine [$100 - $500]; Probation; Loss of Privileges; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

**Section 9. Unauthorized Entry or use of University Facilities**

Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from University facilities is prohibited. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of University facilities, by its entry or exiting into and from residence halls, without proper permission into living quarter or other building and/or structure or University premises, or the aiding and assisting of such is prohibited.

**Sanctions:** Restitution; Fine [$100-$500]; Probation; Removal from Residence Hall; Interim Suspension; Indefinite Suspension; Suspension; Incarceration; Loss of Privileges; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling

**Section 10. Burglary**

The felony of breaking into and entering a building or property owned or operated by the University (including residence halls) as a trespasser with the intent of committing a crime. A person commits the offense of burglary in the first degree when, without authority and with the intent to commit a felony or theft therein, he or she enters or remains within an occupied, unoccupied, or vacant dwelling house of another or any building, vehicle, railroad car, watercraft, aircraft, or other such structure designed for use as the dwelling of another. A person who commits the offense of burglary in the first degree shall be guilty of a felony and, upon conviction thereof , shall be punished by imprisonment for not less than one nor more than 20 years. Upon the second conviction for burglary in the first degree, the defendant shall be guilty of a felony and shall be punished by imprisonment for not less than two nor more than 20 years. Upon the third and all subsequent convictions for burglary in the first degree, the defendant shall be guilty of a felony and shall be punished by imprisonment for not less than five nor more than 25 years.

**Sanctions:** Restitution; Fine [$100-$500]; Probation; Removal from Residence Halls; Interim Suspension, Indefinite Suspension; Suspension; Incarceration; Loss of Privileges; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling



## VALUE V. - COMMUNITY AUTHORITY

**Section 1. Aiding and/or Inciting**

Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the University community or environment; the persuading or aiding of another person to breach the peace on University premises or at functions sponsored, approved by, or participated in by any member of the University. Gathering or groups of students on or off of the premises in such a manner, which causes damage to public or private property, causes injury to persons, or interferes with orderly functioning of the University or with the normal flow of traffic or ordinary procedures.

**Sanctions:** Suspension; Fine [$100-$500]; Indefinite Suspension; Expulsion; Incarceration; Judicial Record Hold

**Section 2. Visitation/Curfews**

While the University does not generally impose a curfew on residential students, all residence halls close at midnight (or at other times as announced), and all visitors are required to be out of the residence halls by closing time and off the campus by midnight, except for approved events. In emergency situations, the University may impose a residence hall and/or campus curfew to safeguard persons and property. Note that this is not restricted to hotels or motels.

Being in areas of the residence halls that are not open to the public and/or 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. Scope includes all hallways, stairways, study rooms, bathrooms, auxiliary rooms, or other residential units owned or administered by the University, including but not restricted to motels when they are serving as residence areas.

**Sanctions:** Fine [$100 - $500]; Probation; Campus/Community Service; Loss of Privileges; Restitution (if applicable); Removal from Residence Hall; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

**Section 3. Violation of Sanction**

A violation of sanction is defined as failure to comply with disciplinary actions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Failure to comply with the terms and actions of a sanction may require the student to pay a disciplinary fine in addition to the imposition of additional sanctions.

**Sanctions:** Fine [$100 - $500]; Restitution; Probation; Community Service; Suspension; Loss of Privilege; Removal from Residence Hall; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling

**Section 4. Distribution of Printed Materials**

Distribution of printed material that are libelous, derogatory, scurrilous, sexually explicit, pornographic, or that encourages violations of public laws or University regulations is prohibited. Using University resources to illegally distribute copyrighted material is also prohibited.

**Sanctions:** Fine [$100 - $500]; Probation; Community/Campus Services, Suspension; Restitution (if applicable); Loss of Privileges; Loss of Student Office/Leadership Position; Removal from Residence Hall; Judicial Record Hold; Counseling.

**Section 5. Failure to Comply**

Failure to comply with the directions of University officials (including Resident Assistants) acting in the performance of their duties; Failure to promptly identify oneself to University officials when requested; failure to comply with disciplinary sanctions. This includes direct disobedience of a lawful order of a University official, as well as failure to evacuate a building during a fire alarm, drill or when otherwise so ordered by a University official, fire department staff or law official.

**Sanctions:** Fine ($100 - $500); Probation; Loss of Privileges; Community/Campus Services; Loss of Student Office/Leadership Position; Removal from Residence Hall; Judicial Record Hold; Counseling.

**Section 6. Guest Behavior**

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the Code of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

**Sanctions:** Fine [$100 - $500]; Restitution (if required); Probation; Loss of Privileges; Loss of Student Office/Leadership Position; Removal from Residence Hall; Judicial Record Hold; Counseling.

**Section 7. Health and Safety Violations**

This means any behavior which creates a risk or danger to others of the University community, including but not limited to propping doors to residence hall, throwing objects from windows or balconies, failure to keep one's room in a condition which is safe and sanitary, or failure to maintain reasonable standards of cleanliness and safety as defined by the University.

**Sanctions:** Fine [$100- $500]; Restitution (if required); Probation: Campus/ Community Services; Loss of Privileges; Suspension; Removal from Residence Hall; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

**Section 8. Motor Vehicle, Traffic, Parking Violations**

Violations of properly constituted rules and regulations governing the use of motor vehicles (automobiles, motorcycles, etc.) on University-owned or controlled property or at University sponsored or supervised activities. This also includes driving and parking on grass and sidewalks. Failure to obey traffic and parking regulations is punishable by the University Public Safety department and/or the Office of the Vice President for Student Affairs. This includes, but is not limited to, operating or attempting to operate a motor vehicle on campus while under the influence of alcohol or illicit drugs, wreck-less driving, and parking in improper zones; failure to register a vehicle as required by the ASU Police Department; unauthorized use of a decal or permit; operation on the campus of a vehicle in violation of an imposed ban; flagrant or repeated violation(s) of the ASU Police Department Rules and Regulations.

Moreover, applicable local, state, and federal traffic laws are enforced. Dangerous behavior is also applicable.

**Sanctions:** Fine [$100- $500]; Probation; Restitution; Interim Suspension; Suspension; Incarceration; Loss of Privileges; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

**Section 9. Nuisance with Noise**

Talking, yelling, singing, car music, playing a musical instrument, CD player, electronic device, and other noise makers that are loud enough to disturb members of the University community.

**Sanctions:** Restitution; Fine [$100 - $500]; Reprimand; Loss of Privileges; Loss of Student Office/Leadership Position; Campus/Community Service; Judicial Record Hold.

**Section 10. Repeat Violations**

Repeated violations of published rules and regulations of the University, which cumulatively indicate an unwillingness or inability to conform to the standards of the University for student life, are prohibited.

**Sanctions:** Fine [$100 - $500]; Restitution; Probation; Campus/Community Service; Suspension; Interim Suspension, Indefinite Suspension; Expulsion; Incarceration; Loss of Privileges; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.

**Section 11. Solicitation**

Unauthorized selling, collection of monies, and promotion on campus or within University buildings is not permitted without permission of the Vice President for Fiscal Affairs or his/ designee, the Director of Housing & Residence Life, the Director of Student Life & Activities or the VPSA or his designee. Students may not act as agents for promotion companies or business firms which entail solicitation for parties or other unauthorized events or the receiving of business offers or goods on University property. Also, students may not solicit on behalf of the University without permission from the VPSA. Use of any residence hall room, building, grounds, or parking lot for business purposes of any kind, (i.e. the selling of food, tickets, clothing, jewelry, hair, eye lashes, merchandise, favors, etc.) whatsoever is prohibited.

**Sanctions:** Fine [$100-$500]; Probation; Campus/Community Service; Restitution (if applicable); Suspension; Loss of Privileges; Removal from Residence Hall; Loss of Student Office/Leadership Position; Judicial Record Hold.

**Section 12. Unlawful Conduct**

Conduct deemed unlawful by the criminal statues of the State of Georgia or the United State of America and/or conduct that endangers or threatens the security of the University community.

**Sanctions:** Restitution; Fine [$100 - $500.00]; Probation; Campus/Community Service; Suspension, Interim Suspension, Expulsion; Incarceration; Loss of Privileges; Removal from Residence Hall; Loss of Student Office/Leadership Position; Judicial Record Hold; Counseling.



# JUDICIAL DISCIPLINARY SANCTIONS

## TERMS AND DEFINITIONS

**A. Admonishment/Disciplinary Warning-** A warning to the student to deter from any disciplinary matters with no additional sanctions given until the student violates the University's rules and regulations or Student Code of Conduct. Admonishment may be given orally or in writing.

**B. Community/Campus Service** - Services provided by the student, due to violations of the Student Code of Conduct, to a specified area or department of the University (on campus) or a local community agency/school (off campus) without pay, for a specific amount of hours as required by judicial bodies of

**C. Fine -** A mandatory payment of money by the student made payable to the University for violations of the Code of Conduct.

**D. Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

**E. Probation -** A specified amount of time involving restrictions, after which University authorities will determine if the student's behavior has improved; Conditions of probation may include attendance at educational activities designed to redirect negative behavior. During the probationary period, the student may receive more severe disciplinary sanctions, which may involve suspension, if he/she is involved in the violations of any type of the University Code of Conduct and/or the breaking of any laws. Probation may be for a fixed period of time or be indefinite.

**NOTE: Probationary status may range from one (1) semester through matriculation. A violation of probation may result in the student being immediately suspended from the University.**

**F. Loss/Removal of Privileges -** A student who received this sanction shall be notified in writing as to the privileges, which he/she has lost. The privileges may consist of removal from residence halls. This written notification shall indicate the time period for which the student has lost certain access, activities or privileges. In addition, as a result of a violation of the student code of conduct, a student may also be required to cease and desist privileges in extracurricular activities such as band, dance, cheerleading, Greek life, sport events, etc…just to name a few. The aforementioned list includes but is not limited to said activities.

**G. Research Assignments/Papers -** Based on the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be typed and completed by the deadline specified, as well as thorough, comprehensive, and scholarly. The complete project must also conform to other specifications given by the Judicial Affairs Coordinator or body.

**H. Suspension -** Dismissal from the University for a specified period of time following severe acts of violation of the Student Code of Conduct or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students suspended from the University are required to return their student identification card and room keys. They may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Judicial Affairs Coordinator, ASU Police Department and/or the Vice President for Student Affairs. Students may be recommended for suspension from the university for up to three (3) academic years. Moreover, recommendations exceeding this time frame may lead to expulsion from the university.

If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Albany State University will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any University services. His or her name is deleted from the roster of enrolled students and from the faculty's class roll. The student will not get credit for course assignments papers, projects, make-up work, or other course related work during the period of suspension. That is, during the period of suspension, the students' relationship with the university is terminated, and he or she is, in fact non-grata. If a student is suspended or expelled from the University, a letter is sent to their parents (FERPA). The types of suspensions are as follows: Suspension, Interim Suspension and Indefinite Suspension

Each type of suspension is explained below:

1. **Suspension (regular)** - Suspension period begins with an existing semester and continues throughout that particular semester, however, suspension may become in effect at the beginning of a specified semester (usually the following semester) and continues throughout the semester. Students may be recommended for suspension from the University for a Minimum of one (1) academic year up to three (3) academic years. Moreover, recommendation exceeding this time frame may lead to expulsion from the university.
2. **Interim Suspension** -Suspension is placed in effect until after a disciplinary hearing is held for the student who has alleged charges against him. This type of suspension is usually released pending the outcome of the disciplinary hearing. Suspension of this type is usually temporary unless the student is found guilty of violations, which require continued or immediate suspension. Students placed on interim suspension will temporarily lose all privileges of a matriculating student until all hearing proceedings have ended. This includes not being permitted to attend classes and removal from on-campus housing.

3. **Indefinite Suspension** - Dismissal or suspension from the University to be served for a period of not less than one (1) year. A sanction of indefinite suspension automatically includes a trespass order from University property, including student housing, for the duration of the suspension. Notification of the conduct suspension will appear on the student's academic transcript until the date the student is reinstated to good standing.

I. **Incarceration –** To be subject to arrest or confinement by ASU Police, City Police or other appropriate law enforcement official(s) as designated by the Chief of Police (ASU).

J. **Expulsion -** Permanent dismissal from the University. Expulsion is the most severe sanction, which can be imposed upon a student for violations. The student, who receives a sanction of expulsion, is not eligible to apply for readmission to the University. When student is expelled from the University, the student's relationship with the University is permanently severed and he or she is in fact persona non-grata.

K. **Educational Programs/Workshop Presentation/Participation/Prevention Programs -** In some instances, students may be required to present or assist in developing, coordinating, and evaluating special workshops or programs related to the nature of the offense, which the student has committed. Students may also be required to participate in special workshops or programs to enhance their own knowledge and understanding of a particular topic related to the offense committed. In such instances, students are required to be prompt, attentive, and to present a well-written, typed summary of the activity to the residence hall coordinator, judicial officer or designee no more than three (3) business days after the event/program has occurred. Students may also be required to participate in a prevention and/or intervention educational program/online assessment tool such as E-check-up or E-Chug for a nominal fee.

L. **Loss of Student Office/Leadership Position –** Students in elected/appointed positions may lose the position as a result of a violation of the Student Code of Conduct.

M. **Judicial Record Hold –** If a student is accused of a violation of the student code of conduct or if a student fails to complete the conditions of a judicial sanction, a judicial record hold may be placed on a student's account. With this hold in place, the student may be prohibited from participating in registration and course adjustments, requesting transcripts, and from receiving a degree. The judicial officer will remove the hold after the student has met the conditions of the sanction.

N. **Counseling –** In some instances, this requirement may be imposed when a student is found guilty of engaging in disrupting or uncivil behaviors. In such case, the student may be required to provide evidence to the judicial officer of attendance and completion of counseling by university counseling services.

## PARENTAL NOTIFICATION

In accordance with the Family Educational Right and Privacy ACT (FERPA) the university will notify the parents/guardians of students found responsible for any violation of any Federal, State or local Law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance (illegal drugs). Parents will also be notified in the event of serious physical injury or illness.

## COPY OF RECORDS

If a student would like a copy of his/her records or files, said student will be assessed a nominal fee of .40 cents per page. All formal hearing sessions are recorded via cassette tape. Therefore, you are required to submit a blank cassette tape if you would like an audio copy of the formal hearing session. ***No microcassettes will be accepted.*** Student will need to submit request in writing to the Judicial Affairs Coordinator. A copy of student driver's license and Ram ID card will be required as well. All copies may be picked up in the Office of Judicial Affairs. There will be an extra charge is documents are requested to be sent by certified mail based on current postage rates.

# STUDENT GRIEVANCE PROCEDURE

## I. NAME

The Grievance Committee at Albany State University shall be known as the Student Grievance Board (SGB).

## II. PURPOSE

The Student Grievance 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 Ombudsman or the Student Grievance Board to resolve satisfactorily the grievance. However, there may be specific disciplinary policies and procedure in place as imposed in respective Colleges. Please understand that these policies and procedures cannot supersede the rules, regulations, policies or procedures as outlined by the university.



## III. JURISDICTION

**A. Grievance Complaints**

The Student Grievance Board or Ombudsman 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 Grievance Board shall consider any grievance referred to them for hearing by the Ombudsman.

**C. Exclusions**

The Student Grievance Board or Ombudsman 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 Grievance 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 Vice President for Student Affairs.

## V. STUDENT GRIEVANCE BOARD

**A. Selection of Chairman**

The Chairman shall be recommended by the Student Government Association President and approved by the Ombudsman and/or the Vice President for Student Affairs.

**B. Review Board**

The board 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 Ombudsman and/or Vice President for Student Affairs. The faculty and/or staff members shall be appointed by the President.

**C. Eligibility for Service**

All students currently enrolled (in good standing) are eligible to serve on the Review Panel.

**D. Excusing Panel Members**

Members of the Student Grievance 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 Grievance Board should be excused for good cause shown.

**E. Notice of Hearing**

After the Student Grievance Board has been selected, written notice of the date and time set for the hearing shall be hand-delivered, e-mailed or mailed to the parties, and to the members of the Student Grievance Board, by the Chairman, no less than three (3) or no more than ten (10) working days in advance of the date set for the hearing.

## VI. DUTIES OF THE CHAIRMAN

The Chairman of the Student Grievance 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 Grievance 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 Grievance Board and the parties conducting and presiding over the hearing; ruling on motions of the parties and assisting the Student Grievance 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 Grievance Board to the Ombudsman, 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 Grievance 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 Grievance 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 Grievance 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, Ombudsman, 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. APPEAL PROCESS

The student should also be advised in writing of his/her right to appeal to the Vice President for Student Affairs, Provost and Vice President of Academic Affairs, the President of the University, or the Board of Regents if not satisfied with the decision of the Student Grievance Board. 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.

# DISRUPTIVE & THREATENING STUDENT BEHAVIOR

Occasionally, Albany State University experiences threatening and disruptive behavior on the part of some students, a trend paralleled nationally at other campuses. As a faculty or staff member, one may find himself or herself having to contend with a disruptive or emotionally disturbed student. Albany State University is specifically interested in

creating an intellectual and safe environment where students can realize their academic and social potential.

Student behaviors that one may encounter range from simple disruptions in class, to ongoing harassment, to verbal and physical threats. Students may exhibit disruptive behaviors in a classroom or office. As a result, faculty or staff members may find themselves on the receiving end of a student's anger or frustration. Often, the behavior in question constitutes a violation of ASU's Student Code of Conduct and can be addressed in accordance with the Student Judicial System procedures. However, it is rarely enough to simply hand a situation over to the Office of Judicial Affairs when a student has caused significant disruption within a classroom or department. The department or office involved may also need to address issues related to the perceived safety of its faculty and staff, as well as the well-being of other students.

These guidelines are designed to:

* Assist your department in thinking through its response to situations in which students may behave in unusual or unpredictable ways.
* Help you handle an actual threat.
* Assist you with referral and protocol procedures. When your department has prepared its faculty and staff adequately for such situations, the chances of serious disruption will be lessened.



## DEFINITIONS

A student is considered disruptive when he or she engages in behaviors which interfere in a significant way with your normal teaching or administrative duties as a faculty or staff member. Disruptive behavior may sometimes threaten or endanger one's physical or psychological well-being or safety, or that of others. Disruptive behavior can assume many forms. It may be:

* A student in class who persistently arrives late or leaves early in a manner, which is disruptive to the regular flow of the class.
* A student who talks incessantly while a professor is delivering a lecture.
* A student who loudly and frequently interrupts the flow of class with inappropriate questions or interjections.
* A student who becomes belligerent when confronted about his or her inappropriate behavior.
* A student who verbally or physically threatens another faculty or staff member, or another student.
* A student who writes a threatening letter, email, or leaves a disturbing message on voicemail.
* A student who misuse social media in a threatening or disruptive manner (i.e. twitter, instagram, facebook, you tube, etc…).
* A student who attempts to contact a faculty, staff or student in inappropriate ways.
* A student who displays behaviors indicating an inappropriate romantic or other obsessive interests.

## RESPONDING TO DISRUPTIVE BEHAVIOR

Disruptive and threatening behavior has been categorized into three different levels.

* The first level, which is the least serious, encompasses any situation that can be handled informally between you and the student, leading to a prompt resolution.
* The second level involves an ongoing problem or a more serious incident in the classroom or office environment. In these situations, you may consult with Student Affairs. If necessary, a Student Affairs assessment team will assist you in evaluating and resolving the situation.
* The third, and most serious level is reached when there is immediate danger of some kind. If this occurs, you should immediately call the ASU Police Department at (229)430-4711. If it is necessary to deal with a student's behavior during class, one should calmly but firmly inform the student that the behavior is disruptive and ask that it be stopped.
* If the student does not follow your directive, you have the option of asking them to leave the classroom. Call the ASU Police Department if the student refuses to leave the classroom.
* If you feel unsafe being alone with the student for any reason, request that a colleague or your department chair attend the meeting.
* If the student disrupts the class several times but not to the extent of a pattern developing, please contact the Office of Judicial Affairs.

# WHEN A COMPLAINT IS FORWARDED TO THE OFFICE OF JUDICIAL AFFAIRS

Disorderly Conduct is any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct, which is offensive or annoying to others or is disruptive to the rights of others.

When you report disruptive behavior to the Office of Judicial Affairs, following receipt of your complaint, the student will be required to meet with an appropriate representative in the Office of Judicial Affairs to discuss his/her behavior. In some cases, the complaint can be resolved without further involvement on your part. In other cases, it may be necessary to convene a panel and conduct a formal review of the matter. Should this happen, you will generally be involved as the complainant at the review.

The purpose of a displinary review is to discuss the facts in the case, to hear the accused student's perspective, and to determine an appropriate displinary response. Displinary decisions take into consideration the needs of the campus community and of the accused student.

For more information, refer to the Student Code of Conduct.

| MONDAY July 29 | TUESDAY July 30 | WEDNESDAY July 31 |
|---|---|---|
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## MONDAY Aug. 5

## TUESDAY Aug. 6

## WEDNESDAY Aug. 7

To Do Today

**-stru-, -struct-** *(to build) – construe, structure, construct, instruct, obstruct, destruction*

Daily Events

*Eid al-Fitr begins at sundown*



## THURSDAY Aug. 8

## FRIDAY Aug. 9

To Do Today

**fallible** – *liable to err or make mistakes. She knows she is fallible, but she thinks this time she is right.*

Daily Events

## AUGUST 2013

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| SEPTEMBER 2013 | | | | | | |
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**Weekly Quote:**

*"If you think you can, you can. And if you think you can't, you're right." – Mary Kay Ash*

## SATURDAY Aug. 10

## SUNDAY Aug. 11

## NOTES

| MONDAY Aug. 12 | TUESDAY Aug. 13 | WEDNESDAY Aug. 14 |
|---|---|---|
| | | |
| To Do Today | | **-corp-** *(body) – corporate, incorporate, corporeal, corpse, corporation, corpulent, corpuscle, corporal punishment* |
| Daily Events | | |



| THURSDAY Aug. 15 | FRIDAY Aug. 16 |
|---|---|
| | |
| To Do Today | **pessimism** *– gloominess. There is no reason for her pessimism; her life is good.* |
| Daily Events | |

## AUGUST 2013

| JULY 2013 | | | | | | |
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| SEPTEMBER 2013 | | | | | | |
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**Weekly Quote:**

*"There is no way to peace; peace is the way." – A.J. Muste*

## SATURDAY Aug. 17

## SUNDAY Aug. 18

## NOTES

| MONDAY Aug. 19 | TUESDAY Aug. 20 | WEDNESDAY Aug. 21 |
|---|---|---|
| | | |
| | | **-cred-** *(to believe) – creed, credo, credence, credulity, credentials, incredible, incredulous* |

To Do Today

Daily Events



| THURSDAY Aug. 22 | FRIDAY Aug. 23 |
|---|---|
| | |
| | **iota** *– very small quantity. He didn't have an iota of common sense.* |

To Do Today

Daily Events

## AUGUST 2013

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| SEPTEMBER 2013 | | | | | | |
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**Weekly Quote:**

*"Only those who dare to fail greatly can ever achieve greatly." – Robert F. Kennedy*

SATURDAY Aug. 24

SUNDAY Aug. 25

NOTES

| MONDAY Aug. 26 | TUESDAY Aug. 27 | WEDNESDAY Aug. 28 |
|---|---|---|
| | | |
| | | **-quir-, -quer-** *(to ask, seek) – inquiry, inquisition, exquisite, query, conquer, question, quest* |

To Do Today

Daily Events



| THURSDAY Aug. 29 | FRIDAY Aug. 30 |
|---|---|
| | |
| | **acclimate** *– to become accustomed to one's environment. It took time to acclimate herself to her new home.* |

To Do Today

Daily Events

## AUGUST 2013

| JULY 2013 | | | | | | |
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| SEPTEMBER 2013 | | | | | | |
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**Weekly Quote:**

*"One of the secrets to life is to make stepping stones out of stumbling blocks." – Jack Penn*

SATURDAY Aug. 31

SUNDAY Sep. 1

NOTES

| MONDAY Sep. 2 | TUESDAY Sep. 3 | WEDNESDAY Sep. 4 |
|---|---|---|
| To Do Today | | **-rupt-** *(to break) – interrupt, bankrupt, rupture, abrupt, disrupt* |
| Daily Events: *Labor Day* | | *Rosh Hashanah begins at sundown* |



| THURSDAY Sep. 5 | FRIDAY Sep. 6 |
|---|---|
| To Do Today | **faux pas** *– social blunder. His tactless remark during the meeting was a faux pas.* |
| Daily Events | |

## SEPTEMBER 2013

| AUGUST 2013 | | | | | | |
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| SEPTEMBER 2013 | | | | | | |
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| OCTOBER 2013 | | | | | | |
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**Weekly Quote:**

*"It's easy to make a buck. It's a lot tougher to make a difference." – Tom Brokaw*

SATURDAY Sep. 7

SUNDAY Sep. 8

NOTES

| MONDAY Sep. 9 | TUESDAY Sep. 10 | WEDNESDAY Sep. 11 |
|---|---|---|
| To Do Today | | **inter-** *(between, among) – intervene, international, interjection, interact, interrupt, Internet* |
| Daily Events | | |



| THURSDAY Sep. 12 | FRIDAY Sep. 13 |
|---|---|
| To Do Today | **feign** – *pretend. She feigned illness in order to get out of her history test.* |
| Daily Events | *Yom Kippur begins at sundown* |

## SEPTEMBER 2013

| AUGUST 2013 | | | | | | |
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| OCTOBER 2013 | | | | | | |
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**Weekly Quote:**

*"Great spirits have often encountered violent opposition from mediocre minds." – Albert Einstein*

SATURDAY Sep. 14

SUNDAY Sep. 15

NOTES

## MONDAY Sep. 16

## TUESDAY Sep. 17

## WEDNESDAY Sep. 18

**-ven-, -vent-** *(to come) – intervene, venue, prevent, convention, circumvent, invent, venture, event, advent*

To Do Today

Daily Events



## THURSDAY Sep. 19

## FRIDAY Sep. 20

**lissome** *– agile; lithe. She was lissome and graceful just like a beautiful ballerina.*

To Do Today

Daily Events

## SEPTEMBER 2013

| AUGUST 2013 | | | | | | |
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**Weekly Quote:**

*"You may have to fight a battle more than once to win it." – Margaret Thatcher*

## SATURDAY Sep. 21

## SUNDAY Sep. 22

*First Day of Autumn*

## NOTES

## MONDAY Sep. 23

## TUESDAY Sep. 24

## WEDNESDAY Sep. 25

**-labor-** *(to work) – laboratory, collaborate, elaborate, laborious*

To Do Today

Daily Events



## THURSDAY Sep. 26

## FRIDAY Sep. 27

**medley** *– mixture. The band played a medley of Gershwin tunes.*

To Do Today

Daily Events

## SEPTEMBER 2013

| AUGUST 2013 | | | | | | |
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| SEPTEMBER 2013 | | | | | | |
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**Weekly Quote:**

*"Your success and happiness lie in you." – Helen Keller*

## SATURDAY Sep. 28

## SUNDAY Sep. 29

## NOTES

| MONDAY Sep. 30 | TUESDAY Oct. 1 | WEDNESDAY Oct. 2 |
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| MONDAY Oct. 7 | TUESDAY Oct. 8 | WEDNESDAY Oct. 9 |
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## MONDAY Oct. 14

## TUESDAY Oct. 15

## WEDNESDAY Oct. 16

To Do Today

**-luna-** *(moon) – lunar, lunatic, lunette, sublunary, lunular*

Daily Events

*Columbus Day (Observed)*
*Eid al-Adha begins at sundown*



## THURSDAY Oct. 17

## FRIDAY Oct. 18

To Do Today

**pervade** *– spread throughout. The excitement of the upcoming election pervaded the entire community.*

Daily Events



## OCTOBER 2013

| SEPTEMBER 2013 | | | | | | |
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| NOVEMBER 2013 | | | | | | |
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**Weekly Quote:**

*"Kind words can be short and easy to speak, but their echoes are truly endless." – Mother Teresa*

## SATURDAY Oct. 19

## SUNDAY Oct. 20

## NOTES

| MONDAY Oct. 21 | TUESDAY Oct. 22 | WEDNESDAY Oct. 23 |
|---|---|---|
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## MONDAY Oct. 28

## TUESDAY Oct. 29

## WEDNESDAY Oct. 30

To Do Today

**-man-** *(hand) – manual, manage, manicure, manifest, maneuver, manufacture, manuscript, emancipate*

Daily Events



## THURSDAY Oct. 31

## FRIDAY Nov. 1

To Do Today

**ornate** *– elaborately decorated. I had never seen such an ornate chandelier.*

Daily Events

*Halloween*

## OCTOBER 2013

| SEPTEMBER 2013 | | | | | | |
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| NOVEMBER 2013 | | | | | | |
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**Weekly Quote:**

*"No great thing is created suddenly." – Epictetus*

## SATURDAY Nov. 2

## SUNDAY Nov. 3

*Standard Time returns*

## NOTES

| MONDAY Nov. 4 | TUESDAY Nov. 5 | WEDNESDAY Nov. 6 |
|---|---|---|
| To Do Today | | **-flex-, -flect-** *(bend) – flex, reflex, flexible, flexor, inflexibility, deflect, reflect, inflection* |
| Daily Events | | |
| *Muharram begins at sundown* | *Election Day* | |



| THURSDAY Nov. 7 | FRIDAY Nov. 8 |
|---|---|
| To Do Today | **gaudy** *– flashy, garish. Her prom dress was unbelievably gaudy.* |
| Daily Events | |

## NOVEMBER 2013

| OCTOBER 2013 | | | | | | |
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| NOVEMBER 2013 | | | | | | |
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| DECEMBER 2013 | | | | | | |
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**Weekly Quote:**

*"The only way to enjoy anything in this life is to earn it first." – Ginger Rogers*

SATURDAY Nov. 9

SUNDAY Nov. 10

NOTES

| MONDAY Nov. 11 | TUESDAY Nov. 12 | WEDNESDAY Nov. 13 |
|---|---|---|
| To Do Today | | **-mar-, -mer-** *(sea) – maritime, mariner, submarine, aquamarine, marsh, mermaid* |
| Daily Events: *Veterans Day* | | |



| THURSDAY Nov. 14 | FRIDAY Nov. 15 |
|---|---|
| To Do Today | **disseminate** – *spread. Television helps disseminate information through news programs.* |
| Daily Events | |

## NOVEMBER 2013

| OCTOBER 2013 | | | | | | |
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| NOVEMBER 2013 | | | | | | |
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| DECEMBER 2013 | | | | | | |
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**Weekly Quote:**

*"There are no secrets to success. It is the result of preparation, hard work and learning from failure." – Colin Powell*

## SATURDAY Nov. 16

## SUNDAY Nov. 17

## NOTES

## MONDAY Nov. 18

## TUESDAY Nov. 19

## WEDNESDAY Nov. 20

**-mitt-, -miss-** *(to send, let go) – transmit, remit, omit, admittance, mission, dismiss, missile, missive*

To Do Today

Daily Events



## THURSDAY Nov. 21

## FRIDAY Nov. 22

**indefatigable** *– tireless. He was indefatigable on the basketball court.*

To Do Today

Daily Events

## NOVEMBER 2013

| OCTOBER 2013 | | | | | | |
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| NOVEMBER 2013 | | | | | | |
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| DECEMBER 2013 | | | | | | |
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**Weekly Quote:**

*"It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow." – Robert H. Goddard*

## SATURDAY Nov. 23

## SUNDAY Nov. 24

## NOTES

| MONDAY Nov. 25 | TUESDAY Nov. 26 | WEDNESDAY Nov. 27 |
|---|---|---|
| To Do Today | | **-cle, -cule** *(small) – follicle, particle, corpuscle, molecule, capsule* |
| Daily Events | | *Hanukkah begins at sundown* |



| THURSDAY Nov. 28 | FRIDAY Nov. 29 |
|---|---|
| To Do Today | **precedence** *– priority. The critical patient took precedence over others with minor injuries.* |
| Daily Events *Thanksgiving* | |

## NOVEMBER 2013

| OCTOBER 2013 | | | | | | |
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| NOVEMBER 2013 | | | | | | |
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| DECEMBER 2013 | | | | | | |
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**Weekly Quote:**

*"Don't wait for extraordinary opportunities. Seize common occasions and make them great." – Orison Swett Marsden*

SATURDAY Nov. 30

SUNDAY Dec. 1

NOTES

## MONDAY Dec. 2

## TUESDAY Dec. 3

## WEDNESDAY Dec. 4

**-nov-** *(new) – novel, nova, novice, novitiate, Nova Scotia, innovation, renovate*

To Do Today

Daily Events



## THURSDAY Dec. 5

## FRIDAY Dec. 6

**verbatim** *– word for word. She knew the Declaration of Independence verbatim.*

To Do Today

Daily Events

## DECEMBER 2013

| NOVEMBER 2013 | | | | | | |
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| DECEMBER 2013 | | | | | | |
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| JANUARY 2014 | | | | | | |
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**Weekly Quote:**

*"The more I traveled the more I realized that fear makes strangers of people who should be friends." – Shirley MacLaine*

## SATURDAY Dec. 7

## SUNDAY Dec. 8

## NOTES

| MONDAY Dec. 9 | TUESDAY Dec. 10 | WEDNESDAY Dec. 11 |
|---|---|---|
| | | |
| | | **-nav-, -naus-** *(ship) – navigate, circumnavigate, naval, navy, nautical* |

To Do Today

Daily Events



| THURSDAY Dec. 12 | FRIDAY Dec. 13 |
|---|---|
| | |
| | **exasperate** *– irritate. Fred exasperates his mother with his pranks.* |

To Do Today

Daily Events

## DECEMBER 2013

| NOVEMBER 2013 | | | | | | |
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| DECEMBER 2013 | | | | | | |
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| JANUARY 2014 | | | | | | |
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**Weekly Quote:**

*"The mind is not a vessel to be filled, but a fire to be kindled." – Plutarch*

SATURDAY Dec. 14

SUNDAY Dec. 15

NOTES

| MONDAY Dec. 16 | TUESDAY Dec. 17 | WEDNESDAY Dec. 18 |
|---|---|---|
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## MONDAY Dec. 23

## TUESDAY Dec. 24

## WEDNESDAY Dec. 25

To Do Today

**omni-** *(all, every) – omniscient, omnipotent, omnivorous, omnipresent, omnificent*

Daily Events

*Christmas*



## THURSDAY Dec. 26

## FRIDAY Dec. 27

To Do Today

**distaff** – *female. His relatives on the distaff side of his family were from the South.*

Daily Events

*Kwanzaa begins*

## DECEMBER 2013

| NOVEMBER 2013 | | | | | | |
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| DECEMBER 2013 | | | | | | |
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| JANUARY 2014 | | | | | | |
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**Weekly Quote:**

*"Nothing in life is to be feared. It is only to be understood." – Marie Curie*

## SATURDAY Dec. 28

## SUNDAY Dec. 29

## NOTES

| MONDAY Dec. 30 | TUESDAY Dec. 31 | WEDNESDAY Jan. 1 |
|---|---|---|
| To Do Today | | **-rog-, -rogat-** *(to ask) – arrogance, interrogate, prerogative, derogatory* |
| Daily Events | *New Year's Eve* | *New Year's Day* |



| THURSDAY Jan. 2 | FRIDAY Jan. 3 |
|---|---|
| To Do Today | **intrinsic** *– belonging naturally; inherent. The intrinsic value of the trophy is small, but it will always be cherished.* |
| Daily Events | |

## JANUARY 2014

| DECEMBER 2013 | | | | | | |
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| JANUARY 2014 | | | | | | |
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| FEBRUARY 2014 | | | | | | |
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**Weekly Quote:**

*"Small opportunities are often the beginning of great enterprises." – Demosthenes*

## SATURDAY Jan. 4

## SUNDAY Jan. 5

## NOTES

| MONDAY Jan. 6 | TUESDAY Jan. 7 | WEDNESDAY Jan. 8 |
|---|---|---|
| To Do Today | | **-oper-** *(to work) – operate, operative, operant, operose, cooperation, opera, opus, operable* |
| Daily Events | | |



| THURSDAY Jan. 9 | FRIDAY Jan. 10 |
|---|---|
| To Do Today | **prototype** *– a preliminary model. The company sent a prototype of its product for us to study.* |
| Daily Events | |

## JANUARY 2014

| DECEMBER 2013 | | | | | | |
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| JANUARY 2014 | | | | | | |
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| FEBRUARY 2014 | | | | | | |
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**Weekly Quote:**

*"Luck is what happens when preparation meets opportunity." – Elmer Letterman*

## SATURDAY Jan. 11

## SUNDAY Jan. 12

*Mawlid al-Nabi begins at sundown*

## NOTES

| MONDAY Jan. 13 | TUESDAY Jan. 14 | WEDNESDAY Jan. 15 |
|---|---|---|
| | | |
| To Do Today | | **-pac-** *(peace) – pacify, pacific, pacifist, pacifier, appease, peace* |
| Daily Events | | |



| THURSDAY Jan. 16 | FRIDAY Jan. 17 |
|---|---|
| | |
| To Do Today | **vertigo** *– dizziness. The pilot was experiencing spells of vertigo, so he took a leave of absence.* |
| Daily Events | |

## JANUARY 2014

| DECEMBER 2013 | | | | | | |
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| JANUARY 2014 | | | | | | |
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| FEBRUARY 2014 | | | | | | |
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**Weekly Quote:**

*"Your future depends on many things, but mostly on you." – Frank Tyger*

## SATURDAY Jan. 18

## SUNDAY Jan. 19

## NOTES

## MONDAY Jan. 20

To Do Today

Daily Events

*Martin Luther King, Jr. Day (Observed)*

## TUESDAY Jan. 21

## WEDNESDAY Jan. 22

**-cap-, -cip-, -cep-** *(to take) – capture, captive, capacious, capable, participate, incipient, precept, intercept*



## THURSDAY Jan. 23

To Do Today

Daily Events

## FRIDAY Jan. 24

**ludicrous** *– laughable; foolish. Calling her a chef is ludicrous, as she can't even boil water!*

## JANUARY 2014

| DECEMBER 2013 | | | | | | |
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| JANUARY 2014 | | | | | | |
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| FEBRUARY 2014 | | | | | | |
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**Weekly Quote:**

*"I am the master of my fate;*
*I am the captain of my soul."*
*– William Ernest Henley*

## SATURDAY Jan. 25

## SUNDAY Jan. 26

NOTES

| MONDAY Jan. 27 | TUESDAY Jan. 28 | WEDNESDAY Jan. 29 |
|---|---|---|
| To Do Today | | **-pet-, -petit-** *(to seek) – compete, impetuous, impetus, petulant, appetite, petition* |
| Daily Events | | |

| THURSDAY Jan. 30 | FRIDAY Jan. 31 |
|---|---|
| To Do Today | **malcontent** *– dissatisfied person. His grouchy behavior gave him the reputation of being a malcontent.* |
| Daily Events | *Chinese New Year* |

## JANUARY 2014

| DECEMBER 2013 | | | | | | |
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| JANUARY 2014 | | | | | | |
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| FEBRUARY 2014 | | | | | | |
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**Weekly Quote:**

*"Life isn't a matter of milestones, but of moments." – Rose Kennedy*

## SATURDAY Feb. 1

## SUNDAY Feb. 2

*Groundhog Day*

## NOTES

| MONDAY Feb. 3 | TUESDAY Feb. 4 | WEDNESDAY Feb. 5 |
|---|---|---|
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| MONDAY Feb. 10 | TUESDAY Feb. 11 | WEDNESDAY Feb. 12 |
|---|---|---|
| To Do Today | | **-port-** *(to carry) – porter, portable, portage, transport, export, import, report, support* |
| Daily Events | | *Lincoln's Birthday* |



| THURSDAY Feb. 13 | FRIDAY Feb. 14 |
|---|---|
| To Do Today | **obliterate** *– destroy completely. The earthquake obliterated several communities.* |
| Daily Events | *Valentine's Day* |

## FEBRUARY 2014

| JANUARY 2014 | | | | | | |
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| FEBRUARY 2014 | | | | | | |
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| MARCH 2014 | | | | | | |
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**Weekly Quote:**

*"From what we get, we can make a living; what we give, however, makes a life." – Arthur Ashe*

SATURDAY Feb. 15

SUNDAY Feb. 16

NOTES

| MONDAY Feb. 17 | TUESDAY Feb. 18 | WEDNESDAY Feb. 19 |
|---|---|---|
| To Do Today | | **-pon-, -pos-** *(to place, put) – component, opponent, postpone, preposition, positive, deposit, posture, impose* |
| Daily Events: *Presidents' Day* | | |



| THURSDAY Feb. 20 | FRIDAY Feb. 21 |
|---|---|
| To Do Today | **tenacious** *– holding fast; persistent. I struggled to break his tenacious grip.* |
| Daily Events | |

## FEBRUARY 2014

| JANUARY 2014 | | | | | | |
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| FEBRUARY 2014 | | | | | | |
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| MARCH 2014 | | | | | | |
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**Weekly Quote:**

*"A bird does not sing because it has an answer; it sings because it has a song." – Maya Angelou*

## SATURDAY Feb. 22

*Washington's Birthday*

## SUNDAY Feb. 23

## NOTES

## MONDAY Feb. 24

## TUESDAY Feb. 25

## WEDNESDAY Feb. 26

**-ject-** *(to throw) – projectile, trajectory, reject, deject, inject, eject*

To Do Today

Daily Events



## THURSDAY Feb. 27

## FRIDAY Feb. 28

**erode** *– wear away. The dripping water eroded the limestone.*

To Do Today

Daily Events

## FEBRUARY 2014

| JANUARY 2014 | | | | | | |
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| FEBRUARY 2014 | | | | | | |
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**Weekly Quote:**

*"Challenges are what make life interesting; overcoming them is what makes life meaningful." – Joshua J. Marine*

## SATURDAY Mar. 1

## SUNDAY Mar. 2

## NOTES

| MONDAY Mar. 3 | TUESDAY Mar. 4 | WEDNESDAY Mar. 5 |
|---|---|---|
| To Do Today | | **-ced-, -cess-** *(to yield, to go) – recede, antecedent, concede, proceed, precede, success, concession, access* |
| Daily Events | | *Ash Wednesday* |



| THURSDAY Mar. 6 | FRIDAY Mar. 7 |
|---|---|
| To Do Today | **retentive** *– easy to hold much. He did not have to study much as he had a retentive mind.* |
| Daily Events | |

## MARCH 2014

| FEBRUARY 2014 | | | | | | |
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**Weekly Quote:**

*"Nurture your mind with great thoughts, for you will never go any higher than you think." – Benjamin Disraeli*

## SATURDAY Mar. 8

## SUNDAY Mar. 9

*Daylight-Saving Time begins*

## NOTES

| MONDAY Mar. 10 | TUESDAY Mar. 11 | WEDNESDAY Mar. 12 |
|---|---|---|
| To Do Today | | **-cogn-** *(know) – recognize, cognizant, incognito, cognoscenti, precognition* |
| Daily Events | | |



| THURSDAY Mar. 13 | FRIDAY Mar. 14 |
|---|---|
| To Do Today | **quandary** *– difficult situation. The decision to complete the course or quit put me in a quandary.* |
| Daily Events | |

## MARCH 2014

| FEBRUARY 2014 | | | | | | |
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**Weekly Quote:**

*"In the confrontation between the stream and the rock, the stream always wins – not through strength but by perseverance." – H. Jackson Brown*

## SATURDAY Mar. 15

## SUNDAY Mar. 16

## NOTES

| MONDAY Mar. 17 | TUESDAY Mar. 18 | WEDNESDAY Mar. 19 |
|---|---|---|
| To Do Today | | **-altus-** *(high) – altitude, altimeter, exaltation, alto, altocumulus, altostratus* |
| Daily Events: *St. Patrick's Day* | | |



| THURSDAY Mar. 20 | FRIDAY Mar. 21 |
|---|---|
| To Do Today | **gratuity** *– monetary tip. Many waitresses rely more on gratuities than salary for their livelihood.* |
| Daily Events: *First Day of Spring* | |

## MARCH 2014

| FEBRUARY 2014 | | | | | | |
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| APRIL 2014 | | | | | | |
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**Weekly Quote:**

*"There is no witness so terrible, no accuser so powerful as conscience which dwells within us." – Sophocles*

## SATURDAY Mar. 22

## SUNDAY Mar. 23

## NOTES

| MONDAY Mar. 24 | TUESDAY Mar. 25 | WEDNESDAY Mar. 26 |
|---|---|---|
| To Do Today | | **-derm-** *(skin) – hypodermic, epidermis, pachyderm, dermatology* |
| Daily Events | | |



| THURSDAY Mar. 27 | FRIDAY Mar. 28 |
|---|---|
| To Do Today | **broach** *– bring up. He did not want to broach the subject with her because he knew she would object.* |
| Daily Events | |

## MARCH 2014

| FEBRUARY 2014 | | | | | | |
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| MARCH 2014 | | | | | | |
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| APRIL 2014 | | | | | | |
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**Weekly Quote:**

*"The only limit to our realization of tomorrow will be our doubts of today." – Franklin D. Roosevelt*

## SATURDAY Mar. 29

## SUNDAY Mar. 30

## NOTES

| MONDAY Mar. 31 | TUESDAY Apr. 1 | WEDNESDAY Apr. 2 |
|---|---|---|
| To Do Today | | **-err-** *(to wander, go astray) – err, error, erratic, aberration, knight errant* |
| Daily Events | *April Fools' Day* | |



| THURSDAY Apr. 3 | FRIDAY Apr. 4 |
|---|---|
| To Do Today | **gauche** *– crude; unsophisticated. His talking while he chews his food is quite gauche.* |
| Daily Events | |

## APRIL 2014

| MARCH 2014 | | | | | | |
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| APRIL 2014 | | | | | | |
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| MAY 2014 | | | | | | |
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**Weekly Quote:**

*"Don't be afraid to give up the good to go for the great." – John D. Rockefeller*

## SATURDAY Apr. 5

## SUNDAY Apr. 6

## NOTES

## MONDAY Apr. 7

## TUESDAY Apr. 8

## WEDNESDAY Apr. 9

**eu-** *(good, well, beautiful) – eulogize, euphemism, euthanize, euphoric, eucalyptus, eupeptic, eudemon*

To Do Today

Daily Events



## THURSDAY Apr. 10

## FRIDAY Apr. 11

**morose** *– ill-humored; sullen. Hamlet is one of Shakespeare's more morose and depressed characters.*

To Do Today

Daily Events

## APRIL 2014

| MARCH 2014 | | | | | | |
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**Weekly Quote:**

*"The poor man is not he who is without a cent, but he who is without a dream." – Harry Kemp*

## SATURDAY Apr. 12

## SUNDAY Apr. 13

*Palm Sunday*

## NOTES

## MONDAY Apr. 14

## TUESDAY Apr. 15

## WEDNESDAY Apr. 16

To Do Today

**-cur-, -curs-** *(to run) – occur, incur, recur, concurrent, excursion, cursor, cursive, cursory, precursor*

Daily Events

*Passover begins at sundown*



## THURSDAY Apr. 17

## FRIDAY Apr. 18

To Do Today

**surly** *– rude; cross. Because of his surly attitude, many people avoided him.*

Daily Events

*Good Friday*

## APRIL 2014

| MARCH 2014 | | | | | | |
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| APRIL 2014 | | | | | | |
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**Weekly Quote:**

*"Optimism is essential to achievement, and it is also the foundation of courage and of true progress." – Nicholas Murray Butler*

## SATURDAY Apr. 19

## SUNDAY Apr. 20

*Easter*

## NOTES

## MONDAY Apr. 21

## TUESDAY Apr. 22

## WEDNESDAY Apr. 23

To Do Today

**-it-, -itiner-** *(to go, journey) – exit, transit, transition, itinerary, itinerate*

Daily Events

*Earth Day*



## THURSDAY Apr. 24

## FRIDAY Apr. 25

To Do Today

**wily** *– cunning; artful. He is as wily as a fox in avoiding work.*

Daily Events

## APRIL 2014

| MARCH 2014 | | | | | | |
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| APRIL 2014 | | | | | | |
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**Weekly Quote:**

*"Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish." – Cecile M. Springer*

## SATURDAY Apr. 26

## SUNDAY Apr. 27

## NOTES

| MONDAY Apr. 28 | TUESDAY Apr. 29 | WEDNESDAY Apr. 30 |
|---|---|---|
| | | |
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## MONDAY May 5

## TUESDAY May 6

## WEDNESDAY May 7

To Do Today

**-exter-, -extra-** *(beyond, outside) – external, exterior, extraordinary, extracurricular, extrapolate*

Daily Events

*Cinco de Mayo*



## THURSDAY May 8

## FRIDAY May 9

To Do Today

**flaccid** – *flabby. His lack of exercise left him with flaccid muscles.*

Daily Events

## MAY 2014

| APRIL 2014 | | | | | | |
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| JUNE 2014 | | | | | | |
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**Weekly Quote:**

*"Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it." – Lou Holtz*

## SATURDAY May 10

## SUNDAY May 11

*Mother's Day*

## NOTES

## MONDAY May 12

## TUESDAY May 13

## WEDNESDAY May 14

**-tend-, -tent-, -tens-** *(to stretch, strain) – tendency, extend, intend, contend, pretend, tender, tenuous, extent, pretentious*

To Do Today

Daily Events



## THURSDAY May 15

## FRIDAY May 16

**mandate** – *command. The people issued a mandate for healthcare reform.*

To Do Today

Daily Events

## MAY 2014

| APRIL 2014 | | | | | | |
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| JUNE 2014 | | | | | | |
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**Weekly Quote:**

*"The man with confidence in himself gains the confidence of others." – Jewish proverb*

## SATURDAY May 17

## SUNDAY May 18

NOTES

| MONDAY May 19 | TUESDAY May 20 | WEDNESDAY May 21 |
|---|---|---|
| | | |
| | | **-fac-, -fec-** *(to make, to do) – factory, manufacture, facsimile, affect, confection* |

To Do Today

Daily Events



| THURSDAY May 22 | FRIDAY May 23 |
|---|---|
| | |
| | **resilient** *– able to recover from shock or change. Steel is very resilient and therefore is used in the making of springs.* |

To Do Today

Daily Events

## MAY 2014

| APRIL 2014 | | | | | | |
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| JUNE 2014 | | | | | | |
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**Weekly Quote:**

*"No one can make you feel inferior without your consent." – Eleanor Roosevelt*

SATURDAY May 24

SUNDAY May 25

NOTES

| MONDAY May 26 | TUESDAY May 27 | WEDNESDAY May 28 |
|---|---|---|
| To Do Today | | **-fall-, -fals-** *(to deceive) – fallacy, fallacious, infallible, falsify* |
| Daily Events: *Memorial Day (Observed)* | | |



| THURSDAY May 29 | FRIDAY May 30 |
|---|---|
| To Do Today | **curmudgeon** *– ill-tempered individual. Scrooge changed from a curmudgeon to a generous person.* |
| Daily Events | |

## MAY 2014

| APRIL 2014 | | | | | | |
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| MAY 2014 | | | | | | |
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| JUNE 2014 | | | | | | |
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**Weekly Quote:**

*"I have found that if you love life, life will love you back." – Arthur Rubenstein*

## SATURDAY May 31

## SUNDAY June 1

## NOTES

## MONDAY June 2

## TUESDAY June 3

## WEDNESDAY June 4

**-gen-, -gener-** *(origin, race, species) – genus, gender, genesis, genetics, genealogy, genre, generic, generate*

To Do Today

Daily Events



## THURSDAY June 5

## FRIDAY June 6

**cortege** *– procession. The cortege followed the hearse slowly down the road.*

To Do Today

Daily Events

## JUNE 2014

| MAY 2014 | | | | | | |
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| JUNE 2014 | | | | | | |
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| JULY 2014 | | | | | | |
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**Weekly Quote:**

*"Failure is only a temporary change in direction to set you straight for your next success." – Denis Waitley*

## SATURDAY June 7

## SUNDAY June 8

## NOTES

## MONDAY June 9

## TUESDAY June 10

## WEDNESDAY June 11

**-geo-** *(earth) – geography, geothermal, geology, geophysics, geometry, geosynchronous*

To Do Today

Daily Events



## THURSDAY June 12

## FRIDAY June 13

**hapless** – *unfortunate. This hapless creature had never known any pleasure.*

To Do Today

Daily Events

## JUNE 2014

| MAY 2014 | | | | | | |
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| JUNE 2014 | | | | | | |
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| JULY 2014 | | | | | | |
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**Weekly Quote:**

*"The real winners in life are the people who look at every situation with an expectation that they can make it work or make it better." – Barbara Pletcher*

## SATURDAY June 14

*Flag Day*

## SUNDAY June 15

*Father's Day*

## NOTES

| MONDAY | June 16 | TUESDAY | June 17 | WEDNESDAY | June 18 |
|---|---|---|---|---|---|
| To Do Today | | | | **-serv-** *(save, serve) – servant, service, subservient, servitude, preserve, conserve, reservation, conservation* | |
| Daily Events | | | | | |



| THURSDAY | June 19 | FRIDAY | June 20 |
|---|---|---|---|
| To Do Today | | **olfactory** – *concerning the sense of smell. The nose is the olfactory organ.* | |
| Daily Events | | | |

## JUNE 2014

| MAY 2014 | | | | | | |
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| JUNE 2014 | | | | | | |
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| JULY 2014 | | | | | | |
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**Weekly Quote:**

*"The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty." – Winston Churchill*

## SATURDAY June 21

*First Day of Summer*

## SUNDAY June 22

## NOTES

## MONDAY June 23

## TUESDAY June 24

## WEDNESDAY June 25

**-greg-** *(flock, herd) – gregarious, congregation, segregate, aggregate*

To Do Today

Daily Events



## THURSDAY June 26

## FRIDAY June 27

**trajectory** *– path taken by a projectile. The trajectory of her three-point shot was right on target.*

To Do Today

Daily Events

## JUNE 2014

| MAY 2014 | | | | | | |
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| JUNE 2014 | | | | | | |
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| JULY 2014 | | | | | | |
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**Weekly Quote:**

*"The difficulties and struggles of today are the price we must pay for the accomplishments and victories of tomorrow." – William J. H. Boetcker*

## SATURDAY June 28

*Ramadan begins at sundown*

## SUNDAY June 29

## NOTES

| MONDAY June 30 | TUESDAY July 1 | WEDNESDAY July 2 |
|---|---|---|
| | | |
| | | |
| | | |

## MONDAY July 7

## TUESDAY July 8

## WEDNESDAY July 9

**-helio-** *(sun) – heliotrope, heliocentric, heliograph, perihelion, aphelion*

To Do Today

Daily Events



## THURSDAY July 10

## FRIDAY July 11

**blatant** *– noisily offensive. His blatant remarks to his co-workers created a scene in the lobby.*

To Do Today

Daily Events

## JULY 2014

| JUNE 2014 | | | | | | |
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| JULY 2014 | | | | | | |
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| AUGUST 2014 | | | | | | |
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**Weekly Quote:**

*"The ladder of success is best climbed by stepping on the rungs of opportunity." – Ayn Rand*

## SATURDAY July 12

## SUNDAY July 13

## NOTES

| MONDAY | July 14 | TUESDAY | July 15 | WEDNESDAY | July 16 |
|---|---|---|---|---|---|
| To Do Today | | | | **-ist** *(one who, that which) – humorist, specialist, optimist, artist, dentist, flautist* | |
| Daily Events | | | | | |



| THURSDAY | July 17 | FRIDAY | July 18 |
|---|---|---|---|
| To Do Today | | **gamut** *– entire range. Her emotions after watching the movie covered the gamut.* | |
| Daily Events | | | |

## JULY 2014

| JUNE 2014 | | | | | | |
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| JULY 2014 | | | | | | |
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| AUGUST 2014 | | | | | | |
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**Weekly Quote:**

*"Things may come to those who wait, but only the things left by those who hustle." – Abraham Lincoln*

## SATURDAY July 19

## SUNDAY July 20

## NOTES

| MONDAY July 21 | TUESDAY July 22 | WEDNESDAY July 23 |
|---|---|---|
| To Do Today | | **hyper-** *(over) – hyperactive, hypercritical, hyperventilate, hyperbole, hyperacidity, hypertension* |
| Daily Events | | *Laylat al-Qadr begins at sundown* |



| THURSDAY July 24 | FRIDAY July 25 |
|---|---|
| To Do Today | **subservient** *– serve in an inferior position. He was too proud to be subservient to anyone.* |
| Daily Events | |

## JULY 2014

| JUNE 2014 | | | | | | |
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| JULY 2014 | | | | | | |
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| AUGUST 2014 | | | | | | |
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**Weekly Quote:**

*"Things turn out the best for the people who make the best of the way things turn out." – John Wooden*

SATURDAY July 26

SUNDAY July 27

NOTES