

Albany State University

Student Handbook

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Mission and Vision Statement

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

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

Non-Discrimination Policy

Albany State University is committed to ensuring a safe learning environment that supports the dignity of all members of the University community. Pursuant to Section 4.1.7 of the Policy Manual of the Board of Regents of the University System of Georgia (BOR), federal and state laws and regulations, and our vision, mission, and values Albany State University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Moreover, Albany State University is an Affirmative Action/Equal Educational and Employment Opportunity institution. Factors of race, national origin, color, sex, gender, age, religion, sexual orientation, or disability are not considered in the admission or treatment of students or in employment. To that end, University policy prohibits specific forms of behavior that violate federal and state laws and regulations, including but not limited to Title VII of the Civil Rights Act of 1964 and subsequent executive orders, Title IX of the Education Amendments of 1972, as well as Section 504 of the Rehabilitation Act of 1973.

For questions and issues concerning equal opportunity and compliance, see procedures outlined on the Title IX website at the following link: <https://www.asurams.edu/albany-state-university/administration/title-ix/>.

Accreditation

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

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

Questions related to ASU admissions, financial aid, educational programs, catalogs, publications, or websites as well as the policies and practices of ASU should be directed to the university and not to the Commission on Colleges.

CAMPUS ENVIRONMENT

The students, faculty, and administration of Albany State University are dedicated to creating and maintaining an environment that fosters the search for truth and a spirit of free inquiry. The requirement that students behave with respect and civility does not preempt freedom of expression, thoughtful discourse, and vigorous examination of beliefs, standards, and concepts.

PURPOSE OF HANDBOOK

This handbook is prepared for the convenience of students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the by-laws or policies of the Board of Regents, the official by-laws and policies of the Board of Regents shall prevail. The University further reserves the right to change at any time the hours of operation, regulations, and requirements as necessitated by the University or the University System of Georgia.

This handbook is not to be considered as a contractual agreement between Albany State University and those receiving it. It is for informational purposes only and provides no rights to the reader. All policies, information, and procedures set forth here are subject to change without notice. This handbook supersedes all previous editions of the student handbook.

It is the responsibility of each student to read, understand, and observe the rules and regulations of the University as published in this and other official announcements.

SECTION I

STUDENT RESOURCES

SECTION I: Student Resources

ACADEMIC ADVISING AND RETENTIONING CENTER (AARC)

The Academic Advisement and Retention Center (AARC), 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 Freshmen and Sophomore 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 45 hours are requested to call the AARC at 229.430.3976 to schedule an appointment with their assigned advisor.

Upper class students (45 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.

ACADEMIC CATALOG

The Albany State University Academic Catalog covers entrance requirements and procedures; admissions criteria and policies, including the admission of transfer students; academic calendar; degree completion requirements; full-time faculty and degrees held; costs and financial obligations; refund policies; and attendance and withdrawal policies. The University reserves the right to change at any time any regulations and requirements as necessitated by the University or the University System of Georgia.

ALUMNI SERVICES

OFFICE OF ALUMNI AFFAIRS

Through the Office of Alumni Affairs the Albany State University Foundation serves students and graduates by cultivating alumni and community support for student scholarships, program growth and enrichment, and to enhance the University's economic, social and cultural contributions to Southwest Georgia.

BOOKSTORE

CAMPUS STORES

Gillionville Campus: (229) 317-6755

Radium Springs Campus: (229) 903-3620

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. Textbook Price Match program is available: Contact the Bookstore for more details.

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 at the bookstore website for your shopping convenience and to explore the many options that the ASU bookstore offers that go beyond the four walls of the bookstore! www.asuramsshop.com

ASU bookstore rental program saves our students up to 80% off. 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 making a purchase with a check, credit card, travelers check, money order or book slip; a valid Ram ID, driver's license or 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 CLOSED: Saturday & Sunday

Except: *Store will be closed if University is closed. *See store for extended hours of operation during the beginning of each semester. For additional information and updates visit: www.asuramsshop.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 seven (7) days from the University's start of class date, (Summer semester is two (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.
- 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, Graduation & 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.

PAYMENT FORMS

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 assist and guide students in self-directed preparation for their careers. Career Services provides focused advisement to current students and alumni through ubiquitous resources, student centered programming and events to increase awareness, career exploration, student engagement, and employability to positively impact student success and career progression.

The staff assists students and alumni with choosing career interests and providing guidance in students' professional job search through three distinct areas: Self-Assessment (career advisement and assessments); Experiential Learning Opportunities (internships, mentoring and shadowing); and Professional Support Services (resume development, mock interviews, on-campus recruitment, job fairs, job listings, and employability 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.

COUNSELING AND TREATMENT SERVICES

Gillionville Campus: (229) 317-6734

Radium Springs Campus: (229) 903-3606

Counseling and therapy is a collaborative process, which involves the development of a unique helping relationship. As professional counselors and therapists, the staff serves as facilitators in assisting the student/client in clarifying their sense of direction, setting realistic goals, and obtaining a better understanding of 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 calling Counseling Services at (22) 317 – 6734, 229-903-3610 and/or by arranging an appointment with one of the professional counselors.

The following services are available:

Individual counseling/therapy, group counseling, support groups, psycho-educational groups, general assessment, referral, and faculty/staff consultations. For additional information, please contact Dr. Stephanie Harris-Jolly, Mr. Ryan Tindell or Ms. Velsenna 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 by appointment and/or during an emergency or crisis situation.

ALL SERVICES ARE FREE AND STRICTLY CONFIDENTIAL.

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” 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:

- 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.

Location: New Student Center- Green Zone- 229-903-3610

EMERGENCY CONTACT

Gillionville Campus: (229) 430-4711

Radium Springs Campus: (229) 430-4711

Albany State University has no centralized paging system to contact individuals while on campus. As a result, communicating with students on campus will be limited to emergencies only. All students should advise their families and employers of this limitation. With the exception of public record information, details regarding students and class schedules will not be released for any reason.

FINANCIAL AID

Gillionville Campus: (229) 430-4650

Radium Springs Campus: (229) 317-6204

The Office of Financial Aid provides financial assistance to students who, without such help, would be unable to attend Albany State University. The University believes that the principal responsibility for financing a college education lies with the student and the family. A student who needs financial assistance is expected to contribute by working or borrowing a reasonable portion of the funds needed to meet expenses. The student's family is expected to make a maximum effort to assist in the payment of the expenses involved. We strive to provide excellent customer service in a fiscally astute manner adhering to all federal, state, and university regulations.

Financial aid is any grant, loan, part-time employment or scholarship offered for the purpose of helping a student meet their educational expenses. This aid is usually provided by federal, state, institutional or private agencies. To apply, a student must complete the Free Application for Federal Student Aid ([FASFA](#)) or the Renewal Application online.

Recipients are selected on the basis of demonstrated financial need and academic achievement. Students may apply for Federal Student Aid for the next year beginning October 1 of the current year. Students are urged to apply early for optimum financial aid benefits at www.fafsa.ed.gov. There is an application priority date of February 15 for submission of completed financial aid applications to the Office of Financial Aid.

In order for an Albany State University student to continue to receive financial aid from federal or state financial assistance programs, the student must exhibit satisfactory academic progress. Albany State University's policy for determining satisfactory academic progress is available online at www.asurams.edu or in person in the Office of Financial Aid.

Our experienced staff is available during office hours to respond to your financial aid questions and requests. No appointments are necessary. Students are assisted in the office on a walk-in basis or may call (229) 430-4650, (229) 317-6204 or email ifinaid@asurams.edu to connect with a financial aid representative. Appointments can be scheduled for those students and families that have unusual circumstances or concerns; any financial aid representative can help determine if an appointment is necessary.

**DINING SERVICES
PROVIDED BY ALADDIN AN ELIOR COMPANY**

**Gillionville: (229)
Radium Spring: (229)**

GENERAL INFORMATION:

The Dining Contractor has a standard seven-day meal plan week. All students with meal plans must take their RAM ID Card to the dining hall in order to purchase a meal and process payment. NO RAM ID CARD, NO MEAL! The ASU RAM ID CARDS are accepted by the dining hall cashiers at any dining cash register station. Card activation and use is processed and monitored through the Blackboard Office in the Office of Information Technology.

<u>Gillionville Campus</u>	<u>Radium Springs Campus</u>
IT Helpdesk: A-153 Monday – Friday 8 AM – 8 PM There is a \$25 fee for all lost or stolen ID's. Student should make payment in the Cashier's Office (K-121) and take receipt A-153	Card Services: JPL-107 Monday – Friday 8 AM – 5 PM There is a \$25 fee for all lost or stolen ID's. Student should make payment in the Cashier's Office (BCB-284) and take receipt JPL-107

The meal plan holder uses their RAM ID Card to access the Dining Dollars. By using the Dining Dollars, the meal plan holder may purchase any item sold in the dining hall any time during the day. The Dining Dollars may be used to purchase breakfast, lunch, a candy bar, chips, soft drink, etc., again essentially any item sold in the dining hall. The meal plan holder is not limited as to what he/she may purchase during the day as long as funds are available on the meal plan. Dining Dollars may be used in the evening to purchase items not included with the evening meal, i.e. items in any retail establishment on any ASU campus.

MEAL PLAN EXEMPTION:

Students wishing to appeal the meal plan requirement must submit the required Meal Plan Exemption form to the Auxiliary Services Office by the deadline of each semester as outlined on the appeal form. (Note: Meal Plan Exemption forms may be printed from the University's website: <https://www.asurams.edu/asurams.DEV/wp-content/uploads/Meal-Plan-Release->

[Form.pdf](#) or by navigating to www.asurams.edu, and click Students/ East Housing/ Housing Forms/ Meal Plan Release.

TERMS AND CONDITIONS:

Residential Students and Athletes

Students required to purchase a meal plan will be charged the cost of the meal plan chosen on the contract for each semester/term. This meal plan contract is for a term of one academic year—Fall 2017 and Spring 2018.

Non-Residential Students (Commuter)/Faculty/Staff

Any non-residential student (commuter), faculty or staff who chooses to purchase a meal plan must also sign a contract. Meal plans must be paid in full at the time the contract is submitted by remitting payment to the Cashier's Office.

	<u>Gillionville Road Campus & Commuter Students, Faculty and Staff</u>	<u>Radium Springs Campus</u>
Return Contracts and Exemption Forms to	Auxiliary Services Coordinator Fax: (229) 317-6672 Scan Contracts to: mealplanaw@asurams.edu	Meal Plan Coordinator Fax: (229) 317-6672 Scan Contracts to: mealplanae@asurams.edu
Remit Payment to	Cashier's Office (K-121) OR www.asurams.edu, and click Students/West Campus Pay Fees *log in through MyDC	Cashier's Office (BCB-284) OR www.asurams.edu, and click Students/East Campus/ Pay Fees *log in through Banner Web.
Additional Questions	(229) 317-6771	(229) 317-6776
RAM ID Cards	IT Helpdesk (A-153) Monday – Friday 8AM – 8PM	Card Services (JPL-107) Monday – Friday 8AM – 5PM

The University reserves the right to adjust the meal plans and pricing structure of each meal plan prior to the beginning of each new semester/summer term. The University will provide students with notice of any such changes as early as possible before the beginning of each new semester/summer term; however, meal plans and costs for each semester/summer term are subject to change without notice.

PAYMENT INFORMATION:

MEAL PLANS MUST BE PAID IN FULL OR HAVE FINANCIAL AID APPROVAL FOR PAYMENT PRIOR TO HOUSING MOVE IN DATE. A STUDENT MAY NOT MOVE INTO ALBANY STATE UNIVERSITY HOUSING IF ALL FEES (Tuition, Fees, Housing and Meal Plan) HAVE NOT BEEN PAID BY THE STUDENT OR AUTHORIZED BY THE FINANCIAL AID OFFICE.

Accepted methods of purchasing meal plans at Albany State are with cash, debit card, VISA, MasterCard, money order, cashier's check, certified check or by charging to the student's financial aid account provided available funds have been verified. NO PERSONAL or BUSINESS CHECKS will be accepted for payment of a meal plan. The purchase price of meal plans or funds remaining on meal plans if a student withdraws or at the end of semester are non-refundable.

**MEAL SERVING HOURS
ACADEMIC YEAR
FALL & SPRING 2017-2018**

**Monday – Friday
Serving & Operational Hours**

Breakfast Served:	7:30 a.m. – 10:30 a.m.
Lunch Served:	11:00 a.m. – 4:30 p.m.
Dinner Served:	4:45 p.m. – 7:45 p.m.

**Saturday - Sunday
Serving & Operational Hours**

Brunch Served:	11:00 a.m. – 4:30 p.m.
Dinner Served:	4:45 p.m. – 7:45 p.m.

STUDENTS ARE REQUIRED TO HAVE RAM ID CARD TO ACCESS DINING DOLLARS AND PURCHASE A MEAL.

Friday, August 11, 2017	Meal plan BEGINS with dinner at 4:45 p.m.
Thursday, December 7, 2017	Meal plan ENDS with dinner at 4:45 p.m.
Sunday, January 7, 2018	Meal plan BEGINS with dinner at 4:45 p.m.
Thursday, May 3, 2018	Meal plan ENDS with dinner at 4:45 p.m.

*Students who arrive on campus before meal plan begins are responsible for purchasing their own meals.

Patrons who do not have meal plans will continue to be able to purchase meals during normal operational hours.

*****DINING HALL CLOSED DATES*****

Labor Day Holiday

Closed Monday, September 4, 2017 –
Reopens Tuesday, September 5, 2017 for breakfast at 7:30 AM

Thanksgiving Holiday

Closed Wednesday, November 22, 2017 through Saturday, November 25, 2017 –
Reopens, Sunday, November 26, 2017 for dinner at 4:45 PM.

Martin Luther King Jr. Holiday

Closed Monday, January 15, 2017 –
Reopens Tuesday, January 16, 2017 for breakfast at 7: 30 AM.

Spring Break (2018)

Closed Monday, March 5, 2018 through Saturday, March 10, 2018 –
Reopens Sunday, March 11, 2018 for dinner at 4:45 PM.

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 HIPAA rules and regulations (Health Insurance Portability and Accountability Act). 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 may not be complete 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.

LIBRARY SERVICES

Gillionville: (229) 317-6766

1. General – The Wetherbee Library-Learning Resources Center procures, organizes and provides to the Darton State College community print, non-print, and online learning resources that support programs of instruction and leisure interests. The Learning Resources Center promotes individual, classroom, and distance learning through the use of these resources through an online computer system, reserves, library instruction programs, inter-library loan

service, reference service, library homepage website with hot links to other important resources, online library services, and media lab. The Learning Resources Center provides services to students attending other educational institutions and to the general public, provided such service does not interfere with its obligation to its primary constituents. The Learning Resources Center operates under the Criteria for Accreditation established by the Southern Association of Colleges and Schools and the Commission on Colleges, the policies of the University System of Georgia, and the rules and regulations of Albany State University.

2. Books – The books are arranged on the shelves according to the Library of Congress' classification scheme. Books may be checked out for twenty-eight (28) days and may be renewed if no one else has requested them. Periodicals, newspapers, reference books, and media do not circulate. If the center is closed, materials may be returned through the book drop located at the front entrance of the center. Fines are charges for overdue materials (\$.10 per day per item). Indexes for finding information and other resources are located on the index tables. Indexes provide the means of locating information in books, periodicals, newspapers, and pamphlets. The ASU Gillionville's Campus on-line catalog system "GIL" (GALILEO Interconnected Libraries) provides full bibliographic data on library materials.
3. Equipment and Services – In addition to books and periodicals, the center provides the following equipment and services: digital photo-copiers for photo duplication of materials, fee \$.10 per page; microfilm/microfiche reader-printer, which permits the user to print out copies of the microfilm/microfiche materials being viewed, fee \$.10 per page, and color copies at \$.25 per page; and VHS and DVD players. Adaptive technology includes a magnification system, scanner and computer with JAWS, Zoomtext, and Cicero. The library has wireless technology. Page 14 of 111 Small lounge areas are located between the center's collection of periodicals, reference area and lease collection of fiction books. Individual study carrels/study-conference rooms are available in the library.
4. Reserve Collection – Reserve material, special materials used in class assignments, are located behind the circulation desk. These materials are only to be used in the center during regular hours so that all students may have an opportunity to use them.
5. Electronic Resources – Access to the virtual holdings of the Library is obtained through any on-line computer. Most of the virtual holdings are accessed through GALILEO (Georgia Library/ Learning Online), Georgia's Virtual Library, on or off campus. The virtual collection also includes ebooks. Indexes are also available through some of the GALILEO Databases. With GALILEO, students can access full text articles from core curriculum journals, University System library catalogs, newspapers, dissertation abstracts, Georgia census data, and Georgia state publications, among others. These reference resources are available 24 hours per day, 7 days per week on GALILEO.
6. Center Hours (While Classes are in session and during Final Exams) Monday – Thursday 7:30 AM – 9 PM Friday 7:30 AM – 5 PM Saturday CLOSED Sunday

2 PM – 6 PM Summer Semester Hours (Check College Website to confirm times) Monday – Thursday 7:30 AM – 9 PM Friday CLOSED Saturday CLOSED Sunday 2 PM – 6 PM (During Registration and between Semesters) Monday – Friday 8 AM – 5 PM Notices concerning changes in regular center hours due to holidays, etc. will be posted on the front door of the Library. Library staff are available during operating hours and are ready to help at any time one needs assistance. Suggestions as to how Library service can be improved are welcome.

7. Off (Main) Campus Services - Library services are available to all enrolled ASU Gillionville Campus students regardless of distance. Most services can be reached through the library home page at <http://www.darton.edu/~dclib/> including the new “ask a librarian” service or through phoning the front desk at 229-317-6766. One service specifically for ASU Gillionville Campus students who do not attend any on-campus (Albany) courses and who reside outside the service area is the Off Campus Request Service described at <http://www.darton.edu/~dclib/forms2007/DLinterlibraryLoan.php>.

Radium Springs Campus: (229) 430-4805

The James Pendergrast Memorial Library East Campus has a collection of 204,885 volumes, electronic journals, wireless capacity, microform resources, GALILEO Interconnected Libraries (GIL), GALILEO, National Library of Medicine Databases, EBSCOHost Full Text Journals and the EBSCO AtoZ Listing, JSTOR, Arts and Sciences I and II Collections and Business Collection, and EBSCO eBooks. These resources help to provide a strong virtual library for distance education and the campuses. It also contains and makes accessible: 741,688 eBooks, 803,316 microform units, 772 videos, 280 DVDs, 1,864, CDs, 259 Music Scores, 109 print subscriptions, and 86 online subscriptions. The James Pendergrast Memorial Library is one of the largest of its kind in rural southwest Georgia with a seating capacity for 900 users.

To ensure that the university community has access to its library resources, the Pendergrast Library is open a total of 80.5 hours each week, seven days a 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 exam period to accommodate the students' need for library use during finals. It also offers space for group/individual study, group meetings, 40 workstations, one copier/printer that is conveniently located in the building. Students have access to a computer lab, Libguides, charging stations for mobile devices, group presentations space and four study rooms. These services are available to all students and faculty of the consolidated university.

HOURS OF OPERATION

Monday through	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	11:00 a.m. - 4:00 p.m.
Sunday.....	2:00 p.m. - 10:00 p.m.

Student Technology Lab 108 – Open 24/7 with an active Ram ID.

Changes in Library hours will be posted in advance.

CIRCULATION POLICIES

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

- General Books 3 Weeks
- Reserve Textbooks 2 hours
- Video Cassettes 3 Days

Reference books, periodicals, and the majority of Reserve resources are for library use only. Please phone the circulation desk at 229-430-4805 if you have questions.

Overdue Fines and Lost Book Fees

General Books.....	\$.10 per day
Reserve Resources.....	\$.25 per hour
Main Collection.....	\$100.00 replacement fee + \$50 processing fee
Reserve Textbooks.....	\$150.00 + cost of book + fines + \$50.00 processing fee
GIL Express Books..	\$150.00 replacement fee + fines and fees from the lending institution
InterLibrary Loan Books.....	\$150.00 replacement fee + fines and fees from the lending institution
Any Item with Disc Included.....	\$200.00 replacement cost

The library may be accessed from any remote site. James Pendergrast Memorial Library <https://www.gil.asurams.edu>

CAMPUS POLICE

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 and Security 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 department has 24/7 Dispatcher services. The department has a proficient Emergency Management Operation. The Administrative Offices and the Parking Service Division are located in the Central

Energy Plant on the upper East campus, and located in the Technology Building A133. Operations are 24-hours a day, seven days a week, and may be contacted at 229-430-4711. Regular office hours are Monday-Friday 8am-5pm. The ASU PD offer services to the campus community that will save you money.

- We provide free lock-out services
- We provide free battery jump services
- We do free background checks for the campus community
- We provide free anti-theft engraving.
- Security Escorts
- We have over 500 cameras on both campuses.
- 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

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.
returned.

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

All decals are honored for both campuses in their designated areas until August 31, 2017

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.

Click the desired permit type (see the “Classes and Assignment of Parking Permits” below):

- **Residential Students..... \$15 (Color Coded BROWN)**
- **Commuter Students \$15 (Color Coded ORANGE)**
- **Faculty/Staff \$25 (Color Coded GREEN)**
- **Faculty/Staff Reserved..... \$60 (Color Coded GOLD)**
- **Annual Visitor \$12 (Color Coded WHITE)**
- **(Annual Visitor fee must be paid in cash at the ASUPD)**

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:

If driving the same vehicle(s) currently registered in BOSSCARS: 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.

If registering a vehicle for the first time in BOSSCARS: input vehicle information and click Submit to save the new permit information.

Click on Purchase a Parking Permit.

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.

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.

After the charge is accepted, an informational screen is displayed. Print this page; this is proof of vehicle registration in BOSSCARS, **not** a permit to be displayed on the vehicle.

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.

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.

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.

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:

- No parking is permitted within fifteen (15) feet of fire hydrants or street entrances to sidewalks or buildings.
- Reserved parking spaces must be observed at all times.
- 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.
- Parking on the lawn (grass) or driving on campus where university streets are not provided is forbidden.
- All ADA parking spaces must be observed and are subject to local and state enforcement.
- Littering violations will be enforced.
- All traffic violations are subject to the Traffic Codes of the City of Albany and the State of Georgia.
- Parking in service drives is not permitted.
- The speed limit for campus is 15 MPH.
- All visitors must register their vehicles with either the checkpoints on campus or with the ASUPD.
- Visitor parking spaces will be strictly enforced.
- Motorcycles are not to be driven or parked on the sidewalks.
- 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.

ACADEMIC SERVICES AND REGISTRAR

Radium Springs: (229) 430-4638

Gillionville: (229) 317-6742

The Office of Academic Services & Registrar is committed to fulfilling our role in the educational mission of Albany State University by providing effective and efficient academic support and assistance to the students, faculty, staff, and alumni of the University. We pride ourselves in being able to address the academic inquiries presented to us daily and on our ability to assist individuals with any questions they may have related to matters of academic importance.

The Office of the Registrar works diligently to maintain accurate academic records for all students and provide prompt, professional, and courteous service to the University community. Among the areas of service we provide are transcripts, letters of certification, graduation clearance, diploma receipts, residency, AP scores, course offerings and scheduling, grading, tuition waivers, FERPA, University governance, Veteran's Education Benefits, and general academic information.

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.

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

A	Excellent Good	4 quality points
B	Average Poor	3 quality points
C		3 quality points
D		2 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
I	In Progress	0 quality points
P		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 Schedule Adjustment 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 online which can be found from the Office of Academic Services and Registrar homepage. Students entitled to a fee refund will receive a check from the Office of Fiscal Affairs.

TESTING SERVICES

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

1	ACAT	Area Concentration Achievement Test
2	ACT	American College Testing
3	ASE	Automotive Service Excellence
4	CLEP	College Level Examination Program
5	ACCUPLACER	
6	DSST	DANTES Subject Standardized Tests

7	GACE Certification of Educators	Georgia Assessments for the
8	GACE Paraprofessional	GACE Paraprofessional Assessment
9	GRE	Graduate Record Examination
10	ISO Quality	ISO Quality Testing
11	LSAT	Law School Admission Test
12	MAT	Miller Analogies Test
13	MFT	Major Field Test
14	OPAC Certification	Office Proficiency Assessment and
15	PAN	Performance Assessment Network
16	Pearson Vue	
17	Praxis	
18	Proctored Exams	
19	SAT	Scholastic Aptitude Test
20	TOEFL	Test of English as a Foreign Language
21	GRE-Subject Test	Graduate Record Examination

SECTION II

RECREATION & WELLNESS PROGRAM

SECTION II: The Recreation and Wellness Program

Albany State University's Recreation & Wellness Program is based on the belief that an active student is a more successful student; therefore, its mission is to get

students involved in healthy habits that will create lifelong participation in healthy lifestyles and activities. Participating in sports helps increase leadership, accountability, and provides environments for healthy competition.

Participation in Recreation & Wellness activities gives students the opportunity to meet fellow students, faculty, and staff outside the classroom. Participation in activities such as intramural sports, health promotion events, club sports teams, and outdoor recreation trips will provide avenues for new adventure and opportunities to gain new interests that will promote health and wellness throughout life.

Participation helps students to learn more about what is going on in other areas of student life. Recreation & Wellness provides opportunities for volunteering for different organizations in the community that can help the student and the University give back to the local community.

And as if the other reasons listed are not enough to participate outside of the classroom, here is a fourth reason – students are paying for it! All Albany State University students enrolled in at least one (1) semester hour, pay a Student Activities Fee each semester. These fees go towards many different activities provided to students as part of the University experience here at Albany State University.

To learn more about Recreation & Wellness at Albany State University, contact the Office of Campus Life on the Gillionville Campus (229) 317-6750 or Radium Springs Campus at (229) 903-3606, Monday-Friday 8:00a.m. -5:00p.m.

GETTING INVOLVED IN RECREATION & WELLNESS AT ASU

On-campus events are almost always free of charge with a current RAM Card. Off-campus trips often have additional, reduced fees for admission to parks or events and limited space for seating on vehicles so students must sign up and pay ahead of time. Sporting events off campus may have a reduced cost or even free admission with the RAM Card. For more information visit the Recreation and Wellness website.

PROGRAMS

The Recreation & Wellness Center, Club Sports, Aquatics, Intramurals, and Outdoor Recreation programs each offer a variety of times and events to help meet the needs of diverse groups of students.

Recreational Swimming offers lap and recreational swimming from year round on both campuses.

The Intramural Program consists of various sport leagues and tournaments. Free-play, soccer, volleyball, softball, flag football, ultimate Frisbee, basketball,

and others are offered throughout the year. Coming events and activities are posted on the Campus Life website and online calendar. A valid RAM Card is required to participate in intramural programs.

Outdoor Recreation Trips are offered each semester. The purpose of this program is to offer opportunities for new experiences and to build relationships outside the classroom. Trips may include hiking, kayaking, rock climbing, whitewater rafting, camping, and more. Students receive a discount on most trips. Sign up for upcoming trips at the Campus Life Office. A valid RAM Card is required to receive the discounted student rate.

Club Sports and Recreation Clubs offers students the opportunity to participate in organized sports teams that compete at the Club level with teams from other Colleges and local clubs. Club sports teams compete with Junior and Technical Colleges, junior varsity teams at NCAA and NAIA member schools, other club teams, local teams, as well as varsity teams from prep schools, NCCAA, and other athletic association members such as the NCBA, NCFA, NCSA, NCWA, USTA and NIRSA. Members of club sports must have a minimum of 2.0 GPA in all coursework and be enrolled in a minimum of six (6) semester hours for the semester in which they participate. All club rosters are subject to eligibility guidelines set forth by organizations of which they are a member or compete against. For a list of current club sports visit the Recreation and Wellness website.

EVENTS Each year, Recreation & Wellness hosts dozens of events to enhance the experience of students at Albany State University. Recreation & Wellness works with other campus offices to sponsor institutional events such as Health Expos, cook-outs, alcohol awareness events, NIRSA Regional Flag Football Tournament Tryouts, dive-in movie nights, water days, intramural sporting events, outdoor recreation trips, and many, many more!

FACILITIES The ASU Campus recreation facilities include two game rooms, one on each campus, a 4 lane bowling alley (Gillionville Rd.), an indoor rock wall and intramural fields (Gillionville Rd.).

Front Desk Numbers

Gillionville Campus (229) 317-6750
Radium Springs Campus: (229) 903-3606

Outdoor Recreation Fields

Outdoor recreation facilities on the ASU Gillionville campus include a walking track located beside the softball field, and a 9-hole disc golf course located beside our soccer fields. Furthermore, the campus includes an outdoor challenge course complete with a 40ft Alpine Tower and Carolina Climbing Wall.

Swimming Pool

Gillionville Campus (229) 317-6750

Radium Springs Campus: (229) 903-3606

The swimming pool on the Gillionville Campus is located inside the Physical Education & Athletics Building and the swimming pool on the Radium Springs Campus is located inside HPER Building. Use of the swimming pools are free to Albany State University students, staff, and faculty with a valid Ram ID. Call the numbers listed above or visit online at www.asurams.edu for the current hours of operation on both campuses. All participants must abide by pool rules and regulations. Lifeguards are on duty during posted swimming hours and special events.

Student Center

Gillionville Campus (229) 317-6750

Radium Springs Campus: (229) 903-3606

The student center on each campus consists of game rooms open to all students with valid Ram IDs. Game rooms include pool tables, ping pong tables, PS4, Wii and Xbox One gaming, board games, racquetball courts (Gillionville Rd.), computers, sitting areas, and are located beside cafeterias and other eating locations.

Tennis Courts

Gillionville Campus (229) 317-6750

Radium Springs Campus: (229) 903-3606

There are eight tennis courts located on the Gillionville Campus and eight courts located on the Radium Springs Campus. Students can access the courts at any time while it is not being utilized by Albany State University Athletic Teams.

SECTION III

CAMPUS LIFE PROGRAMS

Because an active student is a more successful student, Albany State University's Student Life Program is based on three very sound principles that will help students achieve success.

First . . .

participation in Student Life activities gives students the opportunity to meet students, faculty, and staff outside the classroom. It's through participation in activities such as picnics, concerts, family nights, coffeehouses, interactive programs and movie nights that students will build networks of support that will help with challenging University experiences. And, students find that the friendships they build in University can last a lifetime!

Second . . .

when students graduate from ASU, they'll be looking for a good job, right? Participation in Student Life programs will provide skills and experience that employers find attractive. For example employers ask "Are you able to work well with a diverse group of people? Are you skilled in conflict resolution? Do you manage your time well? Are you an effective public speaker? Are you concerned with the welfare of the community in which you live?" Participation in campus activities shows potential employers that a candidate cared enough about his community to become involved at a level beyond that which is minimally expected. That's a definite advantage when interviewing for a job!

Third . . .

by participating in Student Life programs, students become more aware of the world around them. As students progress through their education at ASU, they will be exposed to ideas, concepts, philosophies, arts, and cultures — all of which will expand their horizons in ways they cannot now imagine. Students may even discover that they enjoy everything from the taste of sushi to the sound of jazz. The opportunities for personal development are endless!

And . . .

as if all the above reasons to participate in learning outside the classroom aren't enough, here's one more: each student pays \$85 in Student Activities Fees per semester. So, students should take advantage and get their money's worth!

Read through these pages to learn about everything funded by Campus Life dollars. Students who can't find a program or activity that appeals to them are encouraged to contact the Office of Campus Life, and they can work to make it happen!

To learn more about Campus Life at ASU, please contact Student Life representatives at any of the following campus locations:

Gillionville Campus: (229) 317-6750

Radium Springs Campus: (229) 903-3606

The student e-mail account is the major source of Student Life information! It is crucial that students check it frequently.

HOW DO STUDENTS BECOME INVOLVED IN STUDENT LIFE AT MIDDLE GEORGIA STATE UNIVERSITY? Just show up. Yes, it's that simple. Take a look at the Office of Student Life calendar of events, pick the program, activity, event and/or club meeting of interest and just show up. In some cases, students will need to present a valid student ID to be admitted free of charge, but most of the time, all that needs to be done is to attend.

PROGRAMS

Albany State University faculty and staff members provide their expertise and energy to a number of activities outside the classroom.

Much, Much More

Watch for other great events throughout the academic year: trips, comedians on campus, music on the patio, pool parties, cookouts, health fairs, National Collegiate Alcohol Awareness Week events to name a few.

RECOGNIZED STUDENT ORGANIZATIONS (RSOs)

In combination to the many programs and activities, ASU offers its students a wide variety of registered student organizations. These organizations cover a broad range of interests which include: sport clubs, international and multicultural organizations, religious organizations, academic honorary organizations, and special interest clubs. Interested in politics or scuba diving, gaming or travel? There is a club for everyone! Each RSO has a faculty or staff advisor, and the advisor counsels the RSO in the development of programs and projects to enrich the extracurricular program of the University. The RSOs of the University provide students with opportunities to be creative and to develop experiences in student leadership.

The RSOs of the University are required to comply with the regulations of the University. Students interested in organizing a new club or organization must follow the guidelines for Recognition of Campus Student Organizations outlined in this handbook.

Approval must be secured for the use of University facilities for club meetings and programs by submitting a Facilities Use Form and/or facilities request form to the facilities use coordinator or Office of Campus Life. For information on specific clubs/organizations, please contact:
Gillionville Campus: (229) 317-6750

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. 3.0 Cumulative GPA at the time of interest and maintain a 2.80 Cumulative GPA
2. Be enrolled at Albany State University
3. No active judicial record
4. Hardworking and INNOVATIVE!!!!
5. RAM PRIDE

GREEK LIFE POLICES AND PROCEDURES

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 Dean of Students/Campus Life Director, along with recommendations from the Coordinator of Fraternity & Sorority Life may remove an advisor, 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 Campus Life reserves the right to amend these policies as deemed necessary.

1. Organizations must submit to the Office of Campus Life 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 AUSPICES 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 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 Organizations 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. All students must complete the full group of Greek Curriculum Classes to be eligible for Membership Intake starting Fall 2016. (The curriculum will be offered twice per semester)
5. A student is eligible to participate in membership intake into any NPHC Social Greek Letter Organization when he/she 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 2.75 during the semester of initiation, and he/she must maintain a 4 year degree status along with a cumulative 2.60 G.P.A. after initiation to remain active. (Individual Greek Letter Organization may set higher G.P.A. requirements)
6. Transfer students must have completed a minimum of 18 semester hours of credit and must have been in attendance and completed one semester (excluding summer semester) at Albany State University, as well has meet the GPA requirement prior to participation in the membership intake process (no exceptions).
7. 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 Life & Activities officially verified by Albany State University Registrar's Office.
8. 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 office of Judicial at Albany State University. This includes the full length of probation.
9. Each organization is to keep an up-to-date (per semester) membership roster on file in the Office of Student Life & Activities. A membership roster must also be given each semester to the advisor of the National Pan-Hellenic Council.
10. 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 candidate 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/or suspension of the organization. Such action will take effect from induction through final initiation.
11. 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.
12. The location of all initiation activities must be approved by the Coordinator of Fraternity

- & Sorority Life, the Director of Student Life & Activities and/or the Vice-President for Student Affairs & Success.
13. The advisors of these organizations must be actively engaged with all initiation activities. The advisor or graduate representative designated by the advisors **must** be present at each activity.
 14. NPHC Social Greek Letter Organizations may be permitted to have informal/formal meetings, educational programs, banquets, cultural and spiritual programs and dances.
 15. Interest meetings 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.
 16. 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 2.75 cumulative or higher (at the time 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 NPHC Social Greek Letter 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:
 - No participating in chapter approved events
 - No participating in Pan-Hellenic Council sanction events
 - No representation of your organization in any capacity such as (stepping, strolling, holding leadership positions, complete building request or work orders, etc.).
 17. If a student is a full-time student before initiation, but falls below full-time status (i.e. drops a course or courses) he or she is no longer eligible for participation. **NO EXCEPTIONS!!!**
 18. ALL persons who are initiated in any NPHC Social Greek Letter Organizations must meet all requirements at initial time of participation/eligibility (i.e. the university does not wait for grade changes, appeals, or fines to be paid.)
 19. 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 actions.
 20. At the beginning of the fall semester, all organization governed by the area of Fraternity & Sorority Life must attend the Greek Leadership Conference hosted by the Coordinator of Fraternity & Sorority Life. Failure to attend these meetings will result in that Greek Letter Organization becoming inactive until at such time another meeting is conducted.
 21. No Greek Letter Organization will be allowed to program without the approval of the Coordinator of Fraternity & Sorority Life before the first official general Pan-Hellenic Meeting. If any organization fail to comply will result in a \$500.00 fine made payable to 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.*
 22. Any organization that violates all or any fractions of these policies will be subject to suspension from the institution.
 23. 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 (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 the GPA has not increased above cumulative average of 2.60, the organization will be automatically suspended for 1 year.
24. All chapters are responsible for the action of its visiting member(s) or guest(s).
 25. Albany State University rules and regulations will supersede any local or national laws, rules or regulations if they conflict.
 26. Each Social Greek Letter Organization will be responsible for the activities and conduct of its members.
 27. The membership intake period shall not interfere with mid-term exams and cannot extend into the week of final exams. **NO EXCEPTIONS.**
 28. MIP periods are not permitted to be extended beyond the semester in which intake was initially approved.
 29. Membership Intake Process 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, but the university's time frame super seeds it.
 30. Social Greek Letter Organizations may have two membership intake periods per year. The coordinator for Fraternity & Sorority Life reserves the right to deny any Greek letter organization membership intake with given reason
 31. Social Greek Letter Organization has a grievance procedure. If 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 filling a grievance with the Regional Director of respective organization.
 32. For all Social Greek-Lettered Organizations, there will be a limit or "cap" of forty (60) 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).

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)

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. All students must complete the full group of Greek Curriculum Classes to be eligible for Membership Intake starting Fall 2016. (The curriculum will be offered twice per semester)
3. 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.)
4. 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:

- No participating in chapter approved events;
 - No participating in Greek Life university sanctioned events (i.e Homecoming, New Student Orientation, Welcome Week, any of the like);
 - No representation of your organization in any capacity such as (stepping, strolling, holding leadership positions, completing building request or work orders, etc.).
5. 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 she is no longer eligible for participation.
 6. 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, appeals or fines to be paid.)
 7. 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.
 8. 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 program initiatives, as well as any programs recommended by Program Coordinator of Fraternity & Sorority Life at Albany State University; however, the organization WILL NOT be allowed to participate in membership intake until they have reached the minimum cumulative G.P. A. 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 for one academic year.
 9. Transfer students must have completed 20 semester hours of credit and must have 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).
 10. No student is to participate in the membership intake process or be initiated until his or her average has been complied by the Office of Student Life & 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 Affairs Office at Albany State University.
 11. 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.
 12. 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.
 13. 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.
 14. Interest meeting shall not be scheduled beyond one month after the beginning of each

- semester, unless given special permission by the Program Coordinator of Fraternity & Sorority Life Greek Life or the Director of Student Life & Activities.
15. 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.
 16. MIP periods are not permitted to be extended beyond the semester in which the intake was initially approved.
 17. 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. The time line will be used upon the National/International Headquarters' time frame for MIP.
 18. Non-NPHC Services/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.
 19. Non-NPHC Service/Social Greek Letter Organizations are permitted to have informational, educational, spiritual, and cultural programs.
 20. 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.
 21. 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.
 22. 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.

DRAFT

SECTION IV

HOURING & RESIDENCE LIFE PROGRAM

SECTION IV: Housing and Residence Life Program

Housing and Residence Life seeks to provide affordable, comfortable, and safe living spaces to serve as a conduit for student engagement, involvement, personal and social development while being the most customer centric department of the University.

EMERGENCY PROCEDURES

IMPORTANT SAFETY NOTICE

This section of this manual is not meant to replace the content of the University Emergency Plan. Every student is encouraged to read the Emergency Evacuation Procedures outlined by the University Emergency Plan. It is important to know your evacuation/shelter locations. If you are unsure, please ask your residence hall staff.

EVACUATION PROCEDURES

During a Fire

Close windows.

Before leaving your apartment/room/suite-feel your door for heat.

If it is hot, do not open your door. If the door is cool, exit the building using the evacuation route posted in your apartment/room/suite, or the closest exit door to your location.

Once outside, proceed to a safe area (at least 100ft. from the closest exterior exit) to avoid injury from explosions and heat.

Do not return to the building until instructed by a staff person or by the fire department.

Prior to a Flood

Flooding generally evokes an image of raging streams and rivers. Flooding can also be caused by large amounts of rain-fall during short periods of time, overloaded storm sewers, or improperly designed run-off areas.

Be prepared to evacuate.

Follow all emergency instructions.

Do not walk or wade in flooded areas

Evacuate immediately, if advised to do so.

Remember: Evacuation to the official University safe zone is much safer before floodwaters rise to risky levels.

IF YOU EVACUATE BY CAR

Do not drive where water is over the road or past barricaded road signs.

If your car stalls in a flooded area, abandon it as soon as possible and walk to safety in the direction you came from.

Follow recommended evacuation routes, as shortcuts may be blocked.

SHELTER PROCEDURES

Each residence hall has a designated emergency shelter location. Take the time to find out where your shelter is located. Upon notification by residence hall staff or other University officials when shelter is needed, go to the location and remain there until an official ALL-CLEAR is given.

If you are unable to reach your assigned shelter, take the following precautions:

Go to a place of safety within the building, avoiding windows and doors.
Seek shelter to avoid injury from flying or moving objects.
Stay calm and wait for help to find you.

During a Flood

Keep a battery-powered radio tuned to a local station.

Follow all emergency instructions.

Call (229) 430-4711 or 911 for help, if you are caught in your building by rapidly rising waters.

Move to the highest-level possible and signal for help. Take warm, weatherproof clothing, a flashlight, a cellular phone, a first aid kit and a portable radio.

Do not walk or wade in flooded areas.

If advised to evacuate, do so immediately. Evacuation is much simpler and safer, before floodwaters rise to risky levels.

Prior to a Tornado

Open the window a few inches.

Open blinds, and then stay away from windows.

Close and lock room.

Walk to the designated tornado area in your hall. Return to room after a staff member indicates to do so.

RAs and HMs should:

Upon being notified of a tornado watch, the Hall Manager should post a person to listen for tornado developments. Be sure they are in a position to report tornado activity accurately.

Listen to radio weather reports; stay informed.

Upon being notified of a Tornado

INFORM RESIDENTS TO SEEK SHELTER IMMEDIATELY IN THE PREARRANGED DESIGNATED LOCATION.

Seek the lowest protected area in your building. Stay away from glass such as windows. Stay away from articles that can become missiles in high winds. Interior walls and small rooms without windows provide good protection against flying objects. Do not rely on roofed structures or hallways. Roofs are subjects to the full force of the tornado and hallways may become a virtual “shotgun” of flying debris.

Stay in the secure area until given an “all clear” by a Hall Manager.

DURING A SEVERE WEATHER STORM

During a severe weather storm protect yourself from the wind. Seek the lowest level in your building, stay away from windows or other potential missiles, cancel all outside activities, and move everyone to the most permanent structure available. Inside walls in small rooms with not windows offer good protection against flying objects.

(Note: Lightening seeks the tallest or largest object on the surface. Be sure you are not that object. If you are outside, go into a house or building or get into a car. They will provide shelter from lightening. If you must stay outside, keep away from metal pipes, fences, etc.

Stay away from heavy equipment, railroad tracks, or small structures in open areas. Seek low areas such as valleys or ravines.)

Things to consider for safety:

- Don't stand at an opened Residence Hall exit door.
- Don't use the phones unless there is an emergency.
- Don't go into a small shed that stands alone.
- Don't go near a tree that stands alone.
- Don't be taller than your surroundings.
- Don't stand on a hill top or fish from a boat.
- Don't carry anything made of metal or e near metal objects.

FIRE DRILLS AND EXITS

Periodic fire drills are conducted in order to familiarize residents with the evacuation procedures and emergency routes. Should you discover a fire, no matter how small, sound fire alarm if possible, and then notify a member of hall staff. During a fire alarm, all residents must leave the building. The building should be empty before any attempt is made to contain a fire. Your hall staff will review fire safety and evacuation procedures for each building.

AREA COORDINATOR (AC)

Area Coordinators are live-in professional staff who oversee the routine activities and support for residents, respond to emergencies, and serve as liaisons to various campus offices. They supervise hall managers who promote and build community. ACs manages and coordinates daily functions for two or more residential facilities.

HALL MANAGER (HM)

Hall Managers are live-in professional staff that supports residents, responds to emergencies, and serves as liaisons to various campus offices. They supervise student staff that promote and build community.

RESIDENT ASSISTANT (RA)

Resident Assistants (RA) are student staff members who serve as a resource to help you adjust to your home away from home. He/she will be a resource to the services, programs and policies of the university. RAs are on duty at the front desk Sunday –Saturday during a routinely posted schedule.

HEALTH AND SAFETY PROCEDURES

The residence hall staff reserves the right to inspect a room for health and safety reasons. These reasons include; but are not limited to, a complaint by the roommate or residents that the room is unsanitary, that the condition of the room is a fire hazard or that pest, such as roaches or mice, are present. The inspection will occur on a bi-monthly basis, and during inspections, the resident may or may not be present.

PREVENTIVE MAINTENANCE

The Residence Life staff and Housing Maintenance Team work in collaboration with the Facilities Management to provide quality facilities. During breaks, such as Thanksgiving, Christmas, and summer, Facilities Management staff makes necessary repairs to maintain the residence halls.

REPAIRS AND MAINTENANCE REQUEST

As a member of a community setting, every student must assume responsibility for the care of common areas. In addition, a resident is responsible for the care of her/his room and its furnishings. Although housekeeping staff clean and care for the common areas in the residence halls, each resident is responsible for assisting with the maintenance and upkeep of each hall which includes, but is not limited to, cleaning up behind oneself as well as encouraging peers to do the same.

All maintenance requests are submitted by residence hall management through online work order system. Please note that requests are handled in the order they are received except where emergencies occur.

If response time is longer than three days, please follow up with residence hall management unless it is an emergency. Ask a residence hall management if you have questions about the form.

If an emergency should arise after office hours, notify your residence hall staff.

RESIDENCE HALL KEY POLICY

It is mandatory for all university to students to carry their Ram Card and residence hall keys at all times. In the event that you misplace or lose your residence hall keys, please notify your residence hall staff immediately.

LOCKOUTS

Throughout the academic hours 8 a.m. to 6 p.m. all lockouts will be handled based on the availability of the residence hall staff. A lock-out fee may incur for access request subject to lost, stolen or misplaced keys.

ROOM CHANGES

Room changes begin after the first six weeks of classes and must be completed by the designated period only. Students requesting room changes must receive written authorization from the residence hall management prior to moving any personal items from one room to another. Unauthorized room changes will result in disciplinary action and/or fine. The University reserves the right to make room changes when it is deemed in the best interest of the students involved and the University.

Students are not allowed to duplicate university keys or add locks to university doors and furnishings. Lost and/or stolen keys can be replaced by reporting it to your residence hall staff according to the approved University System of Georgia (USG) Board of Regents fees.

DISCIPLINARY MATTERS IN RESIDENCE HALLS

The judicial affairs process in the Department of Housing and Residence Life may be initiated when an Incident Report form is completed and uploaded into Maxient documenting a potential violation of policy. Incident Reports are submitted to senior residence hall personnel of the building in which the incident occurred.

The Housing Review Board (HRB) is responsible with hearing alleged violations of Residence Hall policies, regulations and rules by residents and/or their guests. Incident reports are submitted to the Housing Judicial officer or appointed personnel for review.

The HRB of the University shall consist of five members: two shall be members of the Residence Life staff or two staff members from the disciplinary committee; two shall be regularly enrolled students from the disciplinary committee or two Residential Assistants and; one Chairperson appointed by the Director of Housing and Residence Life or by the most senior Divisional personnel or his/her designee in the absence of the Director.

If a policy or code violation is established, sanction may be imposed by the HRB as outlined in the Student Code of Conduct. The Office of Judicial Affairs must also receive a copy of all paperwork for record purposes.

TERMS AND CONDITIONS OF HOUSING AGREEMENT

For a complete copy of the Housing Agreement, please visit the Housing homepage and go under Forms to access the complete document. Our website is www.asurams.edu/housing.

Visitation/Curfews and/or Cohabitation in Residence Halls:

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.

In addition, any person living in or occupying space to which the person is not assigned or for all practical purposes dwelling within a room or facility without being a contract resident assigned to the space in question. The number of days in a particular room/apartment or residence will not be the sole issue, but also the person's presence on a regular or continued basis without a formal contract or assignment. Evidence of cohabitation may include, but not be limited to, presence of belongings not natural to a non-overnight/temporary visit, canvass of residential neighbors, etc. Any resident who is identified as allowing co-habitation within their assigned space will be charged additional rent up to a semester charge. All students within the respective space will be responsible for an equal portion of this charge, unless the violation was reported via residents of the assigned space.

QUIET HOURS

The residence hall facilities are subject to quiet hours which are in effect from 9:00 p.m. to 9:00 a.m. Sunday through Thursday and 11:00 p.m. to 8:00 a.m. Friday and Saturday. During Mid-Term and Final Exam weeks, 24-hour quiet periods are strictly enforced. During quiet hours, residents are required to refrain from noisy behavior or activities. All other times will be "courtesy hours" at which residents will be required to keep noise at a level sensitive to all residents' needs.

The University reserves the right to remove any equipment not in compliance with quiet hours.

ABANDONED PROPERTY

The University assumes no responsibility for any property such as clothing, books, clocks, computers, radios, or toiletry articles left in residence hall rooms by students at check out. If contact cannot be made with the owner or his/her family within one week, or if the owner is unknown or unprepared to take possession of the property, the abandoned items will be discarded.

STUDENT RIGHTS IN RESIDENCE HALLS

The residence halls are laboratories of human relationships where students may live with people of different lifestyles. You will develop lasting friendships in the halls as you participate in various activities. Residence hall activities and programs are designed to supplement classroom learning by promoting growth and awareness. All students have a right to matriculate without disrespect, fear or harm from others. Please see the Student Code of Conduct for a complete listing of your student rights.

Violation of any of the above by residence hall students will be subject to disciplinary action.

MINORS IN RESIDENCE HALLS

Albany State University currently does not have family housing. Under no circumstances will a student be permitted to reside in the residence hall with the child.

FOR MORE INFORMATION

Visit our website at www.asurams.edu/housing or email us at asuhousing@asurams.edu.

SECTION V

STUDENT CODE OF CONDUCT

The Student Code of Conduct is subject to change without notice. The latest version of the Code is available online at:

SECTION V: Student Code of Conduct

Office of Student Conduct Mission

The mission of the Office of Student Conduct is to educate students outside of the classroom to be productive citizens in the Albany State University (ASU) community, following guidelines as written in the Student Code of Conduct, and protecting student's rights. The aforementioned is eagerly done while providing outrageous customer service. We encourage all of ASU's constituents to read and become familiar with the Student Code of Conduct. Its existence is here to provide clarity for standards of acceptable student behavior on our campus. In addition, the Office of Judicial Affairs works diligently to implement the Student Code of Conduct in a timely, ethical and consistent manner so that all student rights and responsibilities are met. Essential in the student conduct process is the commitment to serve all involved parties, equally, in an unbiased and fair manner while striking a balance between upholding our community standards and fostering educational opportunities for each individual student.

Albany State University Statement on Student Conduct

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 and 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 notwithstanding any civil or criminal proceeding. The responsibility to know and abide by the Student Code of Conduct ultimately lies with the student. The Student Code of Conduct supersedes all other means of disciplining or removing students for behaviors prohibited by the University.

Student Conduct Authority

The Board of Regents and the University have the responsibility to require acceptable conduct on the part of students at the University. Authority for student discipline ultimately rests with the University President (hereinafter "President") who delegates this authority to the Vice President for Student Affairs & Success

(hereinafter “Vice President”). The Vice President delegates this authority to the Coordinator for Student Ethics & Integrity/University Judicial Officer (hereinafter “University Judicial Officer”).

Albany State University Guiding Principles

1. Aspire to Excellence

Albany State University will aspire toward excellence in teaching and learning, thus becoming the first-choice institution for students from southwest Georgia and garnering recognition as a premier southern regional university.

2. Embrace Diversity

As a historically black institution and led by a highly-diverse faculty and staff, Albany State University will embrace diversity in all its forms – including age, gender identity, race and ethnicity, country of origin, religion, ability level, sexual orientation, and veteran status – and seek to foster a similar acceptance and celebration of that diversity.

3. Expand Access to Higher Education

As an access institution, Albany State University will promote student success for all by welcoming students from varying levels of academic preparation, keeping costs low, offering flexible class times and instructional modalities, and pairing high student expectations with exceptional mentoring, advising, and tutoring.

4. Elevate Historically Underserved Populations

Albany State University will recognize and address the many challenges that face African Americans and other students of color, adult learners, first generation students, students from low socioeconomic backgrounds, and others from underserved populations, and form strong partnerships with K-12, government agencies, and community outreach organizations to increase access and success rates.

5. Promote Economic Development

As part of its commitment to teaching and learning, Albany State University will promote economic development in Albany and throughout southwest Georgia by engaging in applied research, aligning its resources in support of identified needs, developing and enhancing academic programs to meet evolving needs, forming broad strategic partnerships, supplying a trained workforce, and fostering a sense of entrepreneurship.

Albany State University Academic Honor Code

Academic Honor Code Statement:

Student Academic Honor Code: The Albany State University Student Code of Conduct and the Academic Honor Pledge establish standards of conduct designed to foster the development of well-educated, mature, ethical, and responsible citizens. As a student of Albany State University, you are responsible for upholding these standards of conduct and living up to the principles of the Academic Honor Code.

Academic Honor Pledge:

As a student of Albany State University, I solemnly pledge to uphold the Academic Honor Code at all times. It is my responsibility to know and understand these rules of conduct. Lack of awareness is not a legitimate reason for failure to abide by the Student Code of Conduct. If I fail to uphold the principles of this Academic Honor Code, I will accept any penalty that may be imposed upon me following due process.

Student Responsibility:

- A. All students are responsible for reading, understanding, and complying with the Academic Honor Code Policy.
- B. If a student sees, knows, or hears of an act of dishonesty, he or she is encouraged to report this suspected violation to the instructor concerned, the course division dean, the Vice President and Provost for Academic Affairs or the University Judicial Officer.
- C. To remind student of their responsibility to uphold the Academic Honor Code, the following statement will be included in each course syllabus – “It is understood that all students are required to abide by the Albany State University Academic Honor Code as stated in the Student Code of Conduct.”
- D. In all fields of study the Academic Honor Code policy will be strictly enforced as per the Student Code of Conduct.

Albany State University Zero Tolerance Policy

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, weapons, drug, sexual misconduct, hazing or gang activity 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.

Exceptions: House Bill 280

(House Bill 280) O.C.G.A. – 16 – 11- 127.1 Says that (weapons) (hand guns only) will be allowed on campus by persons with weapons licensed holders with some exceptions (See Part III, Section VII.pg. 57.)

Disciplinary Terms

- 1) **Business Day** – A day of normal business operation as designated by the University.
- 2) **Complainant:** An individual lodging a complaint. The complainant may not always be the alleged victim.

- 3) **Consolidated Proceedings**– Means a hearing in which two or more students or organizations are charged with violating one or more University conduct regulations arising from the same set of circumstances or events.
- 4) **Hearing body** – Any person or persons who have been authorized by the Office of Judicial Affairs to determine whether a student has violated the Code and to recommend sanctions that may be imposed with a Code violation has been committed.
- 5) **Preponderance of Evidence Standard** – The information presented supports the finding that it is more likely than not that the violation occurred.
- 6) **Mediation** – The process in which all parties voluntarily agree to meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants are responsible for keeping their agreement or renegotiating if necessary. In the event the participants do not agree to mediate or mediate but do not reach a full and final resolution, the case will be referred back for disciplinary action. Breach of a mediated agreement may result in a follow up mediation session or the matter may be referred back through the conduct process.
- 7) **Mediator** – Any neutral member of the University community who has been trained in conflict resolution to assist parties in reaching a mutual agreement to resolve their differences. The Mediator shall not have personal connections with either party or have prior knowledge of the disagreement.
- 8) **Receipt** -- means date sent to ASU email from the Maxient conduct database.
- 9) **Respondent**: refers to any student charged with an alleged violation of the Student Conduct Code.
- 10) **Sanction** – A penalty imposed upon a student after the student has admitted that he/she is Responsible or has been determined Responsible by the University Judicial Officer or a hearing body for violating a provision(s) of the Code.
- 11) **Student** – includes all persons taking courses at Albany State University. Persons who are not currently enrolled, but who were previously enrolled, would be considered to have a continuing relationship with the University so long as they are eligible to enroll. Individuals who are admitted, but whose degree is not yet conferred, are considered students. The term “student” also refers to NSO participants and student club/organizations.
- 12) **Value** – A principle or quality.
- 13) **Victim** -- refers to any person who has been directly impacted by behavior of a respondent which violates or allegedly violates the Student Conduct Code.

Student Code of Conduct Values

- **VALUE I, 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.

- **VALUE II, Respect for SELF-DISCIPLINE:** We value personal responsibility and recognize the individual's needs for physical, 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.
- **VALUE III, Respect for ACADEMIC INTEGRITY:** We value a campus community that encourages personal growth and academic development in an atmosphere of positive influence. We affirm the necessity of academic standards of conduct that allow students, staff and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. Academic dishonesty and fraud can violate these values.
- **VALUE IV, Respect for PROPERTY AND THE ENVIRONMENT:** We value the rights and privileges of owning and using property, both personal and University, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property, we recognize the accountability of our actions to the future of the Albany State University community. Stealing and being in the possession of stolen or lost property, vandalism, setting a fire and arson, tampering with fire and safety equipment, possessing firearms or weapons on campus, possessing or using fireworks on campus and unauthorized entry are examples of behaviors which violate this value.
- **VALUE V, Respect for COMMUNITY AUTHORITY:** We value our privileges and responsibilities as members of the University student community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including university, municipal, state or federal laws. These values are violated by aiding, abetting or conspiring to engage in value violations, violating residence hall guidelines, reckless behavior, lewd and indecent conduct, insubordination, unauthorized and/or unruly demonstrations, driving while impaired, habitually offending motor vehicle rules and regulations, creating a nuisance by talking, yelling, singing, 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.
- **VALUE VI, 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.

Student Code of Conduct Violations

The following list of violations of the Student Code of Conduct is an example of behaviors that may result in disciplinary action by the University. It is not to be regarded as all-inclusive. In the event ambiguity, inconsistency, or a need for further clarification arises regarding what constitutes a violation of the Student Code of Conduct, the University Judicial Officer shall make the final determination. Any student or student organization found responsible for misconduct is subject to University sanctions.

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.

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. To add, 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.**

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.

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.

Section 5. *Dangerous Threatening and/or Unsafe Behavior/Terroristic Threats Acts and/or Gang Activity:* 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.

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.

Section 7. Harassment (Verbal or Physical) and/or Bullying: 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.

Section 8. Hazing: 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 in violation 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.

Section 9. Retaliation: Anyone who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the victim of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to disciplinary action.

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.

Section 11. Bad-Faith or False Complaints: Individuals who intentionally give false statements to University official, or who submit false complaints or accusations, including during a hearing, in violation of policy shall be subject to disciplinary action pursuant to the institution's policy.

VALUE II – SELF DISCIPLINE

Section 1. Alcoholic Beverages:

- It is prohibited 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 in 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 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;
- Unlawful sale of alcoholic beverages to, and unlawful purchase and possession, of alcoholic beverages by any person under 21 years of age.

The use, consumption, possession, 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.

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.

Section 3. Disorderly Conduct/Obstruction/Disruption and/or Unlawful Gathering: 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.

Section 4. Drugs (illegal) and/or 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.

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, video 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.).

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.

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 obscene 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.

Section 8. Misuse of Electronic or Social Media: Engaging in inappropriate or irresponsible conduct using any ASU affiliated webpage, email, and/or social media resource is strictly prohibited. The use of social media sites (Facebook, MySpace, Instagram, Vine, Twitter, LinkedIn, YouTube, Flickr, Snap Chat, 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:

- Derogatory language or demeaning statements about or threats to any third party;
- 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;
- Content that violates state or federal law;
- 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);
- Online gamble;
- Information or images that could be considered obscene or untrue;
- Content that harasses third parties;
- Selling goods or services for personal financial profit; or,
- Personal social relationships unrelated to ASU business.

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.

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.

Section 3. Cooperative or Collaborative Effort in Coursework: Without acknowledgement or explicit permission of the instructor (including digital media); knowingly helping or attempting to help another violate any provision of the Honor Code. Examples include, but are not limited to the following:

- a. Working together on a take-home exam;
- b. Working together on assignments without instructor permission.

Section 4. Abuse of Academic Materials: Intentionally or knowingly destroying, stealing, or making inaccessible any resource material. Examples include, but not limited to:

- a. Stealing, destroying, or hiding any reference materials needed for common academic requirements.
- b. Stealing exams, grade books, books, papers, computer equipment and data, and laboratory materials.
- c. Destroying computer files or programs needed for academic works
- d. Damaging computer equipment (including removable media such as disks, CDs, flash drives, etc.) or laboratory equipment in order to alter or prevent evaluation of academic work, unauthorized use of another's computer password, disrupting the content or accessibility of an internet site, or impersonating another to obtain computer resources.
- e. Purchasing and/or using an instructor edition of any textbook in place of the student edition for any course.

Section 5. Submitting Work for Multiple Purposes: Submitting without prior permission, any work submitted to fulfill another academic requirement. This includes work first produced in connection with classes at either Albany State University or other institutions attended by the student.

Section 6. Theft: Stealing, taking or obtaining in any unauthorized manner information related to any academic work. Examples include, but are not limited to: stealing exams, grade books, books, papers, computer equipment and data, and laboratory materials.

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 comfort therapeutic**

service, is prohibited.

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.

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. In addition, 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:

- Broken or damaged furnishings;
- Damages to the kitchen/living area of residence halls; or,
- Damages to other University (i.e. University vehicles, landscaping, golf carts, etc.).

Section 4. Firearms and/or 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: rifles, shot guns, ammunition, 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.

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 shot 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 Instructor, the Vice President for Student Affairs & Success and ASU Police and/or the University 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.

Section 5. Possessing Using Fireworks and/or Explosives on Campus: Possession or use of fireworks and explosive devices on campus (of any kind) is prohibited. This includes but is not limited to manufacturing of the materials used to make devices.

Section 6. Tampering and/or Destroying of Safety Devices /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.

In addition, 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; etc.

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.

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.

Section 9. Unauthorized 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.

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.

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.

Section 2. 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.

Section 3. 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.

Section 4. 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.

Section 5. 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.

Section 6. 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 and Success. 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.

Section 7. 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.

Section 8. 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.

Section 9. 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, Director for Housing & Residence Life, Director for Student Life & Activities or the Vice President for Student Affairs & Success 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 Vice President for Student Affairs & Success. 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.

Section 10. Unlawful Conduct: Conduct deemed unlawful by the criminal statutes of the State of Georgia or the United State of America and/or conduct that endangers or threatens the security of the University community.

Section 11. Tobacco Use: The use of all forms of tobacco products on property

owned, leased, rented or belonging to Albany State University, or in any way used by the University or its affiliates, is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarette and any other smoking devices that use tobacco such as hookahs or stimulate the use of tobacco such as electronic cigarettes. Smoking in the residence halls is also prohibited.

Student Notification Process for Student Conduct Violations

When a student is charged with a violation of the Student Code of Conduct (except in cases where the possible outcome may include suspension or expulsion from the University), the student will be notified to report for a meeting with the University Judicial Officer to respond to the charges as described below:

- i. An e-mail will be sent to the student's Albany State email account with detailed instructions for the respondent to respond to the charges on or before a specific date.
- ii. If a student does not respond to this correspondence as directed, a formal hearing will be held in the student's absence and action will be taken as warranted by the facts in the case, which may include disciplinary probation or other sanctions. The decision from a hearing held in a student's absence may be appealed to the appropriate appellate officer (see appeals section).
- iii. Students will not be permitted to enroll in subsequent semesters until their disciplinary case is resolved.

Student Misconduct Withdrawal Policy (SUSPENSION OR EXPULSION)

In the case of suspension or expulsion, a student will receive a "W" for each course in which he or she is enrolled. However, a student will receive a "WF" for course withdrawals identified after the 16 hour limit regardless of the time of the infraction. 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.

A student may not voluntarily withdraw from the University without penalty if a decision of suspension or expulsion is rendered against the student. In addition, all students who are suspended or expelled from the university may have their name reported in the **BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA STUDENT DISCIPLINARY ACTIONS REPORTING SYSTEM**.

The University may, in its sole discretion, place a hold on the student's academic records at the time of the incident, which will affect access to transcripts, re-entry to the University and other educational records until the disciplinary process is complete. Financial aid is not guaranteed for students who are involved in disciplinary proceedings.

**** If a student is suspended or expelled from the university and receives financial aid, it is imperative that the student contact the Office of Financial Aid. Students who receive financial aid funds should consult with the Office**

of Financial Aid regarding any required return or repayments of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

Reporting Student Misconduct

1. Any person may file a complaint against a student alleging a violation of the Student Conduct Code. The complaint should be in written form and filed as soon as possible after the incident occurs. Persons filing complaints should do so in a timely manner in order to avoid unnecessary delays in the student conduct process. Complaints should include as much information as possible – such as: (1) the type of misconduct alleged; (2) the name and contact information of the respondent; (3) the date(s), time(s), and location(s) of the misconduct; (4) the name(s) and contact information of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether criminal complaint has been made.
2. Information from complaints will be shared as necessary to investigate and to resolve the alleged misconduct. Complaints shall be investigated and resolved as outlined below. The need to issue a broader warning to the community in compliance with the Clery Act shall be assessed in compliance with federal law.
3. Where appropriate, complainants may file a law enforcement report along with an institutional report.
4. **Confidentiality:** Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the institution will consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution. These request cannot be guaranteed and, if honored, may limit the institution's ability to respond fully to the incident also limiting the ability to discipline the respondent.
5. **Retaliation:** Anyone who, in good faith, reports what she or he believes to be student misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the appropriate department or individual(s) for that institution. Any person found to have engaged in retaliation in violation of the student conduct policy shall be subject to disciplinary action, pursuant to the institution's policy.
6. **False Complaints:** Individuals who intentionally give false statements to an institution official, or who submit false complaints or accusations, including during a hearing, in violation of policy shall be subject to disciplinary action pursuant to the institution's policy.

7. **Amnesty:** Information reported in good faith by an individual (witness or victim) during an investigation concerning their own use of drugs or alcohol will not be used against that individual in a disciplinary hearing and will not be voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol education, as appropriate.
8. Not all matters covered under this policy will necessarily involve alleged victims; however, where they are involved, it should be noted that a complainant will not always be the alleged victim but instead may be a third-party witness. The institution may also respond to issues raised by third-party complaints (such as referrals by police) or discovered by staff or through its own investigations.
9. Complaints which may result in suspension or expulsion shall progress in accordance with the provisions of Part I, Section XVII. Pg. 30 – Investigations – Possible Separation from University; complaints involving allegations of academic integrity shall proceed in accordance with the provisions of Part I, Section XXVI. Pg. 37 – Disciplinary Process for Academic Integrity Cases; all other complaints shall proceed as outlined in Part I, Section XII & XV, pg. 22-26 – Reporting Student Misconduct & Notice of Charges and Resolution.

Initial Evaluation of Conduct Reports

Regardless of how the institution has become aware of misconduct, it will ensure a prompt, fair, and impartial review and resolution of complaints alleging student misconduct. Where a report of student misconduct has been made to the Office of Judicial Affairs, the complaint will be reviewed to determine whether the allegation(s) describes conduct in violation of institutional policies and/or the Student Code of Conduct. If the reported conduct does not violate institutional policies and/or the Student Code of Conduct the report will be dismissed. Otherwise, a prompt, thorough, and impartial investigation and review will be conducted into each complaint received to determine whether charges against a respondent should be brought.

Throughout any investigation and resolution proceedings, pertaining to the Student Code of Conduct, a respondent shall receive notice of alleged misconduct, shall be provided an opportunity to respond, and shall be allowed to remain silent during the investigation and resolution process, without an adverse inference resulting. If the respondent chooses to remain silent, the investigation may still proceed and policy violation charges may still result, and may be resolved against the respondent. Further, unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

Student's accused of alleged misconduct may exercise their due process rights through a formal resolution process; however, at any time the student may choose to waive these rights resolve their alleged misconduct through an administrative decision with a conduct officer.

Non-Academic Disciplinary Procedures Overview

Reports of alleged misconduct shall be made in writing to the University Judicial Officer or his/her designee. Respondents accused of misconduct will be provided a prompt, fair, and impartial review and resolution. Throughout the investigation and resolution process the respondent will receive written notice of the alleged misconduct, will be provided an opportunity to respond, and will be allowed to remain silent during the investigation and resolution process, without an adverse inference resulting. If the respondent chooses to remain silent the investigation may still proceed and a policy violation may result, and may be resolved against the respondent.

A. Investigation:

- i. Any case where the potential sanctions for the alleged misconduct may involve a suspension or expulsion from the University will be assigned to a student conduct investigator.
- ii. Notice will be sent via University email. It is the student's responsibility to ensure that he/she has a working University email. Failure to have a valid email address on file with the University shall not invalidate the notice.
- iii. The final investigative report will be provided to the student conduct panel or University Judicial Officer for consideration in adjudicating the charges brought against the respondent. A copy will also be provided to the respondent and alleged victim (where applicable).
- iv. A nonresponse to the charge(s) by the respondent will be interpreted as a denial of the charge(s).

B. Resolution:

Pre-Hearing Conference (Administrative Hearing):

- i. The University Judicial Officer or his/her designee shall issue a written notice of charges to the respondent. Notice will be sent via University email a minimum of three (3) business days prior to the scheduled meeting.
- ii. It is the student's responsibility to ensure that he/she has a working University email. Failure of the student to have a valid email address on file with the University shall not invalidate the notice.
- iii. During this meeting the respondent will be given the opportunity to accept responsibility for the charge(s), waive their rights to all formal hearing and appeal proceedings, and accept a disciplinary sanction or request formal hearing procedures.
- iv. A nonresponse to the charge(s) by the respondent will be interpreted as a denial of the charge(s) and a formal hearing will be scheduled in absentia.

C. Formal Hearing Proceedings:

- i. The University Judicial Officer or his/her designee shall issue a written notice of charges to the respondent and alleged victim (where applicable).

Notice will be sent via University email a minimum of five (5) business days prior to the scheduled hearing.

- ii. It is the student's responsibility to ensure that he/she has a working University email. Failure of student to have a valid email address on file with the University shall not invalidate the notice. If a student fails to appear at the hearing and the student has been properly notified, the student conduct committee may hold the hearing and render a decision in the student's absence.
- iii. Any member of the student conduct panel 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 and the Institution.
- iv. Deliberations are conducted in an executive session with the student conduct panel only. The decision reached after deliberations shall be made by a 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 the case of a tie.
- v. A written summary including recommendations, rationale, and audio recording shall be forwarded to the student conduct officer, as deemed appropriate, who shall communicate the findings and the right to appeal (if applicable) in writing to the student.

D. Appeal:

- i. The student has the right to appeal any decision provided the relevant grounds for an appeal be cited (see Part I, Section XXII. pg. 34 – Appeal Guidelines).

Notice of Charges and Resolution

1. All formal charges shall be presented to the respondent in written form via their University email account. A time will be set for a meeting which normally will not be less than three (3) business days and will not be more than 20 calendar days after the student has been presented with the charges. Maximum time limits for scheduling of meetings may be extended at the discretion of the University Judicial Officer. In certain situations a student may waive the right to the three (3) day notice of charges.
2. Distance learning students who are not able to attend an in-office hearing must have their case adjudicated either through e-mail correspondence or through video chat. A follow-up letter with sanctions (if applicable) will be emailed to the student upon completion of the hearing. Failure of the distance learning student to set up a meeting will result in the case being heard and decided in the student's absence.
3. Between semesters and summer sessions or when the University Student Conduct Panel cannot meet, an investigator may be assigned to the case and request to meet with the respondent.
4. In order to expedite the process, the University Judicial Officer may conduct an

initial review to determine if the complaint can be resolved administratively. The accused student and the student conduct officer must agree to an administrative decision. An administrative decision will be final and there will be no subsequent proceedings. If the complaint cannot be adjudicated administratively, the case will be resolved in a formal hearing. Training for formal hearings boards and appellate body members will not be completed by those tasked with investigating allegations of student misconduct. For cases which may result in suspension or expulsion see the expanded investigative process below (see Part I. Section XVII, pg. 30. – Investigations – Possible Separation from University).

5. A student cannot drop a course or withdraw from the University to avoid being charged with a violation of the Student Code of Conduct. If the student chooses not to participate in the process, the case will be heard in the student's absence which may result in suspension or expulsion see the expanded investigations process below (see Part I. Section XVII, pg. 30. – Investigations – Possible Separation from University).
6. Students charged with a violation of the Student Code of Conduct, other than academic dishonesty (see Part I. Section XXVI, pg. 37 – Adjudication Procedures for Academic Integrity Cases), can have their case heard in the following manner:
 - a) Before a student conduct officer (administrative decision);
 - b) Before the University Student Conduct Board;
 - c) The student conduct officer may at his/her discretion refer any case to the University Disciplinary Committee for formal hearing proceedings.
7. In cases where the sanction may include suspension or expulsion a hearing to resolve the charge(s) from the Student Code of Conduct will not take place before an investigative report has been finalized or before the respondent has had an opportunity to respond in writing, unless the respondent has chosen an administrative decision with the University Judicial Officer or otherwise provided a written waiver of rights to these procedures and appeal.
8. Unrelated charges and/or cases shall be heard separately unless the respondent voluntarily consents to the charges/cases being heard jointly.
9. Where a respondent indicates that he or she contests the charges, and any required investigative report has been finalized and copies of any required report provided to the respondent and alleged victim (where applicable) the case will be set for hearing according to the following:
 - a. Notice of the date, time, and location of the formal hearing, will be provided to the respondent and alleged victim (where applicable) at least five (5) business days prior to the formal hearing. Notice shall be provided via Albany State University issued email or alternative method, if necessary. Hearings for alleged violations other than Academic Dishonesty shall be conducted according to the following guidelines:
 - b. The respondent shall have the right to present witnesses and evidence to the hearing officer or panel, as well as to ask questions to any witnesses. Pertinent records, exhibits or written statements may be accepted as evidence for consideration at the discretion of the University Disciplinary

Committee Chairperson or the University Judicial Officer. The victim and the accused student will be permitted to review and examine evidence during the formal hearing, if approved by the Chairperson of the University Disciplinary Committee and the University Judicial Officer. At the determination of the Chairperson, this questioning may take place through the submission of written questions to the panel for consideration; however, the parties' advisors may still actively advise and assist in drafting those questions. The Chairperson shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge(s) leveled against the respondent(s). In any event, the Chairperson shall err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.

- c. Normally a formal hearing will be conducted in private. Formal hearings may be conducted by alternative means for students who are enrolled in distance learning programs.
- d. Where the University Judicial Officer or panel determines that a party or witness is unavailable and unable to be present due to extenuating circumstances, the University Judicial Officer or panel may establish special procedures for providing testimony from a separate location. In doing so, the University Judicial Officer or panel must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any party. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony, the hearing officer or panel will disregard or discount the testimony.
- e. The University Judicial Officer will make an audio recording of formal hearings. No other recording devices or court reporters are permitted to record or transcribe a formal hearing. The audio recording is the property of the University. However, students can make a request for access to their judicial record.
- f. Admission of any person to a formal hearing shall be at the discretion of the University Judicial Officer or Chairperson of the formal hearing. Respondents and victims participating in the formal hearing may be accompanied by a family member, at their request (two (2) maximum per party to the hearing), this is in addition to an advisor.
- g. The victim and the accused student (as well as any victim/witness who is not also the complaining party) shall have the right to be assisted by an advisor. The advisor will be of the individual's own choosing (this may be an attorney), and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The student may have family members accompany them to meetings and proceedings, at their request and this will be limited to two (2) family members.
- h. The University Judicial Officer will present the case for the victim and the

University. The accused student will be responsible for presenting his or her case and may be assisted by an advisor. The advisor may advise his or her advisee in any manner including providing questions, suggestions, and guidance on responses to any question of the advisee, but shall not participate directly. Advisors, including attorneys, are not permitted to represent accused students in any portion of the formal hearing. Advisors, may address only the accused student during formal hearing proceedings. Advisors, may not question or examine witnesses, and may not act as witnesses in any capacity.

- i. Procedural questions are subject to the final decision of the University Judicial Officer or Chairperson of the University Disciplinary Committee.
- j. After a formal hearing, a decision will be made by the University Disciplinary Committee. The committee along with the Chairperson will go into closed session. The Chairperson may participate in the deliberations of the board. After deliberations, a finding of the fact and a recommendation will be forwarded to the University Judicial Officer.
- k. Formal civil rules of evidence do not apply to the investigatory or resolution process.
- l. The standard of review shall be a preponderance of the evidence, it is more likely than not that the accused student committed the violation(s) as charged. When considering appropriate sanctions, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
- m. Upon approval of a decision made by the University Disciplinary Committee, the University Judicial Officer will inform the respondent and alleged victim (where applicable) in writing of the decision via Albany State University email. The decision will include the rationale of the University Disciplinary Committee. The University Judicial Officer will also inform students of their right to appeal the decision or the sanction(s).
- n. The student has the right to appeal any decision provided the relevant grounds for an appeal be cited (see Part 1, Section XXI. pg. 35 – Appeal Guidelines).
- o. Should an accused student fail to appear for his/her hearing or choose to limit or withhold a response to charges against his/her, the Chairperson shall nevertheless proceed with the hearing as if the student had responded not in violation to the charge(s). An accused student shall not be found responsible for a violation of the Student Code of Conduct solely because he/she chooses to remain silent.

Rules of Procedure in Formal Hearings

1. In cases involving more than one student, the University Judicial Officer 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 student's behalf. In addition,

student who would like to have an advisor present will need to notify the University Judicial Officer of the person's name and contact information at least three (3) days prior to the scheduled hearing. This prior notification will provide the opportunity for the University Judicial Officer to request the University Counsel's presence at the hearing, if needed.

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 the 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 presentation of additional evidence, and/or require additional investigation.
7. An audio taped record of the hearing shall be maintained and filed with the University Judicial Officer. The record of the hearing shall be maintained for seven (5) years. In cases of suspension or expulsion, the record should be retained permanently.
8. All hearing will be closed.

Investigations – Possible Separation from University

Where the potential sanctions for the alleged misconduct may involve a suspension or expulsion (even if such sanctions were to be held "in abeyance," such as probationary suspension or expulsion) the institution's investigation and resolution procedures will provide these additional, minimum safeguards:

1. The respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice will be provided via Albany State email address on file. Where applicable, a copy shall also be provided to the alleged victim via the same means.
2. Upon receipt of the written notice, the respondent shall be given at least three (3) business days to respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. A non-response will be considered a general denial of the alleged misconduct.
3. Based on this response, the investigation shall consist of interviews of the respondent, the alleged victim (where applicable) and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps as appropriate. The investigator should retain written notes, and the collection and/or obtain written or recorded statements from

- each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.
4. The investigation shall be summarized in writing in an initial investigation report and provided to the respondent and alleged victim (where applicable) in person or via email. This summary should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions.
 5. To the extent the respondent is ultimately charged with any violation, he or she shall also have the opportunity to respond in writing. The respondent's written response to the charge(s) shall be due no earlier than three (3) business days following the date of the initial investigation report. The respondent's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents – whether written or electronic – in support. A nonresponse to the charge(s) by the respondent will be interpreted as a denial of the charge(s).
 6. The investigator shall conduct further investigation and update the investigative report as warranted by the respondent's response.
 7. The final investigative report should be provided to the student misconduct panel or hearing officer for consideration in adjudicating the charges brought against the respondent. A copy shall also be provided to the respondent and alleged victim (where applicable) before any hearing. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing time.
 8. Student facing charges which may result in suspension or expulsion can have their case heard in the following manner:
 - i. Before a student conduct officer (administrative decision);
 - ii. Before the University Disciplinary Committee;
 - iii. The student conduct officer may at his/her discretion refer any case to the University Disciplinary Committee for formal hearing proceedings.
 9. At any time during the investigative process for charges which may result in suspension or expulsion a respondent can choose to waive their rights to the formal process along with appeals and accept the proposed sanctions. This would result in the administrative decision noted as option i. in the previous step.

Student Organization Disciplinary Procedures

1. The rights of student organizations can be found in Part I, Section XXIII. pg. 36 – Student/Student Organization Rights.
2. The following rules of procedure for adjudicating alleged violations of the Student Code of Conduct are established for use by student organizations:
 - a. A Conduct Officer from the Office of Judicial Affairs shall notify the organization involved of a possible violation of the Student Conduct Code and an email request to the president's Albany State email account will be sent instructing the president to respond to the charges on or before a

- specific date.
- b. If the organization accepts responsibility for the violation in the student conduct meeting, the president may waive all further hearings and accept the decision and sanctions of the Conduct Officer as final and binding for all purposes.
 - c. If the organization denies the charge, he/she may request a formal hearing. (See Part I, Section XV. pg.26 – Notice of Charges and Resolution).
 - d. The decision from a formal hearing may be appealed. (See Part I, Section XXI. pg. 34 - Appeal.)
 - e. In cases involving disciplinary action, all documents and materials will be kept in the Office of Judicial Affairs for inclusion in the organization's disciplinary record.

Sanctions

- A student or student organization found responsible for violating the Student Conduct Code other than academic dishonesty may receive one or more of the sanctions listed below.
- When determining the severity of sanctions the following will be considered: the frequency, severity, and/or nature of the responsibility, previous institutional responses to similar conduct, and the institution's interests. Prior to issuing a sanction, the University Judicial Officer will inform the University Disciplinary Committee if the accused student or student organization has any previous violations of the Student Conduct Code.
- When a student organization engages in an act of misconduct, the University reserves the right to take action not only against the organization but also against the individual student members of the organization.
- The following list of sanctions is intended to show the range of sanctions that may be imposed on a student or student organization, either individually or in combination.
- This list is not to be regarded as all-inclusive but rather as a sample of sanctions that may be imposed. Other University policies and regulations may impose specific penalties for specific violations, and nothing in this section is intended to limit the imposition of those specific sanctions.
 1. **Campus Volunteering and/or Community Service:** Services provided by the student due to violations of the Student Code of Conduct, to a specified area or department of the University without pay, for a specific amount of hours as required.
 2. **Counseling:** In some instances, this requirement may be imposed when a student is found responsible of engaging in disruptive 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 professional counseling services.
 3. **Delays in obtaining administrative services and benefits from the University** (e.g., holding transcripts, delaying registration, graduation, diplomas)

4. **Disciplinary Warning:** An official written reprimand stating that unacceptable behavior has occurred and any further inappropriate behavior or other violations of the Student Conduct Code may result in more serious student conduct actions by the University.
5. **Disciplinary Probation:** Disciplinary Probation is a specific period of time, generally not less than three months, during which further violations of the Student Conduct Code may result in suspension or expulsion. Violations of disciplinary probation generally will result in more serious disciplinary action against the student, such as suspension or expulsion from the University.
6. **Educational Sanction:** An educational sanction may consist of the assignment of specific projects to be performed by a student or student organization, such as writing a research paper on a specific topic, attending an educational program, and/or writing reaction papers on a specified topic. Educational sanctions also include completing mandated alcohol and drug education programs and enrolling in web-based online alcohol and drug education programs.
7. **Expulsion*:** Expulsion is the most serious sanction that can be imposed on an Albany State University student. Expulsion is a permanent forced withdrawal from the University. An expelled student may not enter any part of the campus without specific authorization from the Office of Judicial Affairs. Students who reside on campus will have a minimum of 48 hour notice to remove all of their belongings out of the residence hall after notification that the penalty of expulsion is in effect.
8. **Fines and/or Assessment Fees:** There are fines for alcohol and/or drug charges as well as fees for the alcohol and/or drug education programs. Once a fine or fee is added to a student's account, a hold will automatically be added to the student's account which will prevent the student from registering from classes until the fine or fee is paid. Fines and/or assessment fees range from \$50.00-\$500.00.
9. **Loss of Privileges:** Denial of specific privileges for a designated period of time.
10. **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 for a specified amount time (minimal one semester).
11. **Organizational Sanctions:** Loss of privileges, including University recognition for a specific period of time or permanently. Loss of privileges may include, but is not limited to, a prohibition on social events, fund-raising projects, intramural events, and completion of community service hours and special projects.
12. **Residence Hall Suspension*:** Separation of the student from the residence halls for a specific period of time. Students who are suspended from the residence hall are banned from all residence hall buildings throughout the duration of the suspension.
13. **Restitution:** Requiring restitution allows for the compensation of loss, damage or injury caused by a student or student organization's misconduct.

Compensation may take the form of appropriate service, and/or monetary or material replacement.

14. **Suspension***: Suspension indicates that a student, by his/her actions, has forfeited the privilege of attending Albany State University for a specified period of time. Suspended students are prohibited from entering the campus without specific authorization from the Office of Judicial Affairs. Students who reside on campus will have a minimum of 48 hour notice to remove all of their belongings out of the residence hall after notification that the penalty of suspension is in effect. All residence hall fees may be forfeited. Students must apply for readmission following suspension according to the "Guidelines for Readmission Following Suspension" document from the Office of Judicial Affairs.
15. **Temporary or permanent separation of parties** (e.g., change in classes, reassignment of residence, no contact orders, limiting geography where parties can go on campus) with additional sanctions or violating orders.

Interim Suspension

1. In certain circumstances, the University Judicial Officer may impose a University suspension while the investigation and adjudication process are proceeding. Interim suspension may be imposed only where necessary to maintain safety, and situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the University will consider the existence of a significant risk to the health or safety of the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.
2. During an interim suspension, students may be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Office of Judicial Affairs may determine to be appropriate. The student will be responsible for working with faculty members to make-up any missed work (if possible).
3. Before an interim suspension is issued, the University Judicial Officer will make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger.
4. If an interim suspension is imposed, the terms of the interim suspension will take place immediately.
5. When requested by the respondent, a hearing to determine whether the interim suspension should continue will be held within (3) business days of the request.

Appeal

The purpose of an appeal is to review the procedures of the formal hearing in order to determine if there has been any error. Students have the right to appeal formal hearing decisions provided relevant grounds for an appeal are cited.

All appeal request and responses in this process are transmitted by electronic mail (which accommodates distance learning students). First level appeals (except in Academic Integrity cases) are made to the Vice President of Student Affairs and Success (or to such other person as she or he may designate). The appeal must be received by electronic mail to the University Judicial Officer within (5) business days after the original decision has been communicated to the student. The Vice President for Student Affairs and Success will communicate, within seven (7) business days, to the student by electronic mail the decision regarding the appeal, including the process for a further appeal to the President, if applicable.

The Vice President for Student Affairs and Success shall constitute the final appeal in all disciplinary cases not resulting in a suspension or expulsion (except in Academic Dishonesty cases). Second appeals are allowed only if the sanctions include suspension or expulsion. These appeals are made to the President (or to such other person as she or he may designate) by electronic mail within (5) business days (as determined by the date of the decision letter) after the Vice President for Student Affairs and Success's decision has been communicated to the student.

Second appeals are allowed in cases which include suspension or expulsion have gone through the first level appeal. The second level appeals are made to the President by electronic mail within (5) business days (as determined by receipt of the decision letter from the previous appeal) after the Vice President for Student Affairs and Success has been communicated to the student. The President will communicate, within seven (7) business days, to the student by electronic mail the decision of the second appeal including the process for an appeal to the Board of Regents of the USG.

The final appeal will be to the Board of Regents of the USG in accordance with the Board of Regents Policy 8.6. The decision of the President will stand until a decision is determined by the Board of Regents (if applicable).

Appeal of all academic integrity cases not resulting in suspension or expulsion will conclude at the office of the Provost and Vice President for Academic Affairs or (or to such other person as she or he may designate).

Appeal Guidelines

Purpose

The purpose of an appeal is to review the procedures of the hearing in order to determine if there has been any error. The appeal must be made in writing, and must set forth one or more of the grounds outlined below, and must be submitted within (5) business days of the date of the final written decision.

Grounds for Appeal

- a. To consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing;

- b. To allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias;
- c. To allege that the finding was inconsistent with the weight of the information.)

Appeal Procedures

1. In the first level of appeal (except in cases of Academic Integrity; See Part I XXVI, pg.37 – Adjudication of Academic Integrity Cases) the review will be of the record only, and no new meeting with the respondent or any alleged victim (where applicable) will be held. the Vice President for Student Affairs and Success or designee will review all material related to the case including: (a) the record made before the hearing body; (b) all pertinent documents, including the audio recording of the hearing, witness statements, incident reports, prior violations, and sanctions against the student. The Vice President for Student Affairs and Success or designee may:
 - i. Affirm the original finding and sanction.
 - ii. Affirm the original finding and issue a new sanction in lesser severity.
 - iii. Remand the case back to the decision-maker to correct procedural or factual deficit.
 - iv. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.
2. In the second level of appeal (except in cases of Academic Integrity; See Part I, Section XXVII. pg.37 – Adjudication of Academic Integrity Cases), the President or designee will review decisions made by the Vice President for Student Affairs and Success by reviewing all material related to the case including: (a) the record made before the hearing body; (b) all pertinent documents, including the audio recording of the hearing, witness statements, incident reports, prior violations, and sanctions against the student. The President or designee may:
 - i. Affirm the original finding and sanction.
 - ii. Affirm the original finding and issue a new sanction in lesser severity.
 - iii. Remand the case back to the decision-maker to correct procedural or factual deficit.
 - iv. Reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

Student /Student Organization Rights

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 written or electronic notification of the specific violation and inappropriate behavior in which the student or organization is suspected of involvement.
- B. **Procedures** - Will be provided a copy of the student judicial process when charged.
- C. **Hearing** – To have an opportunity to be heard in person before a decision is made.
- D. **Remain Silent** – To remain silent and have no interference of guilt drawn from such silence.
- E. **Evidence** – The right to review available evidence in the case. To know the nature of the evidence and to be able to provide questions to be asked of witnesses.
- F. **Witness** – To be able to offer a defense by having material and/or character witnesses speak on his/her behalf. The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- G. **Access to Advisor** – Both the respondent and alleged victim shall (where applicable) as parties to these proceedings, shall have the right to use an advisor (including an attorney) of his or her choosing, and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her client or advisee is present. The advisor may advise his or her advisee in any manner, including providing questions and suggestions, and guidance on responses to any questions of the advisee, but not participate directly. The University shall not prohibit family members of the student from attending the proceedings if the participant requests such attendance; but may limit each participant to two (2) family members.
- H. **Written Decision** – To receive a written notice of the decision and sanctions, including rationale for decision.
- I. **Appeal** – To appeal a decision resulting from a formal hearing.
- J. Students also have the right to attend classes and required University functions until a hearing is held and decision is rendered **except as stipulated** below:

****Exceptions to this would be made when the student's presence would create a clear and present danger to others, self, or material interference with the normal operation an processes or the requirements of appropriate discipline at the University. In such cases, the Vice President for Student Affairs and Success or his/her designee may impose temporary protective measures, including suspension, pending a hearing, which may be reasonably necessary. It is understood that such temporary protective measure, if applicable, will be without avoidable prejudice to the student.**

Resources for Conflict Mediation

Albany State University has resources available to all students to assist in resolving conflicts that may not require the student judicial process. Unlike the formal student judicial process, mediation is viewed as an educational experience in which the emphasis is not on determining guilt, but rather upon seeking resolution to a conflict that meets unique needs of the students involved in the conflict. Not all student conflicts are appropriate for mediation. An alleged victim (where applicable) and respondent may have the option of selecting mediation as a possible resolution in certain misconduct cases where they mutually agree, except those deemed inappropriate by the Vice President for Student Affairs and Success or his/her designee. In the event of mediation deemed appropriate for a case, this service will be arranged by the Office of Judicial Affairs.

Recusal/Challenge for Bias

Any party may challenge the participation of any institution official, employee or student panel member in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The designee may not be the same individual responsible for investigating or adjudicating the conduct allegation. The written challenge should be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

Disciplinary Process for Academic Integrity Cases

When it is alleged that a student has violated the University's Academic Honor Code Policy and/or Student Code of Conduct, he or she will be subject to disciplinary procedures at the following levels. The instructor may elect to forgo Faculty Disposition and proceed directly to a Faculty Referral.

A. Faculty Disposition

1. The faculty member shall issue a written notice of the alleged academic dishonesty violation(s) and provide access to review all evidence to support the charge(s). Visual or audio observations by the faculty member will be considered acceptable forms of evidence.
2. Notice will be sent via University email outlining the violation(s); evidence; date, time and location for an initial meeting.
3. It is the student's responsibility to ensure that he/she has a working University email. Failure of the student to have a valid email address on file with the University shall not invalidate the notice.
4. During this meeting the responding student will be given the opportunity to accept responsibility for the violation(s), waive their rights to all formal

hearing and appeal proceedings, and accept the terms of the faculty disposition.

5. Academic penalties that may be imposed during faculty disposition include:
 - i. A reprimand from the faculty member;
 - ii. A requirement to complete a comparable assignment in which the violation occurred;
 - iii. A grade change;
 - iv. A grade reduction; or,
 - v. Failing grade for assignment or exam in which the violation occurred.
6. **Both the faculty member and responding student must sign the Faculty Disposition form prior to submitting to the Department Chair for review.**
7. A copy of the Faculty Disposition Form will be filed with the course division Dean and the Office of Provost and Vice President for Academic Affairs. In addition, a copy of the completed case file including signed documents and any evidence should be forwarded to the Office of Judicial Affairs for inclusion in the student's discipline record.

B. Faculty Referral

1. If the student is required to go through the judicial procedures as set in the University's Academic Honor Code Policy and Student Code of Conduct due to faculty referral, denial of charge(s) and/or dispute of the faculty's proposed penalties, both the faculty member and the responding student must sign the Faculty Referral Form.
2. The faculty member will forward the Faculty Referral Form to the course division Dean. The Dean may uphold, change or dismiss the faculty member's decision.
3. If a student disagrees with the Dean's decision, he or she must file a written appeal with the Office of Provost and Vice President for Academic Affairs within five (5) business days from the date he or she is notified of the Dean's decision.
4. The Provost and Vice President for Academic Affairs will decide the case or refer it to the Academic Honor Code Committee. The Provost and Vice President for Academic Affairs will automatically refer a student who has had two previous Honor Code violations to the Academic Honor Code Committee.
5. The Office of Judicial will only accept referrals for formal hearing proceedings from the Office of Provost and Vice President for Academic Affairs.

C. Academic Honor Code Committee

1. The Academic Honor Code Committee (AHCC) is charged with hearing alleged violations of academic integrity referred by the Office of the Provost and Vice President of Academic Affairs for formal hearing proceedings. Violations include but are not limited to plagiarism, cheating, misrepresentation and/or fabrication of one's work.
2. Normally, these are cases in which there is a possibility of suspension or expulsion of the accused student.

3. Cases are referred to the Academic Honor Code Committee through the University Judicial Officer. The University Judicial Officer sets the time and place for a hearing and notifies panel members from that point.
4. The Academic Honor Code Committee of the University consists of twenty-four members, of whom eighteen (18) members are full-time faculty appointed by the Provost and Vice President for Academic Affairs, representing each academic division.
5. Six (6) members must be currently enrolled full-time students recommended by the Student Government Association Internal Affairs Committee.
6. The Provost and Vice President for Academic Affairs shall appoint, each year, two (2) faculty members to serve respectively, as Chairperson and Co-Chairperson of the Academic Honor Code Committee.
7. **Deliberations are conducted in an executive session with the hearing panel only.** The decision reached after deliberations shall be made by majority vote. A quorum consists of three (3) members, two (2) faculty and one (1) student. The Chairperson will only vote in the case of a tie.
8. Any member of the Academic Honor Code 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 University.
9. The Academic Honor Code Committee will make an audio recording and written summary of the proceedings. The digital recording will be placed in the custody of the University Judicial Officer immediately following the hearing to include in the student's disciplinary record. No other recording devices or court reporters are permitted to record or transcribe an Academic Honor Code Committee hearing.
10. A written summary, recommendations and audio shall be forwarded to the University Judicial Officer to include in the student's discipline record.
11. The University Judicial Officer will communicate the findings in writing to the student with a copy to the Office of the Provost and Vice President for Academic Affairs, the respective college dean, and the instructor of record in the course in which the alleged violation occurred.
12. The notice of the findings will inform the student of their right to appeal (if applicable).

D. Formal Hearing Procedures for Academic Integrity Cases

The following procedures are designed to adjudicate violations of academic dishonesty:

- a. In the case of a first violation, it is encouraged that disputes of academic integrity be handled between the faculty member and the student.
- b. Cases not adjudicated between the faculty member and the student will be processed through the appropriate academic levels prior to referral to the Office of Judicial Affairs.
- c. Any allegations of violation of academic integrity which is referred to the formal hearing process will be heard by the Academic Honor Code

- Committee unless the student requests to waive their right to a formal hearing and appeal proceedings and requests an administrative hearing.
- d.** All formal charges shall be presented to the accused student in written form. A time shall be set for a meeting which normally will not be less than three (3) business days and will not be more than twenty (20) calendar days after the student has been presented with the charges. Maximum time limits for the scheduling of meetings may be extended at the discretion of the University Judicial Officer.
 - e.** A student cannot drop a course or withdraw from the university to avoid being charged with academic dishonesty.
 - f.** The faculty member (complainant) responsible for filing the academic dishonesty charge(s) will be responsible for providing information that supports his/her claims.
 - g.** Normally, a hearing will be conducted in private.
 - h.** The Academic Honor Code Committee will make an audio recording and written summary of the proceedings. The digital recording will be placed in the custody of the University Judicial Officer immediately following the hearing to be included in the student's disciplinary record. No other recording devices or court reporters are permitted to record or transcribe an Academic Honor Code Committee hearing.
 - i.** The University Judicial Officer will present the case for the complainant and the University.
 - j.** The complainant and the accused student (as well as any witness who is not also the complaining party) shall have the right to be assisted by an advisor. The advisor will be of the individual's own choosing (this may be an attorney), and at his or her own expense, for the express purpose of providing advice and counsel. The advisor may be present during meetings and proceedings during the investigatory and/or resolution process at which his or her advisee is present. The student may have family members accompany them to meetings and proceedings, at their request and this will be limited to two (2) family members.
 - k.** The accused student will be responsible for presenting his or her case and may be assisted by an advisor. The advisor may advise his or her advisee in any manner, including providing questions, suggestions, and guidance on responses to any questions of the advisee, but shall not participate directly.
 - l.** The complainant, the University Judicial Officer and the accused student have the right to call witnesses.
 - m.** The members of the Academic Honor Code Committee may question witnesses, including the complainant and the accused student. The complainant and the accused student may question witnesses, including each other. The complainant and the accused student will be permitted to review and examine evidence during the hearing, if approved by the Honor Code Committee Chairperson and University Judicial Officer.

- n. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the Academic Honor Code Committee Chairperson and the University Judicial Officer.
- o. Procedural questions are subject to the final decision of the University Judicial Officer.
- p. After the hearing, the Academic Honor Code Committee will go into closed session. The Chairperson may participate in the deliberations of the board. After deliberations, a decision will be forwarded to the University Judicial Officer or his/her designee.
- q. The Academic Honor Code Committee's findings of fact and recommendation will be made on the basis of whether, by a preponderance of the evidence presented at the hearing, it is more likely than not that the accused student committed academic dishonesty as charged.
- r. Should an accused student fail to appear for his/her hearing or choose to limit or withhold a response to charges against him/her, the Chairperson shall nevertheless proceed with the hearing in the student's absence. An accused student shall not be found responsible for a violation of the Academic Honor Code Policy and Student Conduct Code solely because he/she chooses to remain silent.
- s. The University Judicial Officer will inform students of the decision via their University email account, normally within 10 (ten) business days of the hearing date.
- t. The University Judicial Officer will inform students of their right to appeal the decision and be given a written statement of the decision and the penalty. The student has the right to appeal any decision provided that relevant grounds for an appeal be cited.
- u. Student must send appeal by electronic mail within (5) business days after the receipt of the original decision by the Academic Honor Code Committee to the University Judicial Officer.
- v. The Provost and Vice President for Academic Affairs (or to such other person she or he may designate) shall constitute the final appeal for all academic dishonesty cases not resulting in suspension or expulsion. Second appeals are only allowed if sanctions include suspension or expulsion. The Provost and Vice President for Academic Affairs or designee may:
 - i. Affirm the original finding and sanction.
 - ii. Affirm the original finding and issue a new sanction in lesser severity.
 - iii. Remand the case back to the decision-maker to correct procedural or factual deficit.
 - iv. Reverse or dismiss the case if there was a procedural or factual deficit.
- w. The Provost and Vice for Academic Affairs or designee will communicate, within seven (7) business days, to the student by electronic mail the decision regarding the appeal, including the process for a further appeal to the President, if applicable.

- x. Second appeals are allowed for academic dishonesty cases which include suspension or expulsion and have gone through the first level of appeal. Second level appeals are made to the President by electronic mail within (5) business days (as determined by receipt of the decision letter from the previous appeal) after the Provost and Vice President for Academic Affairs has communicated to the student.
- y. The President will communicate within seven (7) business days, to the student by electronic mail the decision regarding the second appeal, including further appeal to the Board of Regents, if applicable.
- z. The final appeal should be to the Board of Regents of the USG in accordance with the Board of Regents Policy 8.6. The decision of the President will stand until a decision is determined by the Board of Regents, if applicable.

E. Perjury

- a. All members participating in disciplinary procedures are expected to be truthful in presenting testimony during any disciplinary inquiry and to cooperate fully in the investigation of infractions.
- b. Perjury or obstruction of any inquiry shall itself be grounds for disciplinary action.

Student Conduct Panels

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 the law and the community. The University 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:

- **Non-Academic Violations:**
 - **University Disciplinary Committee (UDC):** Charged with hearing alleged non-academic violations of the Student Code of Conduct referred to the Office of Judicial Affairs for individual students and/or student organizations. Committee consists of full-time enrolled students and full-time faculty and staff. Two (2) students, two (2) faculty/staff and one (1) faculty/staff Chairperson will be needed per hearing. An audio taped record of the proceedings will be made.
 - **Housing Review Board (HRB):** Charged with hearing alleged violations of University Housing policies, rules and regulations by residents and/or their guests. Committee consists of full-time enrolled Resident Assistant students and full-time University Housing staff. Two (2) Resident Assistants, two (2) University Housing staff and one (1)

University Housing Chairperson will be needed per hearing. An audio taped record of the proceedings will be made.

- **Academic Violations:**

- **Academic Honor Code Committee (AAHC):** Charged with hearing alleged academic integrity violations of the Student Code of Conduct. Committee consists of full-time enrolled students and full-time faculty. Two (2) students and three (3) faculty where one (1) faculty member will serve respectively as Chairperson per hearing. An audio taped record of the proceedings will be made.

- **Interim Measures:**

- **Interim Suspension Committee (ISC):** Charged with determining whether an interim suspension should continue or whether the student should be reinstated and allowed to return to University property before the investigation and resolution procedures have been completed. A minimum of one (1) full-time student and two (2) full-time faculty/staff where one (1) faculty/staff will serve as Chairperson will be needed per hearing.
 - a. When requested by the respondent, a hearing to determine where the intermediate suspension should continue will be held within three (3) business days of the request.
 - b. The student shall be permitted to enter the University campus for the limited purpose of this hearing in accordance with the provisions stated therein.
 - c. 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 continuance of the interim suspension.
 - d. At the end of the hearing, the panel will make a decision and notify the Vice President for Student Affairs and Success or his/her designee of the panel's recommendation.
 - e. 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 Vice President for Student Affairs and Success or his/her designee will consider the recommendation of the panel, but is not bound by the recommendation.
 - f. The Vice President for Student Affairs and Success or his/her designee shall thereafter notify the student that he or she is reinstated pending the outcome of the full disciplinary hearing or the 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 (1) business day of the decision by the Interim Suspension Committee (ISC), unless additional time is needed or necessary.

- g. 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.

UNIVERSITY HOUSING REGULATIONS

Please refer to your RAM Life Guide for items that are allowed and not allowed in Residence Halls.

I. University Housing Violations

- 1) Alcohol possession and Use within the Residence halls
 - a. Possession and use of alcohol is prohibited on the campus of Albany State University regardless of the legal drinking age of 21. Please refer to the University Student Code of Conduct for more information.
- 2) Animals
 - a. The possession of any animal within a residence hall or on campus is prohibited. The exception of this is a service animal (e.g. seeing eye dog, etc.). Service animals have to be approved through the Department of Counseling and Disability services before allowed on campus or in the residence halls.
 - b. The feeding of stray animals in or around residential facilities is also prohibited for students' safety purposes. Stray animals are not vaccinated and may cause harm to students and the campus community.
- 3) Damage to Property
 - a. It is a violation to damage any university property such as light fixtures, ceiling fans, walls, and pictures are prohibited. A violation of this policy also includes, but is not limited to:
 - b. Damages to your assigned room space or unit in the residence halls (i.e. ceilings, floors, carpets, door/door frame, etc.);
 - c. Broken or damaged furnishings;
 - d. Damages to the kitchen/living area of the residence halls; or,
 - e. Damages to other university property (e.g. landscaping, etc.).
- 4) Guests Behavior
 - a. All guests within the residence halls, whether a student or non-student of the University, must abide by the Student Code of Conduct.
 - b. Residents will assume responsibility for their quests/visitors upon the arrival in the residence hall and should escort their guests throughout the residence halls at all times.
 - c. Freshmen must wait 30 days after class begins each semester to have guests in their room. Visitation for all residents may be limited during special campus events outlined by the Housing and Residence Life Department.

- d. No children under six years of age are allowed in the residence halls. Children from six to seventeen years of age should be accompanied at all times by resident and are not permitted to stay overnight in the halls.
 - e. Any guest involved in an incident or policy violation will be asked to leave the residence hall by the housing staff and/or the Albany State University Police Department.
 - f. Residents may have up to three guests at a time any number of visitors more than three would be considered a violation of the visitation policy.
 - g. Overnight guests are permitted however, they are limited to a two night stay per week. If a guest remains in a residence for an extended period of time (continuously or intermittently); the host resident will be subject to disciplinary action.
- 5) Excessive Health and Safety Violations
- a. Health and Safety inspections are done monthly in each residence hall. Repeat violators are considered excessive and poses a risk of health and safety issues for the residential community. Health and safety violations consist of but are not limited to cleanliness and sanitation, obstruction to exists, prohibited appliances, excessive trash, etc.
- 6) Noise
- a. Excessive noise inside or around a residence hall is prohibited.
- 7) Improper Behavior
- a. Participating in behavior that causes a disruption to the community; including, but not limited to: unauthorized parties; horse playing, water fights, food fights, etc.
- 8) Residence Hall Computer Labs
- a. It is against university policy to bring food or drink into a residence hall computer lab;
 - b. Changing, removing, reconfiguring, or physically damaging any workstation hardware or software;
 - c. Attempting to change the settings on computer lab printers; or,
 - d. Attempting to change network connections for computer labs workstations or printers.
- 9) Smoking and/or Tobacco Use in Residence Halls
- a. Use of any tobacco product, or smoking, in any residence hall facility or surrounding property as Albany State University is a tobacco free campus per University System of Georgia. This ban includes traditional cigarettes and chewing tobacco as well as e-cigarettes, clove cigarettes, pipes, and hookahs. The goal of this policy is to protect and improve the health, comfort and environment of students, employees and any other occupying USG campuses.

- 10) Tampering or Destroying of Fire Safety Devices/Safety Procedures
 - a. Tampering with or removal of fire safety equipment within the residence halls is prohibited. This equipment includes but is not limited: to fire alarm pull stations, fire extinguishers, sprinkler systems, smoke detectors and any other safety devices located within the residence halls.
 - b. Removing and/or covering smoke detectors;
 - c. Activating an alarm lacking an emergency situation;
 - d. Removing and/or tampering with covers on fire alarm pull stations;
 - e. Removing and/or tampering with common area and room sprinkler systems;
 - f. Propping of emergency exit doors is a violation and compromises the student safety within the residence halls;
 - g. Discharging a fire extinguisher for any purpose other than putting out a fire; etc.
 - h. Propping of interior doors such as suite/unit and bedroom doors are also considered a safety hazard and is prohibited;
 - i. Tampering with or removing window screens from residence hall windows.
- 11) Unauthorized Room Changes
 - a. Residents changing their current room assignment to another without prior approval from the University Housing Coordinator and/or Hall Manager.
 - b. Occupying more than one space (unless for a designated period of time approved by the University Housing Coordinator in the process of an approved room change).

Institutional Penalties for University Housing Violations

Many violations of University Housing Policies come with standard minimum sanctions.

- 1) Animals—Students found in violation for violating the Animals Policy will be subject to at least the following sanctions:
 - i. First Offense: \$250.00 fine and a disciplinary warning.
 - ii. Second Offense: \$500.00 fine and disciplinary probation.
 - iii. Third Offense: Removal from the Albany State University Housing and Residence Life Community without refund.
- 2) Smoking and/or Tobacco Use in Residence Halls – As Albany State University is a tobacco free campus, smoking is not allowed in any residence hall or adjacent space (such as residence hall porches or patios) as it is a fire hazard. Student responsible for violating the Smoking Policy will be subject to at least the following sanctions.
 - i. First Offense: \$50.00 fine and disciplinary warning.
 - ii. Second Offense \$100.00 and disciplinary probation.

- iii. Third Offense: Referral to the Office of Judicial Affairs for further conduct action, including possible removal from the Albany State University Residence Life Community without refund.
- 3) Fire and Safety Violations- Students found in violation for tampering with any life safety device will be subject to at least the following sanctions as well as possible criminal charges:
- i. First Offense: \$100.00 fine; and possible removal from the residence hall without refund and/or suspension from Albany State University.
 - ii. Second Offense: \$200.00 fine and removal from the Albany State University Housing and Residence Life Community without refund and/or suspension from Albany State University.
- 4) Guest and Visitation
- i. First Offense: \$50.00 fine and disciplinary warning.
 - ii. Second Offense: \$100.00 fine and disciplinary probation.
 - iii. Third Offense: Removal from the Albany State University Residence Life Community without refund.
- 5) Excessive Health and Safety violation
- i. First Offense: \$50.00 fine and disciplinary warning.
 - ii. Second Offense: \$100.00 fine and disciplinary probation.
 - iii. Third Offense: Referral to the Office of Judicial Affairs for further conduct action, including possible removal from the Albany State University Residence Life Community without refund.

University Housing Disciplinary Procedures

University Housing Hearings

The following rules of procedure for adjudicating alleged violations of the Student Code of Conduct are established for use by on-campus residential staff for violations of University Housing Regulations:

- A.** Written notification of the alleged violation(s) shall be filed by the Hall Manager.
- B.** The Housing Judicial Officer shall notify the student involved of a possible violation of the Student Code of Conduct and request he/she report to the Housing Judicial Officer by way of an appointment letter sent to the student via Maxient. The letter will outline the alleged violation(s).
- C.** Prior to adjudication, the Housing Judicial Officer must answer four questions:
 - i. Does the accused student have a previous disciplinary record? This information is available in Maxient, the Office of Judicial Affairs data management tool.
 - ii. Does this incident involve alcohol or drugs?

- iii. Does this incident involve an alleged violation which may result in suspension or expulsion?
- iv. Does this incident involve any conduct which needs to be reviewed by the Title IX Office?

If the answer to question i. is “yes”, the University Judicial Officer may consult with the University Judicial Officer to determine if the case should be referred to the Office of Judicial Affairs.

If the answer to any or one of questions ii.-iii. is “yes”, the case **must** be referred to the Office of Judicial Affairs for adjudication.

If the answer to question iv. is “yes”, the case **must** be forwarded to the Title IX Office for their review.

- D. If the case is not referred to the Office of Judicial Affairs or Title IX Office and the student accepts responsibility for the violation in the pre-hearing conference (administrative hearing), he/she may waive all further hearings and accept the decision and sanctions of the Housing Judicial Officer as final and binding for all purposes.
- E. The University Housing Judicial Officer and/or the Housing Review Board may impose all disciplinary sanctions **except** suspension or expulsion from the University.
- F. If the alleged violation is serious enough to result in possible suspension or expulsion, the University Housing Judicial Officer must refer the case to the Office of Judicial Affairs for adjudication. The University Housing Judicial Officer may consult with the University Judicial Officer in making a determination.
- G. If the student denies the charge, he/she may request a formal hearing before the Housing Review Board.
- H. When unusual circumstances, the case will be referred to the Office of Judicial Affairs.
- I. The Housing Judicial Officer will make an audio recording of the hearings. No other recording devices or court reporters are permitted to record or transcribe a Housing Review Board hearing. The audio recording is the property of the University and may be reviewed by the responding student.
- J. In cases involving disciplinary action, all documents and materials will be kept in Maxient for inclusion in the student’s disciplinary record.
- K. For cases referred to the Office of Judicial Affairs for adjudication, all documents and materials will be maintained in the Office of Judicial Affairs via Maxient.
- L. The Housing Judicial Officer shall hold formal hearings in absentia as if the student denies the allegation if the student fails to attend.

Inspection, Search and Seizure

Students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable searches and seizures. The courts, however, have recognized the right of the University to conduct reasonable inspections, searches and seizures in order to enforce University regulations. Albany State University reserves the right to conduct such inspections, searches and seizures within limits of the law.

- 1) Inspections
 - a. The University reserves the right to inspect rooms for possible damage, health, and safety concerns.
 - b. The University reserves the right to enter rooms or other facilities at reasonable hours with a reasonable cause.
 - c. The University reserves the right to enter rooms or other facilities at any time there is reason to suspect a violation of University regulations is occurring.
- 2) Searches
 - a. Law enforcement officials may search facilities with or without authorization from the University by means of a search warrant.
 - b. Efforts will be made to have the student available when a facility is searched.
 - c. Evidence seized during a search can be used in disciplinary procedures concerning a violation of University regulations.
 - d. In addition to the above, the University reserves the right to conduct searches of individual rooms and lockers in a residence hall or other facility on campus if a University official determines that an emergency situation exists.
- 3) Administrative Search Procedures/Guidelines
 - a. The need for an administrative search must be established by a University staff member. Suspicion of any violation may warrant an administrative search (e.g. for safety, emergency or crisis situations, etc.).
 - b. If the need for an administrative search is established, University staff will request consent from the student to search the room if the student can be located. If the student denies the request for consent or if the student is unable to be located, University staff may seek approval from the Assistant Vice President for Student Affairs and Success or his/her designee to conduct a search in the absence of consent (e.g. for safety, emergency or crisis situations, etc.).
 - c. If consent to search the room is granted by the student, University staff (authorized by the Assistant Vice President for Student Affairs and Success or his or her designee) will conduct the room search. A report will be filed with the Office of Judicial Affairs.

- d. If the search produces evidence that indicates a possible violation of the law:
 - Stop Search
 - Do Not Touch
 - Contact University Police Department immediately.
- e. Non-administrative searches of residence hall rooms conducted by University Police may occur under the authorization of a warrant or other applicable law.

ADMINISTRATIVE REGULATIONS

Jurisdiction

Albany State University will take necessary and appropriate action to protect the well-being of its community. Accordingly, student conduct will be addressed when such acts occur on or off campus in University property or at a University-sponsored affiliated event, or otherwise violate the University's student conduct policies at non-University sponsored events. If the student chooses to accept responsibility and has voluntarily decides to participate in the informal process, the procedures outlined in BOR Policy Section 4.6.5.2 Process for Investigating and Resolving Disputed Reports will not apply.

Amnesty Policy

At Albany State University, we are concerned about student well-being, especially with concerns to alcohol and other drugs. The University is committed to provide direction so that students can learn to develop an accountable approach to social challenges, including whether to use alcohol, how to do so in moderation, and how to comply with local, state, and federal laws governing alcohol consumption. It is expected that the students will abide by the laws and the policies established by the University.

Amnesty:

a) For those who request assistance for others

To encourage students to request or call for help and assistance for others, Albany State University pursues a policy of amnesty for violations when students request help for others in need. At the discretion of the University Judicial Officer, amnesty may also be extended on a case-by-case basis to the person receiving assistance. If amnesty is granted, no conduct proceedings or disciplinary charges will result; however, a meeting will be required where educational and support options will be discussed.

b) For victim

Albany State University provides amnesty to victims of other offenses who may be hesitant to report to University officials because they fear they may be accused of policy violations, such as underage drinking, at the time of the

offense. If amnesty is granted, no conduct proceedings or disciplinary charges will result; however, a meeting will be required where educational and support options will be discussed.

c) For those participating as a complainant or witness in the conduct process

Information reported in good faith by an individual (witness or victim) during an investigation concerning their own use of drugs or alcohol will not be used against that individual in a disciplinary hearing and will not be voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol education, as appropriate.

University Policy on Drug Use

Drug use and abuse is a major concern across college campuses in today’s time. Albany State University continuously promotes and requires a drug free campus. The University actively encourages students and employees who feel they have a substance abuse problem to seek counseling and treatment. The Student Counseling Department will help students, faculty, and staff seeking assistance with a substance abuse related problem. Those seeking such assistance are assured that professional standards of confidentiality will be upheld.

Institutional Penalties – Drugs

The below sanctions are guidelines. Sanctions may be altered based on the severity of the incident, the impact upon the community, and/or the student’s disciplinary history.

	Harm to Self, Others, or Property and/or Violations of the Law	No Harm to Self, Others, or Property but Violations of University Policy
First Offense	eCheckup TOGO Drugs + \$100.00 Assessment Fee, Disciplinary Probation Period of no less than one academic semester, Counseling (3 sessions minimum) and Parental Notification, possible removal from campus housing and/or suspension from the University and Loss of Leadership Position and/or Eligibility.	eCheckup TOGO Drugs + \$100.00 Assessment Fee, \$100.00 fine, Probationary period of no less than two semesters, possible removal from campus housing, Loss of Leadership Position and/or Eligibility and Parental Notification.
Second Offense	Suspension from the University for no less than one academic semester, permanent removal from campus housing, completion of substance abuse treatment program, probationary period of no less than	Suspension from the University for no less than one academic semester, completion of a substance abuse treatment program, \$250 fine, possible removal

	one academic year, \$250.00 fine and Parental Notification.	from campus housing and Parental Notification.
Third Offense	Suspension from the University for no less than three academic semesters, \$500.00 fine and Parental Notification. Further violations may result in dismissal or expulsion from the University.	Suspension from the University for no less than two academic semesters, \$500.00 fine and Parental Notification. Further violations may result in dismissal or expulsion from the University.

University Policy on Alcohol Use

Albany State University is committed to providing a safe environment for all constituents of its community. Likewise, the University expects all constituents of the University community to make responsible decisions about the use of alcohol. The use of alcohol is prohibited on all campuses of Albany State University.

Institutional Penalties – Alcohol

The below sanctions are guidelines. Sanctions may be altered based on the severity of the incident, the impact upon the community, and/or the student's disciplinary history.

	Harm to Self, Others, or Property and/or Violations of the Law	No Harm to Self, Others, or Property but Violations of University Policy
First Offense	eCheckup TOGO Alcohol + \$100 Assessment Fee, Disciplinary Probation Period of no less than one academic semester, Counseling (3 sessions minimum) and Parental Notification, and Loss of Leadership Position and/or Eligibility	eCheckup TOGO Alcohol + \$100 Assessment Fee, \$100 Fine, Parental Notification and Loss of Leadership Position and/or Eligibility.
Second Offense	TIPS (Alcohol Prevention Program Class) + \$100 Assessment Fee, probationary period for no less than one academic year, \$250 fine, Counseling (2 sessions minimum), possible removal from campus housing and/or suspension from University and Parental Notification.	TIPS (Alcohol Prevention Program Class) + \$100 Assessment Fee, Probationary period for no less than two academic semesters, \$250 fine and Parental Notification
Third Offense	Suspension from school for no less than two academic semesters, \$500 fine, Parental Notification, and permanent removal from campus housing. Further violations may result in dismissal or expulsion from the University.	Suspension from school for no less than two academic semesters, \$500 fine, Parental Notification, and permanent removal from campus housing. Further violations

		may result in dismissal or expulsion from the University.
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Treatment

If a student is in need of counseling and therapy for a substance abuse problem, the student will be referred to the Student Counseling Department. There the student will have access to licensed professional counselors prepared to assist. Please contact the Student Counseling Department at (229) 903-3610. The normal hours of operation are 8:00 a.m. – 5:00 p.m. on Monday – Friday for more information. All services are free and strictly confidential.

Sexual Misconduct Policy

Albany State University is committed to ensuring a safe learning environment that supports the dignity of all members of the Albany State University community. Albany State University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. Albany State University will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. Albany State University strongly encourages members of the University System community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

Prevention is one of the primary mechanisms used to reduce incidents of sexual violence on campuses. Albany State University is required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community including students, faculty, and staff. Such programs are designed to stop sexual violence through the promotion of positive and healthy behaviors. Programming will educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

For this policy, related procedures and a list of available support services related to Sexual Misconduct please contact the Office of Title IX at (229) 430-0538.

House Bill 280

While current law already allows license-holders to keep weapons secured in motor vehicles, beginning on July 1, House Bill 280 will allow anyone who is properly licensed in the State of Georgia to carry a handgun in a concealed manner

on property owned or leased by public colleges and universities, with some exceptions as explained below. It will not allow any other type of gun to be carried around campus; nor will it allow handguns to be carried openly. (House Bill 280 does not apply, however, to institution-sponsored events or excursions away from campus on property not owned or leased by a University System institution.)

The statute defines *concealed* as “carried in such a fashion that does not actively solicit the attention of others and is not prominently, openly, and intentionally displayed except for purposes of defense of self or others.” A license-holder therefore may carry a handgun while it is substantially (“but not necessarily completely”) covered by an article of clothing he or she is wearing, or contained within a bag (“of a nondescript nature”) he or she is carrying, or in another similar manner that generally keeps it out of the view of others.

There are a number of exceptions to the new law that limit the places on campus where handguns may be carried. Even license-holders may not carry a handgun into the following locations on college/university-owned or leased property:

- Buildings and property used for athletic sporting events. This exception includes stadiums, gymnasiums and similar facilities in which intercollegiate games are staged (but does not extend to so-called “tailgating” areas where fans may congregate outside the gates of the sports facility). It does not extend to student recreation centers and similar facilities that are not used for intercollegiate games.
- Student housing facilities including residence halls and similar buildings where students live such as fraternity and sorority houses. (Note that any housing that is not on property owned or leased by a University System institution is not covered by House Bill 280.)
- Spaces – including any room, continuous collection of rooms or outdoor facility – that are used for preschool or childcare. In order to qualify, preschool and childcare spaces must have controlled access (meaning access via personnel stationed at the door or an electronic mechanism) limited to authorized people.
- Rooms and other spaces during the times when they are being used for classes in which high school students are enrolled, whether through dual enrollment and programs such as Move On When Ready or through college and career academies or other specialized programs such as Early College. License-holders who want to carry handguns to class will need to visit the institution’s registrar or other designated employee, who after verifying their enrollment status will tell them which of their classes, if any, have high school students enrolled. Institutions shall not, however, keep any listing of those who inquire. (Note also that the names of enrolled high school students may not be revealed in accordance with applicable privacy laws.) It is the responsibility of license-holders to seek out this information and make themselves aware of which classrooms fall within this exception.

Under the new law, it is a misdemeanor crime for a license-holder to carry a handgun “in a manner or in a building, property, room, or space in violation of”

these provisions. Doing so also may be a violation of the Albany State University's student code of conduct and personnel rules. It will be the responsibility of those license-holders who choose to carry handguns on campus to know the law and to understand where they can go while carrying. Institutions will not provide gun storage facilities or erect signs outside restricted areas.

It is incumbent upon each of us to follow the law. Students, faculty and staff should not attempt themselves to monitor or to enforce compliance with the statute by those who do carry handguns. Only law enforcement personnel, including the University System's more than 800 POST-certified officers, will be responsible for enforcing the law. If others have concerns or questions, they should contact their campus law enforcement departments. In the coming weeks, the University System Office of Safety and Security will be providing training to campus law enforcement officers.

Student Conduct Policy on Parental Notification

Albany State University is committed to the eradication of alcohol and drug abuse within the University community. The safety and welfare of students will always be a great concern. The approach to violation of the alcohol and drug policy is to be proactive. Although the primary approach to alcohol and drugs violations is educational, it should be clearly understood that violations of the alcohol and drug policy will result in disciplinary sanctions being issued by the University. The Office of Judicial Affairs will notify parents or legal guardians of students under the age of 21 who are found responsible for violating the alcohol and/or drug policy.

Statement on Conduct for MOWR Participants

Albany State University is committed to educating its students; to improve, conserve, and distribute knowledge; and to advance the public interest and the well-being of society as a whole. In order to provide an environment conducive to learning, Albany State University has established regulations to govern student conduct. As members of the academic community, students are subject to all established behavior standards. All postsecondary students are expected to engage in mature and responsible self-discipline, to conduct yourself with courtesy and integrity, and to preserve appropriate conduct standards. Any student, acting individually or in connection with others, who violates any part of the Student Code of Conduct or any federal, state, or local law, shall be subject to disciplinary procedures including suspension or expulsion from the University by the authorized administrator.

Record Keeping and Release of Information

1. **Maintenance of Disciplinary Files:** A case referral results in the creation of a disciplinary file in the name of the Respondent. Disciplinary files of students found responsible of any charges against them will be retained for five (5) years after graduation or date of last attendance. Disciplinary files containing records

of Suspension and Expulsion will be permanently retained. This file shall be destroyed if the student is found not responsible for the charges.

2. **Release of Information:** Student disciplinary files shall be governed by the Family Educational Rights and Privacy Act 20 U.S.C. § 1232g.
 - a. Academic or non-academic misconduct resulting in expulsion may be released to third parties indefinitely.
 - b. Academic misconduct that resulted in suspension may be released to third parties for five (5) years after sanction completion.
 - c. Academic misconduct that resulted in suspension or expulsion will be noted on the student's academic transcript.
 - d. Any non-academic misconduct that resulted in suspension where a potential threat to the campus community exists (including but not limited to illegal drug distribution, endangering or harming any person, or jeopardizing the safety of any person) may be released to third parties for five (5) years after sanction completion. In instances of suspension where no threat to the community is identified, the suspension may be reported until the sanction is complete.
 - e. Any academic or non-academic misconduct that did not result in suspension or expulsion is not released to third parties.
 - f. Other than expulsion, non-academic disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record.
3. **Parent/Legal Guardian Notification:** Parents/Legal Guardians of students under the age of 21 may be notified when a student is found responsible for violating Albany State University's policy on Alcohol and other Drugs.
4. **Transcript Encumbrances:** In pending cases that could result in suspension or expulsion, the University Judicial Officer will normally place a temporary encumbrance (hold) on a Respondent's records.
5. **Student Banner Account:** The University Judicial Officer will also place a temporary encumbrance (hold) on a Respondent's records if the Respondent fails to respond to an official request to meet with the University Judicial Officer or other representative from the Office of Judicial Affairs, if the Respondent fails to complete assigned sanctions by the assigned deadline; or if the Respondent is placed on Interim Suspension. Note that if a Responding student is expelled from the University, a permanent hold will be placed on the student's record.
6. **Official Requests:** Access to student records is provided to each student in accordance with the Family Educational Rights and Privacy Act (FERPA). The University requires a specific written request from the student to release the entire disciplinary record to third parties. Requests for conduct records by anyone other than the student can be made utilizing the Open Records request process through the Office of Legal Affairs at (229) 430-2799.

Student Conduct Revisions

supersede all previous editions. Albany State University reserves the right to revise or correct the Student Code of Conduct as needed. Revisions and corrections will be posted on the Internet at www.asurams.edu. Those revisions and corrections shall supersede all earlier printed and Internet versions. For more information relating to policies and procedures located in this document contact the Office of Student Conduct at (229) 420-7030.

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SECTION VI

POLICIES RELATED TO STUDENTS

University System of Georgia Policy Regent's Statement on Disruptive Behavior

Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held at any USG institution is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment (BoR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98).

Board of Regents Policy Manual,

http://www.usg.edu/policymanual/section12/policy/12.2_disruptive_behavior

Freedom of Expression Policy

A. Purpose and Overview of Policy

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

B. Designation of Public Forums on ASU's Campus

To accommodate the need for immediate and spontaneous demonstration and to better facilitate the free exchange of ideas, ASU has designated "Public Forum Areas" which generally are available from 8:00a.m. and 8:00p.m., Monday through Friday, provided that the Public Forum Areas have not previously been reserved by a University-Affiliated department or student organization. Reservations will only be processed on days that ASU's Campus Life Department is open for business ("college business days"). Weekend requests must also be approved in advance. Use of these areas for public forums and other forms of expression will be scheduled by completing a Forum Reservation Request Form through the Department of Campus Life. Plans for public forums in these areas and times must be approved at least 72 hours in advance of the event so that the ASU may minimize scheduling conflicts, accommodate all interested users, and provide adequate security for the speaker and the audience. Accordingly, the following

Public Forum Areas shall apply to all students, student organizations, faculty and staff:

- i. Persons or organizations may engage in speech activities in the following locations:
 - (a) East Campus (Pedestrian Mall and the Student Center Amphitheater)
 - (b) West Campus (Gazebo Area behind the Student Center and Patio Area outside the Library)
 - (c) Cordele Campus (Student Center)
- ii. Plans for speaking activities in other campus areas and times must be approved by the Vice President of Student Affairs and Success at least 72 hours in advance of the event. Such plans will be considered in a content neutral manner.
- iii. No amplified sound will be allowed in an effort to minimize disruption in the academic arena and other daily operations.

Though reservations to use the Public Forum Areas are only required as set forth in Section D below.

C. Marches – The Dean of Students/Campus Life Director must approve plans for an event of this nature. Requests should be submitted at least 72 hours in advance. Marches may take place on Pedestrian Mall and approved sidewalk areas.

D. Provisions for Members of the ASU Community

1. Planned Large Group Expression

Members of the ASU community who plan to engage in expressive activity on campus in a group that is expected to consist of 30 or more persons must submit a completed Forum Reservation Request Form to ASU's Department of Campus Life 72 hours prior to the scheduled activity and must receive approval in writing from the Dean of Students/Campus Life Director prior to engaging in such activity. Prior notice is required to ensure that there is sufficient space for the large group event, that necessary University resources are available for crowd control and security, and that the academic and other operations of the University are not disrupted. The Dean of Students/Director of Campus Life may grant a reservation for one of the Public Forum Areas or another available area of campus, as requested by the applicant, and may only deny a reservation for the limited reasons set forth in Section E below. The reservation request must be processed and the requesting party must be notified within one college business day after its submission. Any denial may be appealed to ASU's Vice President for Student Affairs and Success in writing setting forth the reasons why the appeal should be granted. ASU's Vice President for Student Affairs and Success must respond to the appeal in writing within one college business day.

2. Spontaneous Large Group Expression

If an individual or small group of individuals within the ASU community, while engaging in spontaneous expression, attracts a group of 30 or more persons, then a representative from the group should provide the University

with as much notice as circumstances reasonably permit. ASU reserves the right to direct a group of 30 or more persons to one of the Public Forum Areas or another available area of campus in order to ensure the safety of campus members, to provide for proper crowd control, and to limit disruption of the academic and other operations of the University. The ASU official must not consider or impose restrictions based on the content or viewpoint of the expression when relocating any expression.

E. Procedures for Forum Reservations Requests

Completed Forum Reservation Request Forms should be submitted to ASU's Department of Campus Life in person or by email to osa@asurams.edu. Any written materials that will be distributed in connection with the expression must be attached to the Forum Reservation Request Form and submitted to ASU's Department of Campus Life at least two college business days prior to the distribution of the written materials. University officials may not deny any request to distribute written materials based on the content or viewpoint of the expression. However, no publicity for a speaker or program may be released prior to authorization of the Forum Reservation Request Form.

Reservation scheduling will be coordinated by a Department of Campus Life Official, who will schedule forums for expression on a first-come, first-served basis. The Campus Life Official must respond to all requests in writing as soon as practicable, but in no event more than one college business day following receipt of the request, either authorizing the reservation and noting any special instructions, if applicable, or setting forth the reason for denial of the reservation.

The Dean of Students/Campus Life Director may only deny a reservation request for one of the following reasons:

- 1) The Forum Reservation Request Form is not fully completed;
- 2) The Forum Reservation Request Form contains a material falsehood or misrepresentation;
- 3) The Public Forum Areas have been reserved by persons who previously submitted a completed Forum Reservation Request Form(s), in which case the University must provide a reservation for the applicant at an alternate location, alternate date, or alternate time;
- 4) The use or activity intended by the applicant would conflict with or disturb previously planned programs organized and conducted by the University;
- 5) The Public Forum Areas are not large enough to accommodate the expected or actual number of persons engaging in large group expression, in which case the University must provide a reservation for the applicant at an alternate location that can safely accommodate the applicant provided that the applicant is a member of the ASU community and that such a location exists on ASU's campus;
- 6) The use or activity intended by the applicant would present a danger to the health or safety of the applicant, other members of the ASU community, or the public; or,
- 7) The use or activity intended by the applicant is prohibited by law or ASU policy.

When assessing a reservation request, the Student Affairs official must not consider or impose restrictions based on the content or viewpoint of the expression.

Appeals related to the decision of the Dean of Students/Campus Life Director should be made in writing to ASU's Vice President for Student Affairs and Success. ASU's Vice President for Student Affairs and Success must decide all appeals within one college business day. The decision of ASU's Vice President for Student Affairs and Success is final. All campus reservations are subject to the general provisions in Section G. below.

F. Distribution of Written Material

Members of the ASU community may distribute non-commercial pamphlets, handbills, circulars, newspapers, magazines, and other written materials on a person-to-person basis in open outdoor areas of the campus. Unauthorized use of the University's trademark on any written material is strictly prohibited.

G. General Provisions

In addition to the requirements set forth all individuals expressing themselves on ASU's campus must comply with the following provisions:

- No interference with the free flow of vehicular or pedestrian traffic within and/or under the control of the ASU campus or the ingress and egress to buildings to campus is permitted.
- No interruption of the orderly conduct of college classes or other classes activities including college ceremonies and events, if permitted.
- No commercial solicitations, campus sales, or fund raising activities shall be undertaken which are not authorized by ASU.
- The individual who makes the reservation shall be responsible for seeing that the area is left clean and in good repair. If not accomplished, persons, or organizations responsible for the event may be held financial responsible for cleanup cost.
- The individual/organization using the area must supply their own tables, chairs, etc., if needed (unless already a part of the location).
- Damage or destruction of property owned or operated by the University, or property belonging to students, faculty, staff, or guests of the college is prohibited. Persons or organizations causing such damage may be held financially and/or criminally responsible.
- Individuals and groups of the individuals expressing themselves on ASU's campus must comply with all applicable federal, state, and local laws, and ASU policies, rules and regulations.

Authorization of a speech, event, or demonstration is contingent upon compliance with the criteria listed above. Speakers and/or organizations failing to comply with the above policy may be asked to leave, a trespass warning may be issued, and/or University disciplinary action or judicial action may be pursued.

Freedom of Expression Policy Questions

Questions about this policy may be addressed to the Department of Campus Life in the Division of Student Affairs and Success by phone (229) 903-3606, email osa@asurams.edu or visit our office located in the Student Center (Orange Zone) at 504 College Drive Albany, Georgia 31705.

Family Educational Rights and Privacy Act (FERPA)

Albany State University complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading, or in violation of their right to privacy. Students may ask the University to amend a record that they believe is inaccurate or misleading, or in violation of their privacy rights. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of their right to privacy. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Note: FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or official of the National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his or her professional responsibility. The University may disclose education records in certain other circumstances:

- a. to comply with a judicial order or a lawfully issued subpoena;
 - b. to appropriate parties in a health or safety emergency;
 - c. to officials of another school, upon request, in which a student seeks or intends to enroll;
 - d. in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or ;
 - e. to enforce the terms and conditions of the aid;
 - f. to certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
 - g. to accrediting organizations to carry out their functions;
 - h. to organizations conducting certain studies for or on behalf of the University;
 - i. the results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-5920.
 5. The University designates the following as public or "Directory Information": The student's name, USPS mailing addresses, telephone number, major field of study, degree sought, expected date of completion of degree requirements and graduation, degrees and awards received, dates of attendance, full or part time enrollment status, the previous educational agency or institution attended, and participation in officially recognized activities and other similar information.
 6. Students may restrict the release of "Directory Information", except to school officials with legitimate educational interests and others as indicated in point #3 above. To do so, a student must make the request in writing to the Office of the Registrar, Middle Georgia State University, 100 University Pointe Drive, Macon, GA 31206-5144. A form is available in the Registrar's Office for that purpose. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed. For purposes of compliance with FERPA, the University considers all students independent.

Information Technology (IT) Resources Appropriate Policy

Purpose

This policy provides guidelines for the appropriate use of information resources. Use of Albany State University's (ASU) network and computer resources should support the basic missions of the University in teaching, learning and research. Users of the ASU network and computer resources are responsible for proper use, protecting information resources, and respecting the rights of others.

Scope

The policy applies to all ASU students, faculty and staff, and all others using computer and communication technologies whether personally or University owned, which accesses, transmits or stores University or student information.

Policy

1. General Policy

Users of University information resources must protect their online identity from use by another individual, the integrity of computer-based information resources, and the privacy of electronic information. In addition, users must refrain from seeking to gain unauthorized access, honor all copyrights and licenses and respect the rights of other information resources.

2. Access

Users must refrain from seeking to gain unauthorized access to information resources or enabling unauthorized access. Attempts to gain unauthorized access to a system or to another person's information are a violation of University policy and may also violate applicable law, potentially subjecting the user to both civil and criminal liability. However, authorized system administrators may access information resources, but only for a legitimate operational purpose and only the minimum access required to accomplish this legitimate operational purpose.

1. Prohibition against Sharing User IDs and Passwords Sharing an online identity (user ID and/or password) violates University policy.

2. Information Belonging to Others Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, passwords or other digital materials belonging to other users, without the specific permission of those other users.

3. Abuse of Computing Privileges Users of ASU information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the University.

• Usage

Use of the University's information resources must comply with ASU policies and legal obligations (including licenses and contracts) and all federal and state laws.

1. Prohibited Use Users must not send, view or download fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

2. Copyrights and Licenses Users must not violate copyright law and must respect

licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the University's information resources is a violation of this policy.

3. Social Media Users must respect the purpose of and abide by the terms of use of online media forums, including social networking websites, mailing lists, chat rooms and blogs.

4. Political Use University information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, and may be used for other political activities only when in compliance with federal, state and other laws and in compliance with applicable University policies.

5. Personal Use University information resources should not be used for activities unrelated to appropriate University functions, except in a purely incidental manner.

6. Use of University Information Users must abide by applicable data storage and transmission policies.

- **Integrity of Information Resources**

Users must respect the integrity of information and information resources.

1. Modification or Removal of Information or Information Resources Without proper authorization, users must not attempt to modify or remove information or information resources that are owned or used by others.

2. Other Prohibited Activities Users must not encroach, disrupt or otherwise interfere with access or use of the University's information or information resources. For the avoidance of doubt, without express permission, users must not give away University information or send bulk unsolicited email. In addition, users must not engage in other activities that damage, vandalize or otherwise compromise the integrity of University information or information resources.

3. Academic Pursuits The University recognizes the value of legitimate research projects undertaken by faculty and students under faculty supervision. The University may restrict such activities in order to protect University and individual information and information resources, but in doing so will take into account legitimate academic pursuits.

- **Access for Legal and University Processes**

1. Under some circumstances, as a result of investigations, subpoenas or lawsuits, the University may be required by law to provide electronic or other records, or information related to those records or relating to use of information resources, ("information records") to third parties. Additionally, the University may in its reasonable discretion review information records, e.g., for the proper functioning of the University, in connection with investigations, or to protect the safety of individuals or the ASU community. The University may also permit reasonable access to data to third-party service providers in order to provide, maintain or improve services to the University. Accordingly, users of University information resources do not have a reasonable expectation of privacy when using the University's information resources.

- **Accountability**

1. Violation of this policy may subject the user to sanctions, including the loss of computer and/or network access privileges, disciplinary action, suspension, termination of employment, dismissal from ASU, and/or legal action.

TITLE IX SEXUAL MISCONDUCT POLICY

1.0 Purpose

Albany State University (“ASU” or “University”) is committed to providing a positive and rewarding educational experience and a safe campus environment which acknowledges the dignity and worth of every individual. The purpose of this policy is to prohibit any form of sexual discrimination by or against any campus constituent and to ensure that every report of sexual discrimination is taken seriously and that prompt and appropriate action is taken.

Sexual misconduct is a serious threat to the University community, a violation of University policy, prohibited by Title IX and in some instances a criminal act. In accordance with Title IX, the University is committed to (1) prohibiting acts of sexual misconduct; (2) providing comprehensive support to the alleged victim while safeguarding the due process rights of the accused; and (3) clearly identifying, defining and articulating behavioral standards and expectations required of all members of the University community.

Albany State University constituents are expected to adhere to Sexual Misconduct policy 4.1.7 as prescribed by the University System of Georgia. The policy is outlined below.

2.0 Scope

Members of the ASU community are expected to adhere to University policies as well as local, state and federal law. Accordingly, this policy applies to all university community members, including students, faculty, staff, volunteers, guests and vendors, and may apply to students from another school, off-campus personnel involved in an internship or coop program or a host or personnel at a study abroad program. Any complaint of sexual misconduct that is received, regardless of where the conduct occurred, must be assessed to determine if the act happened in the context of an educational program or activity, or had continuing effects on campus or in an off-campus educational program or activity. Further, if the act created a hostile environment and had an actual or potential adverse impact on any member of the University community, it will be reviewed. If the accused is not affiliated with the University, the response will differ depending on the level of control the school has over the individual. The University must still take steps to provide appropriate remedies for the reporting individual and, where appropriate, the broader University community.

Consistent with Title IX, the sexual misconduct prohibitions within this policy extend to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. The protections afforded under this policy cover all students, faculty, staff and visitors regardless of whether his or her gender is male or female; his or her sexual orientation is straight/gay/lesbian/bisexual/transgender; with or without disabilities; he or she is of a different race or national origin; his or her employment status is part-time or full-time; his or her location is on the main campus; branch campuses; online; in

internships and/or study abroad programs. The actual or perceived sexual orientation or gender identity of the parties does not change ASU's obligation.

3.0 Policy

The University System of Georgia is committed to ensuring a safe learning environment that supports the dignity of all members of the University System of Georgia community. The University System of Georgia does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. The University System of Georgia will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. The University System further strongly encourages members of the University System community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner.

Prevention is one of the primary mechanisms used to reduce incidents of sexual violence on campuses. USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community including students, faculty, and staff. Such programs are designed to stop sexual violence through the promotion of positive and healthy behaviors. Programming will educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

4.0 Definitions and Prohibited Conduct

- **Community:** Students, faculty and staff, as well as contractors, vendors, visitors, and guests.
- **Complainant:** An individual lodging a complaint. The complainant may not always be the alleged victim.
- **Consent:** Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Minors under the age of 16 cannot legally consent under Georgia law.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim.
- **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim

shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- **Incapacitation:** The physical and/or mental inability to make informed, rational judgments, and can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

- **Nonconsensual Sexual Contact:** An intentional sexual touching upon a person, without consent or where the person is incapacitated, and/or by force, by another person or with any object. Sexual contact includes but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with these body parts, or making another touch the alleged victim or themselves with or on any of these body parts.

- **Privileged Employees:** Individuals employed by the institution to whom a complainant or alleged victim may talk in confidence, as provided by law. Disclosure to these employees will not automatically trigger an investigation against the complainant's or alleged victim's wishes. Privileged Employees include those providing counseling, advocacy, health, mental health, or sexual-assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Exceptions to confidentiality exist where the conduct involves suspected abuse of a minor (in Georgia, under the age of 18) or otherwise provided by law, such as imminent threat of serious harm. Further, Privileged Employees must still submit anonymous statistical information for Clery Act purposes.

- **Respondent:** Individual who is accused to have engaged in conduct that violates this Policy.

- **Responsible Employees:** Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders, etc.). Responsible Employees are not required to report information disclosed at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs" or other public forums in which students may disclose incidents of prohibited conduct).

- **Sexual Assault:** An umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms including but not limited to rape and sexual battery.

- **Sexual Exploitation:** "Sexual Exploitation" occurs when an individual takes nonconsensual or abusive sexual advantage of another for his or her own

advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;
 2. Prostituting another individual;
 3. Non-consensual video or audio of sexual activity;
 4. Non-consensual distribution of video or audio of sexual activity, even if the sexual activity or video or audio taken of sexual activity was consensual;
 5. Intentional observation of non-consenting individuals who are partially undressed, naked, or engaged in sexual acts;
 6. Knowingly transmitting an STD or HIV to another individual;
 7. Intentionally and inappropriately exposing one's breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
 8. Sexually-based bullying.
- Sexual Harassment: Unwelcome verbal, nonverbal, or physical conduct, based on sex or gender stereotypes, that: is implicitly or explicitly a term or condition of employment or status in a course, program, or activity; is a basis for employment/educational decisions; or has the purpose or effect of interfering with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or benefit from an institutional program or activity.
 - Stalking: Engaging in a course of conduct directed toward another person based upon sex that would cause a reasonable person (i) to fear for his or her safety or the safety of immediate family members or close acquaintances, or (ii) to suffer substantial emotional distress.

5.0 Procedures

Reporting Sexual Misconduct

A complainant of sexual misconduct can choose among several reporting options at their respective institutions: filing a criminal complaint with law enforcement officials; filing an administrative report with the institution; or filing an anonymous report at their institution. These processes are detailed below. An individual who believes he/she is a victim of sexual misconduct is encouraged to report allegations of sexual misconduct promptly.

Institutional Reports

Complainants of sexual misconduct who wish to file a report with the institution should notify a Responsible Employee or the Office of the Title IX Coordinator. Responsible Employees informed about sexual misconduct allegations involving any student must notify the Office of the Title IX Coordinator as soon as practicable. Responsible Employees should not attempt to resolve the situation, but must notify and report all relevant information to the Title IX Coordinator. Privileged Employees are not bound by this requirement but may, consistent with their ethical and legal obligations, be required to report limited information about

incidents without revealing the identities of the individuals involved to the Office of the Title IX Coordinator. All members of the University System of Georgia institutions' communities are encouraged to report incidents of sexual misconduct promptly.

The Title IX Coordinator's identity and contact information shall be published by each institution prominently on the institution's website, as well as in any relevant publication. Each institution may choose to have Deputy Title IX Coordinators to whom reports may be made, as well. Institutions should encourage complainants to report their complaints in writing, though oral complaints should also be accepted, taken seriously, and investigated, to the extent possible. Further, while complaints should be made as quickly as possible following an alleged incident of sexual misconduct, all reports should be accepted regardless of when reported.

Complaints should include as much information as possible – that is: (1) the type of sexual misconduct experienced; (2) the name of the respondent; (3) the date(s), time(s), and place(s) of the sexual misconduct; (4) the name(s) of any individual(s) with knowledge of the incident; (5) whether any tangible evidence has been preserved; and (6) whether a criminal complaint has been made.

Information from complaints will be shared only as necessary to investigate and to resolve the alleged sexual misconduct. Complaints will be investigated and resolved as outlined below. Institutions, through their Title IX Coordinators, will also assess the need for and institute interim measures as described below as appropriate and where reasonable, as well as work with the appropriate institutional department to determine the need to issue a broader warning to the community in compliance with the Clery Act or to report activity to the authorities. Institutional reports will be investigated and adjudicated separately from any criminal complaints.

1. *Confidentiality:* Where a complainant or alleged victim requests that his or her identity be withheld or the allegation(s) not be investigated, the institutions should consider, through the Title IX Coordinator, whether this request can be honored while still providing a safe and nondiscriminatory environment for the institution. Honoring the request may limit the institution's ability to respond fully to the incident and may limit the institution's ability to discipline the respondent.

2. *Retaliation:* Anyone who, in good faith, reports what she or he believes to be misconduct under this Policy, or who participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact the Title IX Coordinator for the institution. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

3. *False Complaints:* Individuals are prohibited from intentionally giving false statements to an institution official. Any person found to have intentionally submitted false complaints, accusations, or statements, including during a hearing, in violation of this policy shall be subject to disciplinary action.

4. *Amnesty:* Individuals should be encouraged to come forward and to report sexual misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by an individual during an investigation concerning use of drugs or alcohol will not be used against the particular individual in a disciplinary proceeding or voluntarily reported to law enforcement; however, individuals may be provided with resources on drug and alcohol counseling and/or education, as appropriate.

Law Enforcement Reports

Because sexual misconduct may constitute criminal activity, a complainant also has the option, should he or she so choose, of filing a report with campus or local police, for his or her own protection and that of the surrounding community.

Complainants considering filing a report of sexual misconduct with law enforcement should preserve any evidence of sexual misconduct, including, but not limited to, the following:

1. Clothing worn during the incident including undergarments;
2. Sheets, bedding, and condoms, if used;
3. Lists of witnesses with contact information;
4. Text messages, call history, social media posts;
5. Pictures of injuries; and/or
6. Videos.

Anonymous Reports

Anonymous reports may be made by placing a written complaint in the drop box outside the Title IX Coordinator/Compliance Officer's office.

Interim Protective Measures

The Title IX Coordinator or his/her designee may impose interim protective measures before the final outcome of an investigation and until final resolution of the allegations if failure to take the interim measures would constitute an immediate threat to the safety and well-being of the alleged victim or other members of the institution, or to ensure equal access to the institution's education programs and activities. Before any such measures are instituted, however, the Title IX Coordinator should, where practicable, provide the respondent with an initial opportunity to respond to the allegations and to the imposition of any interim protective measures specifically.

Imposing interim protective measures does not indicate that a violation of this Policy has occurred, and is designed to protect the alleged victim and community,

and not to harm the respondent. To the extent interim measures are imposed, they should minimize the burden on both the alleged victim and the respondent, where feasible. Interim measures may include, but are not limited to:

1. Change of housing assignment;
2. Issuance of a “no contact” directive;
3. Restrictions or bars to entering certain institution property;
4. Changes to academic or employment arrangements, schedules, or supervision;
5. Interim suspension; and
6. Other measures designed to promote the safety and well-being of the parties and the institution’s community.

An interim suspension should only occur where necessary to maintain safety, and should be limited to those situations where the respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the alleged victim or the campus community, the nature, duration, and severity of the risk, the probability of potential injury, and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make all reasonable efforts to give the respondent the opportunity to be heard on whether his or her presence on campus poses a danger. If an interim suspension is issued, the terms of the suspension take effect immediately. When requested by the respondent, a hearing to determine whether the intermediate suspension should continue will be held within three (3) business days of the request.

Support Services

Once an individual makes a complaint, or receives notice that a complaint has been made against him or her, that individual should receive information about support services, such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and legal assistance, as is available at their respective institutions.

Available support services are listed on the ASU website under Title IX.

Process for Investigating and Resolving Institutional Reports

Jurisdiction: The institution shall take necessary and appropriate action to protect the safety and well-being of its community. Accordingly, sexual misconduct perpetrated against students by University System of Georgia students, faculty, or staff should be addressed whenever such acts occur on a campus, in connection with an institution’s program or activity, or in a manner that creates a hostile environment for members of the institution community. Further, the policy is

applicable to all University System of Georgia students, faculty, and staff, as well as contractors, vendors, visitors, guests or other third parties.

Advisors: Both the alleged victim and respondent, as parties to the matter, shall have the opportunity to use an advisor (including an attorney) of his/her choosing for the express purpose of providing advice and counsel at his/her own expense. The selected advisor shall not otherwise be a party or witness involved in the investigation. The advisor may be present during any meetings and proceedings involved in the investigatory or resolution process in which the advisee is also eligible to be present. The advisor may advise the advisee, including providing questions, suggestions, advice on the proceedings, and guidance on responses to any questions of the participant, but shall not participate directly. The institution shall not prohibit family members of any party from attending if the party requests such attendance, but may limit the number to two family members.

Timeframe: Reasonable efforts will be made to complete the investigation and resolution within 60 calendar days of the initial complaint, though a longer period of time may be needed in some cases. The Title IX Coordinator will notify the respondent and the alleged victim, in writing, of any extension of this timeframe.

Investigations

1. The Office of the Title IX Coordinator is primarily responsible for directly overseeing the investigation and resolution of complaints, and coordinating possible remedial actions or other responses reasonably designed to minimize the recurrence of the alleged conduct as well as mitigate the effects of any misconduct. The Title IX Coordinator will ensure prompt, fair, and impartial investigations and resolutions of complaints alleging violations of the sexual misconduct policy. The Title IX Coordinator shall be responsible for ensuring any individual participating in the investigation, resolution, or appeal of any sexual misconduct case has received regular training on issues pertaining to sexual misconduct.
2. The Title IX Coordinator shall designate an investigator to conduct a prompt, thorough, and impartial investigation into each complaint received. The investigation shall consist of interviews of the complainant, alleged victim, respondent, and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps, as appropriate.
3. Unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.
4. The respondent shall be provided with written notice of the complaint, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of the Title IX Coordinator and any investigator(s) involved. Notice shall be provided via institution email. If confirmation of receipt is not received by the Title IX Coordinator or the investigator, the Title IX Coordinator or the investigator shall engage in other measures to ensure notice is received by the respondent. A copy shall also be provided to the alleged victim via the same means.

5. The investigator will timely begin the investigation and will schedule an initial interview with the complainant, alleged victim, respondent and any known relevant witnesses. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.

6. Each party shall have three (3) business days to submit a written statement to supplement the notice of complaint and the verbal interview. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents – whether written or electronic – in support. If respondent has not otherwise responded, a non-written response will be considered a general denial of the alleged misconduct.

7. Based on this response and other relevant information, the investigator shall continue to interview witnesses for both sides, to re-interview parties where necessary, and to collect and review documents or other physical or electronic information, as well as other steps, as appropriate.

8. Where the respondent is a student, the respondent has the right to remain silent during the investigation and resolution process, without an automatic adverse inference resulting. If the respondent chooses to remain silent, the investigation may ultimately still proceed and policy violation charges may still result, which may be resolved against the respondent.

9. The respondent and/or alleged victim may challenge the participation of the investigator on the grounds of personal bias by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than three (3) business days after the party reasonably should have known of the bias. The Title IX Coordinator will determine whether to sustain or deny the challenge, and if sustained, to appoint a replacement.

10. At the conclusion of the investigation, the investigator will issue to the parties a written report setting forth charges and possible sanctions, as well as an explanation of the evidence against the respondent.

11. The parties shall have at least three (3) business days to respond to the report in writing. The respondent's written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents – whether written or electronic – in support.

12. The investigator shall, as necessary, conduct further investigation and update the report as warranted by the response(s), and will update the report as necessary.

13. Upon completion of the investigation, the investigator will review the evidence with the Title IX Coordinator. The Title IX Coordinator will ensure policies have been followed.

14. The Title IX Coordinator will contact the alleged victim(s) and the respondent(s) and schedule an opportunity to meet with each party individually. During these meetings, the Title IX Coordinator shall review the report with the parties (individually). Should the report be acceptable to all parties, an informal resolution may be made, which would not require the parties to move to the hearing phase of these procedures. If, however, the parties agree on the conduct, but not on the sanctions, then the sanctions shall be addressed by the hearing panel.

15. Allegations of sexual misconduct involving a student that are brought against an institution's faculty or staff will be investigated as outlined above, but will be further addressed and/or resolved through the institution's applicable employment policies, and in accordance with the procedures for dismissal outlined in the Board of Regents Policy including procedures for appealing such decisions.

16. Where the respondent(s) is a student, a hearing, as well as corresponding procedures/rights to appeal, shall be set and administered as set forth below, and a final report shall be provided to all parties, which will also provide a date, time, and location for a hearing on the matter.

17. The final report should also be provided to the panel for their consideration in adjudicating the charges brought against the respondent. The investigator may testify as a witness before the panel regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the panel outside of providing testimony during the hearing.

Hearings

1. The hearing will be conducted by the Title IX Coordinator and/or his/her designee(s). The Panel must be composed of at least three (3) members.

2. The investigator shall not serve on the Panel.

3. No student shall serve on the Panel.

4. Both the alleged victim and respondent shall have the opportunity to present witnesses and evidence to the Panel. Both parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Title IX Coordinator and/or his or her designee for consideration. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. Advisors may actively assist in drafting questions. The Panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the Panel shall err on the side of asking all submitted questions, and must document the reason for not asking any particular questions.

5. The Title IX Coordinator reserves the right to allow a party to testify in a separate room, when determined to be necessary. Where such a determination is made, special measures must be put in place to ensure no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the Panel, and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.

6. Similarly, where the Title IX Coordinator determines that a witness or party necessary to the proceedings is unavailable and unable to be present due to exigent circumstances (e.g., on a study abroad program, medical restrictions on travel, etc.), he or she may establish special procedures for providing testimony from a separate location. In doing so, the Title IX Coordinator must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures the testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any parties. Should it be reasonably

believed that a party or witness who is not physically present has presented tainted testimony to the Panel, the Panel will disregard the testimony of that witness.

7. The standard of review shall be a preponderance of the evidence; however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.

8. The civil rules of evidence do not apply to the investigatory or resolution process.

9. Both the respondent and alleged victim shall be provided a written report via institution email of the outcome and any resulting sanctions. The written report must summarize the evidence in support of the sanction. The report should include details on how to appeal, as outlined below.

Possible Sanctions

The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past discriminatory, harassing, or retaliatory conduct, the respondent's willingness to accept responsibility, previous institutional response to similar conduct, and the institution's interests. The Panel will determine the sanction after review of the investigatory findings.

The broad range of sanctions includes but is not limited to: expulsion; suspension for an identified time frame or until satisfaction of certain conditions, or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders; required participation in sexual or relationship sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas); additional academic requirements relating to scholarly work or research on sexual misconduct; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

Appeals

Parties shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or (3) to allege that the finding was inconsistent with the weight of the information. Appeals may be made by the alleged offender for the above reasons in any case where sanctions are issued – even those in which such sanctions are held “in abeyance,” such as probationary suspension or expulsion.

The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final report. Where the respondent or alleged victim appealing the outcome is a student, the appeal should be made to the Vice President for Student Affairs or his/her designee. The appeal shall be a review of the record only, and no new meeting with the respondent or alleged victim will be held. The non-appealing party shall be given the opportunity to respond to the appellant's submission. The applicable Vice President, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity; remand the case back to the Title IX Coordinator to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his/her designee shall then issue a decision in writing to both the respondent and alleged victim simultaneously within a reasonable time period.

The decision of the Vice President or his/her designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the three grounds set forth above.

The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity; remand the case back to the Title IX Coordinator to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be issued in writing to both the respondent and alleged victim and shall be issued within a reasonable amount of time. The President's decision shall be the final decision of the institution. Should the respondent or alleged victim wish to appeal the President's decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 8.6.

Recusal / Challenge for Bias

Any party may challenge the participation of any institution official or employee in the process on the grounds of personal bias by submitting a written statement to the institution's designee setting forth the basis for the challenge. The written challenge should be submitted within a reasonable time after the individual reasonably should have known of the existence of the bias. The institution's designee will determine whether to sustain or deny the challenge, and if sustained, the replacement to be appointed.

6.0 Accountability

The following administrators are primarily responsible for implementing this policy:

- Title IX Coordinator/Compliance Officer: (229) 430-0538
- Director of Counseling Services: (229) 903-3606/(229) 317-6734

- Director of Student Health Services: (229) 430-4766/(229) 317-6584
- Chief of Police, ASU Police Department (229) 430-4711
- Vice President of Student Affairs & Success: (229) 903-3607/(229)317-6260

TOBACCO FREE CAMPUS POLICY

In March of 2014, University System of Georgia (USG) adopted a tobacco-free campus policy. Darton State College, a unit of USG, is in compliance with this policy and is a Tobacco & Smoke Free Campus. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campus.

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates.

The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on USG properties.

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a USG entity shall be tobacco-free. All events hosted by outside groups on behalf of the USG shall also be tobacco-free.

