

GENERAL INFORMATION

THE ALABAMA COLLEGE SYSTEM

MISSION STATEMENT

The Alabama College System, consisting of public two-year community, junior, and technical colleges and an upper division university, seeks to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of Alabama.

ATHENS STATE UNIVERSITY

MISSION STATEMENT

Athens State University is a baccalaureate degree granting institution offering coursework at the junior and senior level. Located in northern Alabama, Athens State University acknowledges a commitment to serve transfers of accredited junior, community, and technical colleges as well as those from other institutions of higher education. The University prepares students for professional careers, graduate school, lifelong learning, and enrichment. The University, through individual attention, quality teaching, and a varied course delivery system assists students in the timely achievement of their professional and career goals. In addition, Athens State University offers programs of continuing education and community services that provide a variety of cultural and professional opportunities to the people in our region. Governed under the authority of the Alabama State Board of Education, Athens State University provides affordable education in an environment which recognizes diversity and nurtures the discovery and application of knowledge.

GOALS

1. To provide educational opportunity to postsecondary students through carefully planned and implemented programs of study.
2. To serve the student effectively and efficiently by providing varied scheduling and cooperative arrangements with other institutions.
3. To recruit, retain, and promote professional development of qualified faculty and staff.
4. To provide and maintain appropriate learning resources which are supportive of student learning, quality teaching, scholarly research, diversity, and technological proficiency.
5. To develop and maintain periodic internal evaluation to ensure that all programs are operating within a manner consistent with the mission of the University.
6. To provide opportunities for students to expand their intellectual, social, and cultural horizons.
7. To provide and maintain student services which furnish necessary information, financial assistance, guidance counseling to assist progress toward personal, academic, and career goals.
8. To promote and maintain effective student recruitment and retention.
9. To promote the use of appropriate University and community resources to facilitate educational and training programs for the diversified needs of business, industry, education, and government in addition to providing cultural and intellectual enrichment.
10. To acquire and administer efficiently and effectively all fiscal resources.
11. To provide, develop, and maintain a physical plant appropriate for the support of the University programs.
12. To effectively communicate the University's vision and goals as a baccalaureate degree granting institution to internal and external constituencies.

GOVERNANCE

Athens State University is a baccalaureate degree granting institution operating under the control of the Alabama State Board of Education. The president is the chief executive officer of the University and is directly responsible to the State Board of Education through the Chancellor of Postsecondary Education.

HISTORY

Athens State University is both the oldest and the youngest institution of higher education in Alabama's state educational system. The University was founded in 1822 by local citizens who purchased five acres of land, erected a building, and began Athens Female Academy. Ownership of the school was transferred in 1842 to the Tennessee Conference of the Methodist Church. With the birth of the North Alabama Conference of the Methodist Church in 1870, the College came under the jurisdiction of that body.

On May 10, 1974, the Board of Trustees requested from the North Alabama Conference of the United Methodist Church that the College seek affiliation with the State of Alabama. The conference, at its annual meeting in June, 1974, gave the Board of Trustees this permission and authorized the transfer of the College to the State of Alabama.

In June 1975, the College was accepted by the Alabama State Board of Education subject to the appropriation of operating funds by the Alabama Legislature. Later that year, the Legislature appropriated funds for the operation of the College to serve the graduates of state junior, community, and technical colleges/institutes.

The institution's name has changed several times in its history, following adjustments in purpose and governance. Athens Female Academy, upon transfer to the Tennessee Conference of the Methodist Church in 1842, became Athens Female Institute. Then in 1889 after having been transferred to the newly formed North Alabama conference, the College was known as Athens Female College. In 1931, the College became coeducational and was known as Athens College. In 1975, when the institution became part of the state educational system, it was renamed Athens State College, marking the initiation of an era of increased opportunity for service. In 1998, a bill was passed by the legislature to rename the College to Athens State University. The long history of service by the University is the foundation upon which the future of the University rests.

BUILDINGS

Brown Hall

Brown Hall serves as the administrative building. It contains the offices for the President, the Dean of Academic Affairs, the Special Assistant to the President for External Affairs and Director of Alumni Affairs and the Counselor of Arts and Sciences.

Chasteen Hall

Chasteen Hall serves as a classroom building. It is located one block west of the main campus at the corner of Clinton and Hobbs Streets.

Carter Physical Education Center

The gymnasium, faculty offices, and classrooms are located in the Carter Physical Education Center.

Classroom Building

The Classroom Building contains classrooms, the Limestone County Video Conference Center, student lounge, and the Office of Student Financial Services.

Founders Hall

Founders Hall contains the Business Office, Dean of Financial Affairs Office, Director of Physical Plant Office, the Reading and Math Clinic, the Writing Center, classrooms, MIS Department, and faculty and staff offices for the School of Business and the School of Arts and Sciences.

Library

The Athens State University Library is located at the corner of Pryor Street and Elkton Street. An office for the media specialist is also located in the library building.

McCain Hall

McCain Hall contains offices for the School of Education and Science in Motion (chemistry and biology).

McCandless Hall

McCandless Hall contains a small theater, faculty offices for the School of Arts and Sciences, and classrooms.

Naylor Hall

Naylor Hall contains offices for the School of Arts and Sciences faculty.

Sanders Hall

Sanders Hall is a coeducational residence hall.

Sandridge Student Center

The Sandridge Student Center contains offices for the Dean of Student Affairs, student activities, admissions counseling, student support services, counseling and career services, admissions, records, testing, recruitment, veterans affairs, evening services and the publications department. In addition, there is a campus post office, food service, bookstore, ballroom, recreation areas, and meeting rooms.

Waters Hall

Waters Hall contains classrooms and offices for the School of Arts and Sciences.

DIRECTORY OF SERVICE AREAS

Academic Affairs

The Office of the Dean of Academic Affairs is located on the second floor of Brown Hall. The Dean of Academic Affairs and staff are available to assist you in your academic concerns. Appointments may be made by calling 233-8214. For information concerning degree options contact: The School of Arts and Sciences, Dr. Charles Chapman, Dean, 216-6608; the School of Business, Dr. Robert Gulbro, Dean, 233-8116; or the School of Education, Dr. Mary Lou Maples, Dean, 233-8187.

Alabama Science in Motion Program

Established by the Alabama Legislature in 1994, the Alabama Science in Motion (ASIM) Program supports public secondary school biology, chemistry, and physics laboratory activities. Athens State University provides teacher training and disseminates equipment to support biology and chemistry laboratory activities at public high schools in Limestone, Lawrence, Morgan, Cullman, and Blount counties. For additional program information, contact the Athens State University ASIM Program Site Director.

Alumni Association

The Athens State University Alumni Association's mission and goal is to enhance the feeling of loyalty and commitment to the University and its alumni. It provides services and programs for its thousands of alumni throughout the world. All functions and

services are coordinated and administered by the Office of Alumni Affairs located in Brown Hall. The Athens State University Colum and other alumni publications keep the active alumni and their families and friends informed about the University and the association. Traditional programs such as the annual homecoming weekend festivities, the fifty-year club celebration, and the alumni scholarship program, in addition to chapter meetings, insure opportunities for socialization and sharing among the Athens State University family of alumni, students, faculty, staff and friends. Information regarding alumni events may be obtained by calling 233-8275.

Bookstore

The bookstore is located on the lower level of the Sandridge Student Center and carries a full line of University textbooks, instructional and educational materials, and a variety of items incidental to student needs.

Business Office

The Business Office, located in Founders Hall, handles financial transactions relating to the University and student activities. Should you need information regarding financial affairs call 233-8204 and the Dean of Financial Affairs' secretary will direct you to the proper extension. The Business Office hours are 8:00 a.m. - 6:00 p.m., Monday through Thursday; and 8:00 a.m. - 4:30 p.m. on Fridays. The Business Office closes at 4:30 p.m. on days when there are no classes.

Center for Economic Education

Athens State University sponsors a Center for Economic Education for the purpose of improving the level of economic understanding in the North Alabama area. As a network member of the Alabama Council on Economic Education and as an affiliate member of the National Council on Economic Education, the Athens State University center sponsors and conducts in-service training programs for elementary and secondary teachers employed by local school systems. Dr. Bill Wilkes serves as the Director of the Center.

Continuing Education and Community Services

Continuing Education and Community Services are an integral part of Athens State University and are primarily concerned with the special studies aspects of the educational process within the University and the community. The role of Continuing Education and Community Services is prescribed in Criteria 4.6 of the University Delegate Assembly of the Southern Association of Colleges and Schools. Basic programs are developed through the academic areas to meet the following needs: (1) noncredit courses, (2) seminars, (3) conferences, (4) institutes, (5) workshops, and (6) CEU courses. Athens State University does not accept continuing units (CEU's) for academic credit.

Curriculum Lab

The Curriculum Lab is a resource center providing materials and services for students enrolled in the Teacher Education Program. The Lab houses elementary and secondary texts, teacher editions, and resource materials for most subject areas taught in the nation's schools, as well as lesson planning resources. The Curriculum Lab is located in the basement of McCain Hall and is ADA accessible by entering from the east side door, Room 203. Hours are posted each semester.

Library

The Athens State University Library is located on the corner of Pryor and Elkton Streets and has holdings in excess of 100,000 volumes and subscribes to 262 journals and magazines. The library also has access to 6700 on-line full text periodicals. Journals may be accessed through print and computerized indexes, such as ABI-INFORM, ERIC, Academic Abstracts, and Newsbank. Holdings of the library are enhanced by membership in regional and national consortia: the Alabama Library Exchange, the Library Management Network, the Southeastern Library Network, and the Network of Academic Libraries (NAAL). Special collections include rare books, University archives, local history files, and an extensive religion collection. Library orientation is provided through individual or scheduled group sessions. A variety of informational handouts are also available. The library is open 80 hours per week (seven days a week), except for holidays. The library telephone number is 233-8218.

Math Lab

The Math Lab is located in Waters Hall, Room 4. It offers videotaped lectures with facilities for viewing, computers with a variety of math-related software and personal tutorial assistance. Lab hours change each semester.

North Alabama Teacher Exchange (NATE)

The North Alabama Teacher Exchange (NATE) is located in the little beige house between Founders and McCain. NATE, one of eleven Regional Inservice Centers that were established in the 1980's by the State Department of Education, is administered by Athens State University to provide inservice programs for teachers in a five county region in north Alabama. The inservice programs coincide with the critical need areas identified by the State Department of Education. NATE also works closely with the ten school districts and 132 schools in the region to provide both district and site-based inservice programs tailored to specific staff development needs. The NATE office is open Monday through Friday 8:00 a.m. - 4:30 p.m. The telephone number for NATE is 1-800-300-6384 or (256) 233-8144.

Reading and Math Clinic

The Reading and Math Clinic, located in Founders Hall, was established in the 1983-84 school year to fulfill the clinical needs of students in the School of Education and to meet the community's needs for a tutoring and enrichment center. In 1985, the clinic was presented the Program of Excellence in Teacher Education Award by the Alabama Association of Colleges for Teacher Education. The Clinic follows the same calendar year as the University, and serves children in kindergarten through grade eight. Tutoring services are provided in the areas of reading and math for a minimal fee of \$50.00 for ten sessions. For further information call 233-8106.

Redstone Arsenal Extension

Athens State University operates an extension site on Redstone Arsenal located in Building #3200. The office is open Monday through Friday from 8:00 a.m. until 4:30 p.m. For the convenience of Athens State University students who attend classes at Redstone, admission procedures, counseling, and other school business may be taken care of through the Extension Office. Classes are held in various buildings. Any Athens State University student may take courses at the Extension, however, active duty military, military dependents, retirees, dependents of retirees, and civil service employees at Redstone Arsenal have priority. For further information call the office of the Arsenal Supervisor for Redstone, 842-9708 or the secretary's office at 876-7561. In addition, the fax number is 256-876-8698.

Servicemembers Opportunity General Registry

Athens State University is a member of Servicemembers Opportunity Colleges, a consortium of over 1300 institutions pledged to be reasonable in working with servicemembers and veterans trying to earn degrees even while pursuing demanding, transient careers. As a SOC member we are committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and work experiences. SOC is sponsored by fifteen national higher education associations with the military services, the National Guard Bureau, and the Office of the Secretary of Defense serving as cooperating agencies.

Student Affairs Services

The office of the Dean of Student Affairs is located on the upper level of the Sandridge Student Center. Student Affairs Services are organized as follows:

◆ Admissions Office, lower level of Sandridge Student Center	233-8130
◆ Athletic Office, Carter Physical Education Center	233-8140
◆ Admissions Counselor and Veterans Affairs, upper level of Sandridge Student Center	233-8124
◆ Counseling and Career Services (Career Services, Counseling, Cooperative Education, Services for Students with Disabilities, Student Employment), upper level of the Sandridge Student Center	233-8285
◆ Recruitment Office, Suite 230, upper level of the Sandridge Student Center	233-8233
◆ Minority Affairs, lower level of the Sandridge Student Center	233-8129
◆ Printing and Publications (Post Office included), lower level of the Sandridge Student Center	233-8210
◆ Records Office, lower level of the Sandridge Student Center	233-8165
◆ Student Activities Office, upper level of the Sandridge Student Center	233-8227
◆ Student Financial Services, Classroom Building, lower level	233-8122
◆ Student Support Services, lower level of the Sandridge Student Center	233-8269
◆ Testing, lower level of the Sandridge Student Center	233-6540
◆ Veterans Affairs Office, upper level of the Sandridge Student Center	233-8124

Testing

Athens State University offers certain testing programs for the convenience of Athens State University students and the community. Information and registration packets pertaining to these programs are available in the Evening Services Office in the Sandridge Student Center, 233-6540.

Testing services offered by Athens State University include:

1. PRAXIS (Registration Bulletin includes National Teacher's Examination information)
2. Basic Skills Test (BST)
3. Collegiate Assessment of Academic Proficiency (CAAP)
4. College Level Examinations Program (CLEP)
5. Miller Analogies Test (MAT)
6. Defense Activity for Non-Traditional Educational Support (DANTES)
7. Correspondence testing
8. Information and registration bulletins are available for GRE, GMAT, LSAT & MCAT.

Writing Center

The Writing Center, located in Founders Hall 314, offers free assistance to the Athens State University community—students, faculty, and staff. It is staffed by a director who coordinates services through student tutors proficient in writing skills and who are computer-literate so that they may assist in one-on-one consultation as well as in the use of software tutorials. The purpose of the Center is to provide instruction and encouragement to those who need to improve writing skills as well as to offer assistance to those who wish to enhance their writing skills.

ADMISSION OF STUDENTS

ADMISSIONS COUNSELING

Entering students may obtain advisement through an admissions counselor. The counselor can provide information to assist students in understanding registration procedures, academic requirements, degree programs.

You may contact an admission counselor at the following locations:

- On campus, appointments are recommended, (256) 233-8124 or (256) 233-8233.
- Huntsville, Alabama office hours located on Calhoun Community College Research Park on Monday and Tuesday evenings from 3:00 p.m. to 6:00 p.m. (256) 890-4716.
- Decatur, Alabama office hours located at Calhoun Community College, Chasteen Community Center, Thursday from 9:00 a.m. to 1:00 p.m.

Huntsville and Decatur office will not be open between semesters and during finals.

Students seeking majors in the School of Arts and Sciences should call (256) 233-8277.

Students seeking majors in the School of Business or the School of Education should refer to their section of the catalog.

For information on campus tours call (256) 233-8227.

APPLICATION

Each student applying for admission to Athens State University must complete an Application for Admission and return the application to the Admissions Office accompanied by a required application fee of \$30.00. This nonrefundable fee is not applicable to tuition. An application may be accessed on-line by visiting the University's web site on www.athens.edu.

TRANSCRIPTS

The student must provide official transcripts from each college or university previously attended. The applicant must request that these transcripts be sent directly to Athens State University, to the Admissions Office, Sandridge Student Center, 300 North Beaty Street, Athens, Alabama 35611. A student completing a program at another institution and seeking enrollment at Athens State University without sufficient time to arrange for official transcripts prior to registration may be admitted **conditionally** for the semester. A student admitted under this provision must see that all official transcripts are received by the Admissions office **by the end of the student's first term of enrollment**. If all official transcripts are not received by the end of the student's first term, the student will not be allowed to register for any future terms.

COLLEGIATE ASSESSMENT OF ACADEMIC PROFICIENCY (CAAP)

The CAAP examination (Reading, Math and Writing) is administered to first time enrollees during their first semester of enrollment. Students who have taken this examination at other institutions may submit scores and be exempt from testing at Athens State University. Students are required to take these examinations as part of the assessment program. (Exceptions: Education majors, special non-degree seeking students and students with four-year degrees.) This assessment provides the institution information on the entering student body as well as provides to each student a "benchmark" on current levels of understanding in these three areas. The scores may assist students in determining course selection or in seeking additional assistance in the Writing Center and Math Lab.

EARLY ADMISSION

A transfer student may be considered for admission with at least forty-one semester hours provided he or she has a cumulative 2.0 grade point average on a 4.0 scale, and has met all gen. ed. requirements (Areas I-IV) before entering Athens State University. Early admission students will be required to supply unofficial transcripts before meeting with the Coordinator of Admissions at which time an early transfer form will be approved. This regulation applies when the student does not plan to receive an associates degree from the junior or community college and does not need additional courses offered at the junior college level.

DUAL ENROLLMENT OF JUNIOR/COMMUNITY COLLEGE STUDENTS

Junior/Community college students with at least a 3.0 grade point average and who have completed at least 32 semester hours at the junior/community/technical college, may--with the permission of the instructional dean of the respective college--dual enroll with Athens State University. Courses taken at Athens State University may not be used to fulfill junior/community college degree requirements and all courses taken at Athens State University will be transcribed on the Athens State University transcript. For further information, contact the Offices of Admissions and Records.

TRANSFER STUDENT ADMISSIONS

The University reserves the right to accept or deny course work presented for transfer. Collegiate work will be considered for transfer credit from postsecondary institutions that are fully accredited by regional accrediting associations and that offer the baccalaureate degree or associate's degree.

Course work presented for transfer from institutions not accredited by regional accrediting associations will be reviewed by the Admissions Committee at Athens State University. Any courses accepted for transfer must be appropriate to the degree and program

selected at Athens State University. For additional information, students may contact the offices of Admissions and Records. Categories for admission of transfer students are as follows:

Admission of Junior/Community College Transfer Students

A junior/community college transfer student may be admitted to Athens State University provided he or she has earned (1) a degree from a two-year institution accredited by the Southern Association of Colleges and Schools or other regional accrediting agency, or (2) sixty-four semester hours of college credit with a 2.0 grade point average on a 4.0 scale or (3) completed all general studies curriculum core requirements (Areas I-IV) and submitted early transfer forms to the Athens State University Admissions Office.

Admission of Technical College/Institute Transfer Students

A student from a regionally accredited technical college/institute may be admitted to Athens State University as a regular degree-seeking student provided he or she has completed a technical program and has received a degree, diploma or certificate. The student must submit an official transcript for review. Credit may be awarded for a maximum of thirty-nine semester hours depending on the particular technical program and the baccalaureate degree program selected. Individual related subject courses and grades cannot be directly transcribed as regulated by the State Department of Education and the Commission on Colleges of the Southern Association of Colleges and Schools. However, certain courses may be used as substitutions or waivers for a specific course in the Athens State University degree program but will not affect the total hours residency required for that degree program. Credit earned through this method will not be used in determining the student's cumulative grade point average.

Admission of Four-Year College Transfer Students

A student who has completed a minimum of the freshman and sophomore years at a regionally accredited four-year institution may be admitted to Athens State University as a transfer student.

Admission of International Students

The International Student Advisor's Office assists the international student in transferring to Athens State University. Services include interpretation of governmental regulations and institutional requirements. Students needing assistance should contact the Associate Dean of Student Affairs office, 233-8171.

To be admitted as an F-1 student, the student should:

1. submit an Application for Admissions to ASU and pay the application fee either by money order or certified check.
2. have 60-64 semester hours or equivalent from a regionally accredited institution
OR
course by course evaluation of foreign educational credentials completed by the World Education Services.
3. request official copies of transcripts from all colleges and/or universities they have attended to be sent to the international student advisor. If student is requesting course by course evaluation by the World Education Services, an official copy of their transcript should be sent by W.E.S. to the international student advisor.
4. score a minimum of 500 (written) or 173 (computer) on the TOEFL score.
5. request official copy of student's TOEFL score be sent to the international student advisor.
6. have student's current international student advisor complete a Transfer Clearance form.
7. complete an I-134 Affidavit of Support Form and submit to the international student advisor.
8. provide a \$1,500 deposit (money order or certified check) made out to Athens State University to the international student advisor.
9. bring his/her current passport for copying by international student advisor.
10. provide proof of health and life insurance while in the United States.
11. provide a letter from a banking institution on financial status (support), and
12. provide a letter stating planned major at ASU.

Upon receipt of the above items, an I-20 Form will be issued by Athens State University.

ADMISSION OF TRANSIENT STUDENTS

A student wishing to be admitted to Athens State University as a transient student must complete an application for admission and provide the Coordinator of Admissions with (1) a letter of good standing and permission each semester from the instructional officer of the institution in which he or she is currently enrolled, and (2) approval from said official for specific courses to be taken at Athens State University. Upon completion of the course(s), the transient student must make a written request for an official transcript to be mailed to the institution in which he or she is enrolled. An international student must have a transfer clearance sheet from his/her current foreign student advisor. Students enrolled as transient are not classified as "regular" students. As defined by the U. S. Department of Education, transient students are not eligible to receive federal aid funding under Title IV.

ADMISSION OF SECOND DEGREE-SEEKING STUDENTS

Students who seek a second degree must meet all admission requirements, complete all catalog requirements for the major in that degree, and must complete a minimum of thirty-three semester hours in residency at Athens State University beyond the conferral date of the first degree. No student may secure two degrees within the same graduation period.

ADMISSION OF FORMER STUDENTS IN GOOD STANDING

A student who has previously attended Athens State University and is currently in good standing, including students returning after an absence of only one semester, can be readmitted automatically. The returning student may complete an reapplication form to update personal information, but no additional application fee will be charged.

If the returning student plans to seek a degree from Athens State University and has attended another college or university during his or her absence from the University, official transcripts must be mailed directly from the college or university attended to the Admissions Office, Athens State University, 300 North Beaty Street, Athens, Alabama 35611.

ADMISSION OF STUDENTS ON PROBATIONARY STATUS FROM OTHER INSTITUTIONS

A student on probationary status from another institution who wishes to attend Athens State University must provide official transcripts from all colleges or universities previously attended. These transcripts will be reviewed to determine admissibility. For further information contact the Coordinator of Admissions at (256) 233-8217.

A transfer student who is admitted with a cumulative GPA of less than 2.0 will be admitted on Academic Probation. If, at the conclusion of the semester in which the transfer student admitted on Probation has attempted a total of 12 semester hours at ASU, and the Cumulative GPA at ASU is 2.0 or above, the student's status is "clear."

If, at the conclusion of the semester in which the transfer student admitted on Probation has attempted a total of 12 semester hours at ASU, and the semester GPA at ASU is 2.0 or above, but the Cumulative GPA is less than 2.0, the student will remain on Academic Probation.

If, at the conclusion of the semester in which the transfer student admitted on Probation has attempted a total of 12 semester hours at ASU, and the semester GPA at ASU is less than 2.0, the student is suspended for one semester. The transcript will read **SUSPENDED - ONE SEMESTER**.

A student who has been suspended indefinitely from another institution during the current academic year will not be permitted to enter Athens State University. However, the student who has been out of school for more than one year after being suspended indefinitely by another institution will be considered for admissions.

ADMISSION OF NON-DEGREE SEEKING STUDENTS

A student who has not completed the required number of credit hours to be accepted as a regular degree-seeking student and who wishes to pursue a limited objective may be admitted to Athens State University as a non-degree-seeking student. Non-degree seeking students should not circumvent attendance at the community/junior/technical college. Such a student should report directly to the Office of Admissions for permission to enter. Records are kept of the work completed and credits are transferable. The non-degree seeking student is restricted to a maximum of six semester hours per term. The non-degree seeking student is ineligible for financial aid, veteran's benefits, or federal aid funding under Title IV.

Limited Objectives:

Auditing - Any individual may elect to attend classes at Athens State University on an audit basis, provided he or she has completed an application for admission. Credit is not awarded for audited classes. Audited courses will be allowed on a space available basis. No change from audit to credit is allowed. A student who is currently attending high school or who has not earned a high school diploma or equivalent may only audit courses at Athens State University.

Personal Enrichment - A person who wishes to attend Athens State University for personal enrichment or self-improvement will be limited to six semester hours per term with credit recorded as for a regular degree-seeking student. This student will be admitted as a special non-degree seeking student and is required to furnish official transcripts from colleges or universities previously attended by the end of the first term.

Teacher Certification - A student holding a degree from another institution and taking courses at Athens State University for teacher certification purposes is required to submit one copy of all official transcripts from each institution previously attended. These transcripts are not evaluated or recorded but are used in determining teacher certification requirements. (See Teacher Education Program.)

TRANSFERABILITY AND APPLICABILITY OF COLLEGE CREDIT WITHIN THE UNIVERSITY

Transferability refers to the condition under which the University accepts credits from other postsecondary institutions for inclusion in the student's records. Such course work must be relevant to the degree the student is seeking and will be evaluated as to content and level of instruction resulting in student competencies at least equivalent to those of students enrolled at Athens State University.

Applicability of credit toward a degree refers to the prerogative of the School to count specific credit toward the fulfillment of a student's degree requirements.

STANDARDS OF ACADEMIC PROGRESS

The Athens State University policy for satisfactory academic progress is designed to assist the student in meeting and maintaining a level of achievement that will assure reasonable progress toward graduation. All students should be aware that a cumulative minimum grade point average of 2.0 on a 4.0 scale is required for graduation in all Schools except the School of Education (graduates must have a 2.75--see School of Education guidelines for specifics and the School of Arts and Sciences graduates must have a 2.5 GPA in the appropriate majors). Students with probationary status at Athens State University cannot receive permission to take coursework from another institution. Credit earned at another institution may not be used to clear probationary status at Athens State University.

An academic review of each student's record occurs at the completion of each term. When a student is placed on a status of probation or suspension, University officials may provide intervention for the student by taking steps including but not limited to, imposing maximum course loads and/or prescribing specific courses. Any student who was admitted on "clear" status and whose grade point average at Athens State University falls below 2.0 is immediately placed on academic probation.

Suspended--One Semester

A student whose subsequent grades in the next term do not meet the required 2.0 will be placed on One Term Academic Suspension. The transcript will read SUSPENDED--ONE SEMESTER.

Suspended--One Semester/Readmitted

A student who is suspended for one semester may appeal to the Admissions Committee. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED--ONE SEMESTER/READMITTED UPON APPEAL.

Appeal Process: If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for a "appeal for readmission" to the Admissions Committee within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Admissions' Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the college's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonability, and consistency shall be the standards by which such decisions are measured. Students will be notified in writing of the decision with 10 instructional days after receipt of the request for appeal. All requests for appeals must be received within 5 instructional days following receipt of notice of suspension.

Suspended--One Year

The student who is readmitted upon appeal reenters the institution upon Academic Probation. A student on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) and who does not achieve a 2.0 at Athens State University in the subsequent semester will be placed on One Year Academic Suspension. The transcript will read SUSPENDED--ONE YEAR.

Suspended--One Year/Readmitted Upon Appeal

The student who is suspended for one year may appeal to the Admissions Committee. If, after appeal, the student is readmitted without serving the one year suspension, the transcript will read SUSPENDED--ONE YEAR/READMITTED UPON APPEAL.

Academic Probation

A student with less than a 2.0 GPA may petition the Admissions Committee to be admitted on Academic Probation. A student who is admitted by appeal and placed on academic probation (less than a 2.0 GPA) must secure at least a 2.0 grade point average on all courses attempted at Athens State University. The student will have twelve (12) semester hours to bring the cumulative GPA to 2.0 (average of all grades secured from transfer hours and Athens State University hours). Failure to secure a 2.0 will result in the student being suspended for one semester. The transcript will read SUSPENDED-ONE SEMESTER.

Academic Bankruptcy

According to State Board Policy, a student may request in writing to the registrar to declare academic bankruptcy under the following conditions:

- a. If fewer than three calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester occurred. All coursework taken, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
- b. If three or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters provided the student has taken a minimum of 18 semester credit hours of coursework at the institution since the bankruptcy semester occurred. All coursework taken, even hours completed satisfactorily, during the semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared the term “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester affected. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation and the transcript will be stamped “ACADEMIC BANKRUPTCY IMPLEMENTED.” A student may declare academic bankruptcy only once.

Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

FINANCIAL INFORMATION

Athens State University is committed to providing a quality educational program at the lowest possible cost. Therefore, Athens State University is especially committed to a professional and businesslike approach in the management of its financial resources.

TUITION

Tuition and fees are subject to change at any point of time, subject to approval of the Alabama State Board of Education.

Alabama Residents

The Alabama resident tuition is ninety-five dollars (\$95.00) per semester hour for 2002-2003. Payment due dates are posted in the schedule. No student will be allowed to defer payments.

Out-of-State and Foreign Students

The out-of-state residents or non-U.S. citizens who do not meet Alabama residence requirements tuition is one hundred ninety dollars (\$190.00) per semester hour for 2002-2003.

HOUSING

Dormitory rooms are available through the Housing Office. The cost for a double occupancy room is four hundred and fifty dollars (\$450.00) per semester or summer term. A limited number of single occupancy rooms are available at a cost of five hundred and fifteen dollars (\$515.00) per semester or summer term. See schedule for payment due date. A one time only seventy-five-dollars (\$75.00) damage deposit is required from each student, payable upon acceptance of the student as a dormitory resident. Checks are to be made payable to Athens State University.

2002-2003 SCHEDULE OF FEES

Application Fee	\$ 30.00
Teaching Internship	\$ 80.00
Lab Fee (as specified per course)	\$ 53.00
Off Campus Course Fee (excluding Redstone) (per course)	\$ 35.00
Late Registration Fee	\$ 25.00
Drop Fee per course change	\$ 5.00
Transcript of Grades (after first request)	\$ 5.00
Graduation Fee	\$ 50.00
Late graduation application fee	\$ 25.00
Diploma reorder	\$ 13.00
Auditing Fee per hour	1/2 of current tuition rate
Key Deposit	\$ 2.00
Returned Check Fee	\$ 28.00
I.D. Card (picture)	\$ 5.00
Dormitory Deposit	\$ 75.00
International Student Deposit	\$ 1,500.00
Graduation Reapplication Fee	\$ 13.00
Student parking	\$ 10.00
Replacement Diploma	\$ 25.00
Facilities Renewal Fee	\$3.00/semester hour
Technology Fee	\$5.00/semester hour

REFUNDS

The current Refund Policy is as follows. The current semester schedule should be consulted for any changes.

The Refund Policy 803.02 stated below became effective 09-26-96. It is not an institutional policy but is mandated by the Alabama Department of Postsecondary Education for all colleges and universities under its control. Athens State University is under the control of Alabama Department of Postsecondary Education and must comply with this policy.

1.1 Refund for Complete Withdrawal

A student who officially or unofficially withdraws from all classes before the first day of the semester will be refunded the total tuition and other institutional charges.

A student who officially or unofficially withdraws completely on or after the first official day of the semester but prior to the end of the third week of class will be refunded according to the withdrawal date as follows:

Prior to the first day of the semester:

100% refund for any and all classes dropped

1st week of the semester (drop/add period)

Partial withdrawal - 100% refund, less 5% administration fee.
Complete withdrawal - 75% refund, less 5% administration fee.

2nd Week of the semester:

Partial withdrawal - NO REFUNDS DUE.
Complete withdrawal - 50% refund, less 5% administration fee.

3rd Week of the semester:

Partial withdrawal - NO REFUNDS DUE.
Complete withdrawal - 25% refund, less 5% administration fee.

After the 3rd week of the semester - NO REFUND DUE.

IMPORTANT: Refunds are calculated based upon the status of enrollment at the end of the third week of the semester. The first day of class is defined as the day the semester begins, not necessarily a student's first class meeting date. There is only one "FIRST DAY" per semester. All refund checks will be mailed within six weeks from the first day of the semester.

1.2 Administrative Fee

An administrative fee not to exceed 5% of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

2.1 Refund for Partial Withdrawal

Students who do not completely withdraw from the University but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

3.1 Refund in Compliance With Federal Regulations

All colleges shall comply with federal regulations relative to refund of tuition and other institutional charges for Title IV recipients (Other institutional charges (PELL, SEOG, loans).

4.1 Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal, if such student is unable to complete the term due to active duty orders or assignment to another location.

REFUND POLICY FOR STUDENTS RECEIVING FEDERAL TITLE IV AID

Effective Fall Semester 2000-2001: The federal refund regulations require Financial Aid Students receiving Pell Grant, Federal Supplemental Education Opportunity Grant or Federal Direct Loans, and withdrawing from all of his or her classes prior to the 60% point in the term, to immediately repay unearned federal aid dollars to the program providing those funds. The following formula is used to compute aid to be returned:

Days Enrolled	x	Title IV Aid Awarded	=	Aid Earned	Order of Funds to Return -
Days in Term		and Disbursed			Unsubsidized Loans (per promissory note terms)
					Subsidized Loans (per promissory note terms)
					Pell Grant *50%
					FSEOG

Aid Disbursed - Aid Earned = Aid to be Returned

This policy does not limit the Refund Policy mandated by the Alabama Department of Postsecondary Education.

OTHER REFUND POLICIES

Weekend, short-terms and special one week classes will receive a 100% refund if dropped prior to the first day of the start of the semester.
Dormitory room costs are prorated weekly. Any part of a week shall constitute a full week. In unusual circumstances such as illness or official government orders, **students may petition the Dean of Student Affairs for special consideration.** Examples of refunds are available upon written request to the Student Financial Services Office.

RETURNED CHECKS

Returned checks cannot be redeposited by the Office of Financial Affairs. Checks for tuition will be charged a \$28.00 returned check fee plus a \$10.00 fee for reprocessing the registration. Unpaid checks will be turned over to the District Attorney's Office ten days after notification. After the second returned check, the Office of Financial Affairs WILL NOT accept a personal check for tuition payment. Payment must be made with cash, money order, credit card, or cashier's check.

GRADES/TRANSCRIPTS WITHHELD

A student failing to meet his or her financial obligations to the University may have his or her semester grade report, transcript and all other academic transactions withheld until such obligations are cleared through the Business Office. Such obligations include unpaid fees, overdue library books, damaged or unreturned University equipment, dormitory damage, unpaid student loans, and parking fees. A student may be withdrawn from classes and not permitted to register until financial obligations have been cleared.

The Student Financial Services Office of Athens State University is located in the Classroom Building, first floor, east entrance. Phone: 1-800-522-0272, ext. 170, or 233-8170, or 233-8122. FAX: 233-8128.

TAX FORMS 1098-T

Tax Forms 1098-T are mailed by the due date as required by the Internal Revenue Service.

SCHOLARSHIP PROGRAMS

INSTITUTIONAL SCHOLARSHIP PROGRAMS

Academic Scholarships—Awarded on outstanding academic achievement, 3.5 grade point average minimum required. The deadline for application submissions is the close of the last business day (4:30 p.m.) in February for awards in the following academic year. Approximately 30 new awards for each academic year. In addition, program enhancement scholarships are awarded. (download application@http://www.athens.edu/financialaid/institution__scholarships.shtml)

Student Activities Leadership Scholarships—Demonstrated leadership qualities through clubs and organizations at transfer institution, grade point average minimum of 3.0; must participate in activities of Athens State University. The deadline for application submissions is the close of the last business day (4:30 p.m.) in February. Applications are available in the Student Activities office.

The Dottie and J.J. Donahue SGA President's Scholarship—Awarded to the president of SGA, \$150 per semester for Fall, and Spring semesters.

Athletic Scholarships—Scholarships may be offered in the areas of men's basketball and women's softball to students who demonstrate outstanding athletic ability. For further information on men's basketball contact the men's basketball coach. For information on women's softball contact the women's softball coach.

Cheerleader Scholarships—Scholarships are available for Athens State University cheerleaders and mascot. The recipient must have a grade point average of 2.5 and maintain a 2.0 average. See the Coordinator of Student Activities for additional information.

The Athenian Scholarship—3/4's tuition for three semesters is awarded to the editor of the University newspaper. This scholarship is contingent upon the student satisfactorily fulfilling the requirements of the position and maintaining a 3.0 GPA. Partial scholarships are available for two assistant editors, contingent upon the student fulfilling the requirements of the position and maintaining a 3.0 Grade Point Average. Applicants must contact the Coordinator of Student Activities.

ALUMNI SCHOLARSHIPS

The Athens State University Alumni Association offers the following scholarships:

Alumni Vanity Tag Scholarship
Mary Norman Moore McCoy Scholarship
Leovis and Carlton D. Whitt Scholarship
Geraldine Whitt Alumni Scholarship

Applications are available in the Alumni Office, the Financial Aid Office or through the University's website at www.athens.edu on or after January 15 each year. **The deadline for application submissions is the close of the last business day (4:30 p.m.) in February.** For more information on these scholarships please call (256) 233-8275. For more information on these scholarships contact the Alumni Office in Founders Hall (233-8275) or download@http://www.athens.edu/financialaid/institution__scholarships.shtml

SENIOR ADULT SCHOLARSHIP PROGRAM

This program allows any student 60 years or older (meeting admissions requirements) to receive a tuition waiver for college credit courses on a space available basis only. Space available basis requires registration during the late registration process.

ASU FOUNDATION SCHOLARSHIP PROGRAMS

The Athens State University Foundation has numerous scholarships available. Applications are available in the Foundation Office in Brown Hall, the Financial Aid Office or through the University's website at www.athens.edu on or after January 15 of each year. **The deadline for application submissions is the close of the last business day (4:30 p.m.) in February.** For more information on these scholarships please contact the Foundation Office in Brown Hall at (256) 233-8215.

Darryl Allen Allfrey Memorial Scholarship
AmSouth Bank Scholarship
Athens-Limestone Hospital Scholarship
Athens State University Foundation Scholarship
J. E. Beasley, Jr. Memorial Scholarship
Coach Oba Belcher Memorial Scholarship
Edward Burgreen Memorial Scholarship
James and Melba Chasteen Scholarship
Chittam Scholarship
Jane Mitchell Coffman Scholarship
Compass Bank Scholarship
Mary Corum Scholarship
Dekle Scholarship
Group DEKKO Scholarship
Martin W. "Buddy" Evans Scholarship
Robert McCall Scholarship, Delta Mu Delta
Founders Memorial Scholarship
Glasgow Scholarship
The Hemingway Accounting Scholarship
Herman Griffin Memorial Scholarship
Daniel-Hightower Memorial Scholarship
Hobbs/Horton Memorial Scholarship
Ena Johnson Kennedy Scholarship
Dan Jones Memorial Scholarship
Martin Scholarship

John C. Maund Memorial Scholarship
John D. and Michael Maund Scholarship
Terry McCormick Scholarship
Acton E. Middlebrooks Memorial Scholarship
Harry Miller Memorial Scholarship
George B. & Ruby Murphy Memorial Scholarship
National Management Association Scholarship
Julia Woodroof Nelson Memorial Scholarship
Mayme Pitts Boys & Girls Ranch Memorial Scholarship
Randy York Memorial Scholarship
Redstone Federal Credit Union Scholarship
Harold Smith Memorial Scholarship
Stanford Memorial Scholarship
Steelcase Scholarships
TVOTFC Association Scholarships
TVOTFC - The Gayle Davis Scholarship
TVOTFC - T. A. Hudson Memorial Scholarship
TVOTFC - Jodie Hall Memorial Scholarship
TVOTFC - Joe Gambill Memorial Scholarship
TVOTFC - Bill Harrison Memorial Scholarship
TVOTFC - The Bill Sandlin Scholarship
TVOTFC - Ewell P. Smith Scholarship
Weems Scholarship
3M Scholarship

FINANCIAL AID

The Student Financial Services Office of Athens State University is located in the Classroom Building, Suite 105, first floor, East entrance. Phone: 1-800-522-0272, ext. 170, or 233-8170, or 233-8122.

The Student Financial Services Office has two major objectives:

1. To supplement the efforts of the student and parents of the student in meeting educational costs.
2. To provide financial aid to students who would be unable to attend this institution without such assistance.

Athens State University provides this aid through various federal, state, and private sources.

HOW TO APPLY

The first step in applying for aid at Athens State University is to submit the Free Application for Federal Student Aid to one of the approved processors on the application form. Applications for the 2001-2002 academic year are accepted between January 1, 2001 and July 1, 2002 only. **THE STUDENT MUST REAPPLY FOR AID EACH YEAR.** This application and resulting analysis is the basis for all federally funded student aid programs and for all need-based programs at Athens State University. Each applicant will receive a Student Aid Report (SAR) from the processor. Some applicants are selected by the federal government for a process of verification. Verification requires completion of an additional worksheet and supporting documentation.

Students may apply electronically for aid at no cost by one of the following methods:

U.S. Department of Education Application WebSite Internet address: www.fafsa.ed.gov

Order an application diskette from the U.S. Department of Education 1-800-801-0576 or at an Education Opportunity Center. Contact the Financial Aid Office for a location near you. Central Office for EOC - 722-9632.

A Cost of Education will be determined for each student based on full-time tuition and fees, room and board estimates, books, supplies, transportation and miscellaneous expenses. Dependent care expenses, and disability expenses related to study not covered by an assisting agency may be documented to the Financial Aid Office for inclusion as well. Cost of Education budgets are available in the Student Financial Services Office.

In determining aid the University will deduct the Estimated Family Contribution as indicated on the SAR from the Cost of Education. After the need has been computed, the Pell Grant award, if any, will be calculated to determine any remaining need the student may have. Any other resources available to the Student such as VA benefits, Vocational Rehabilitation Benefits, and private Scholarship Funds will also be considered in determining remaining need. Remaining need may be met in a variety of ways. The Student Financial Services Office will determine the precise method on the basis of available funds of the school and the student. Some of the funds generally available are SEOG, Alabama Assistance Grants, federal work study, Scholarships and Loan programs. (See specific guidelines in the Aid Programs Section.)

Pell grant payments will be paid each semester to eligible students who have a completed Financial Aid File. Aid approved by the Student Financial Services Office will automatically be applied on the student schedule during the registration process. Any funds remaining for the semester will be paid directly to the student by check. The Business Office will issue and mail checks.

SATISFACTORY ACADEMIC PROGRESS FOR FIRST DEGREE UNDERGRADUATES

Financial Aid Students working toward a **first undergraduate degree** will be monitored for compliance with Federal Requirements for Satisfactory Academic Progress as outlined below:

- The student must maintain a 2.0 GPA at Athens State University.
- The student must successfully complete 67% of all coursework attempted. All W's, I's, F's and audited coursework count as unsuccessful completions. When unsuccessful completions exceed 33% of all coursework attempted, financial aid will be suspended.
- The student must complete degree requirements within 150% of the usual time-frame for degree completion. Athens State University requires up to 128 semester hours to graduate. Therefore, financial aid will be available for no more than 192 semester hours of credit toward degree requirements. All accepted transfer work will be counted in this calculation. This particular component of the satisfactory academic progress standards may not be appealed as per federal regulations.

Financial aid students working toward **an additional undergraduate degree** will be monitored for compliance with federal requirements for satisfactory academic progress as outlined below:

- The student must maintain a 2.0 GPA at Athens State University.
- The student must successfully complete 67% of all coursework attempted. All W's, I's, F's and audited coursework count as unsuccessful completions. When unsuccessful completions exceed 33% of all coursework attempted, financial aid will be suspended.
- The student must complete additional degree requirements within 130% of the usual time frame for degree completion. Athens State University requires up to an additional 66 semester hours of credit toward degree requirements. However, the maximum hours will be limited by an advisor's plan of study outlining required courses. All accepted transfer work will be counted in this calculation.
- An advisor's plan of study is required to be on file in financial aid for all students pursuing an additional degree.
- The additional undergraduate degree must be one in which Athens State University will award an additional diploma. This may not be an additional major or minor.

Financial Aid Students working toward a **state required certification or certificate program** with a minimum of 24 semester hours will be monitored for compliance with federal requirements for satisfactory academic progress as outlined below:

- The student must maintain a 2.0 GPA at Athens State University.
- The student must successfully complete 67% of all coursework attempted. All W's, I's, F's and audited coursework count as unsuccessful completions. When unsuccessful completions exceed 33% of all coursework attempted, financial aid will be suspended.
- The student must complete certification requirements within 130% of the usual time frame for the certificate completion or for coursework necessary to meet minimum state requirements for employment. Athens State University requires an additional 30 semester hours to earn an accounting certificate and 24 semester hours to earn a computer networking certificate. Therefore, financial aid will be available for no more than 39 semester hours of credit toward the accounting certificate and no more than 30 semester hours toward the computer networking certificate. The advisor's listing will be used to benchmark maximum hours for students pursuing minimum state requirements for employment such as sitting for the CPA and Teacher Certification or recertification. All accepted transfer work will be counted in this calculation.
- An advisor's Plan of Study is required to be on file in Financial Aid for all students pursuing coursework beyond a first undergraduate degree.

Students not meeting the above standards will have financial aid suspended until the requirements are met. Students who lose financial aid must request reinstatement of aid when documentation of the cleared deficiency has been submitted to the Student Financial Services office. Students changing majors will not have additional time allowed for goal accomplishment.

Student Appeals Process:

Students may appeal financial aid suspension in writing to the Director of Student Financial Services. The appeal must clearly state the reasons the student did not achieve the requirements AND the reasons why the aid should not be terminated. Students may appeal the decision of the Director of Student Financial Services, in writing, to the Financial Aid Committee. The Committee will review the appeal and the student will be notified, in writing, when a decision has been reached. The Financial Aid Committee meets near the end of each semester to review appeals.

FINANCIAL AID PROGRAMS

Federal Pell Grant Program

This program is designed to provide financial assistance to persons at the undergraduate level who need funds to attend a post high school educational institution. The actual size of a grant award will depend upon the family's financial situation, the amount of funds actually available for the program each year and the cost of education. For the Pell Grant program, an undergraduate is one who has not earned a bachelor's or first professional degree. Pell Grants provide a "foundation" of financial aid to which aid from other Federal and non-Federal sources may be added. All paperwork must be submitted to the Student Financial Services Office during the period of enrollment for payment. The final academic year deadline is the third week of the summer term.

Federal Supplemental Educational Opportunity Grant

This program has the single purpose of making a University education available to qualified applicants who demonstrate "exceptional financial need." In determining the priority order in which students will be awarded SEOG funds in any given year, Federal regulations require the school to give first consideration to those students with exceptional financial need demonstrated by the Pell Grant recipients with the lowest Expected Family Contribution in that year. This program is for students who have not earned a bachelor's degree or first professional degree.

Federal Work-Study Program

This program is designed to help students pay for part or all of their educational expenses by working part-time on campus, in coordination with their class schedules. This program is available on the basis of need as defined by the student's Pell Grant information. All requirements and conditions for employment under the University Work-Study Program are available in the Student Financial Services Office.

Federal Direct Loan Program

Federal Direct Subsidized Loans—provides students the opportunity to borrow funds for education costs at low interest rates. For students with a defined need, the federal government subsidizes the interest during the certain specified periods.

Federal Direct Unsubsidized Loans—for students with no defined need the federal government provides loan funds with low interest rates, but does not subsidize the interest. Interest accrues to the student while enrolled in school.

Athens State University does not certify loans to or for students on academic probation or for students failing to meet satisfactory academic progress standards as outlined on the preceding section.

STATE PROGRAMS

Alabama Assistance Grant Program

This program is a State/Federal Aid Program designed to provide assistance to residents of the State of Alabama. The program is need based and offers awards based on the Pell need analysis to students with demonstrated "exceptional need."

Eligibility Requirements for Federal Aid Programs

1. U. S. citizen or eligible non-citizen
2. Registered with Selective Service (if required)
3. Working toward a degree or certificate
4. Making satisfactory academic progress
5. Not owe a refund on a federal grant or be in default of a federal educational loan
6. Demonstrate financial need via the application process
7. Not receiving aid at more than one school during the same enrollment period

Student Responsibilities

It is the **responsibility** of the **student** to:

1. review and consider all information about a school's program BEFORE enrolling.
2. pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent receiving aid.
3. know all the deadlines for applying or reapplying for aid and meet them.
4. provide all documentation, corrections, and/or new information requested by either the Student Financial Services Office or the agency to which the application was submitted.

5. notify the university of any information that has changed since application was made for financial aid.
6. read, understand and keep copies of all forms requiring signature.
7. repay any student loans he/she has. When a student signs a promissory note, he/she is agreeing to repay the loan.
8. attend an entrance and exit interview at the university if you have a Federal Direct Student Loan.
9. notify the university of any change in name, address, or attendance status. If a student has a loan, the student must also notify the lender of any changes.
10. satisfactorily perform the work agreed upon, if employed for a federal work-study job.
11. understand the university's refund policy as outlined in this publication.

Student Rights

The **student has the right** to ask a university:

1. for the names of the university's accrediting and licensing organizations.
2. for a copy of the documents describing the institution's accreditation or licensing.
3. about its programs, its instructional, laboratory, and other physical facilities, and its faculty.
4. what the cost of attending is, and what its policy is on refunds to students who drop out.
5. what financial assistance is available, including information on all Federal, state, local, private and institutional financial aid programs.
6. who its financial aid personnel are, where they're located, and how to contact them for information.
7. what the procedures and deadlines are for submitting applications for each available financial aid program.
8. how it selects financial aid recipients.
9. how it determines financial need, including cost of education and resources available.
10. how much of one's need, as determined by the university, had been met.
11. how and when one receives financial aid.
12. to explain each type and amount of assistance in the financial aid package.
13. what the interest rate is on any student loan, the total amount to be repaid, when length of time for repayment and when repayment must start, and what cancellation or deferment provisions apply.
14. if offered a federal work-study job—what kind of job it is, what hours are to be worked, what the duties will be, what the rate of pay will be, and how and when wages will be paid.
15. to reconsider an aid package, if the student believes a mistake has been made, or if enrollment or financial circumstances have changed.
16. how the university determines whether a student is making satisfactory progress, and outcomes of unsatisfactory progress.
17. what special facilities and services are available to persons with disabilities.

STUDENT ACTIVITIES

Athens State University students are strongly encouraged to participate in campus extracurricular activities and to utilize the services provided by the University. Additional detailed information concerning these activities and services, the rules and regulations relative to student conduct, and student rights and responsibilities is found in the Student Handbook.

STUDENT GOVERNMENT ASSOCIATION

All members of the student body belong to the Student Government Association. Officers and organizational representatives are elected annually. The University organizational structure provides for and encourages democratic student involvement in the affairs of the University.

The Student Government Association meets at regular intervals and the meetings are open to all students who wish to observe the proceedings. Every student should feel at liberty to make suggestions to the Student Government Association, to any committee, or to any officer of the University administration.

CLUBS AND ORGANIZATIONS

African-American History Association

The African-American History Association is an organization to increase awareness of African-American contributions to the development of our country by providing the Athens State University community with a social, moral, intellectual and cultural agenda of African-American history and life. The organization was chartered in 1984 and has been a pioneer in the Athens and Limestone County area in observing the National program theme and practices. Membership is open to all administrators, faculty, staff and students of Athens State University. For more information, please contact the Student Support Services or Student Activities Office.

American Institute of Aeronautics and Astronautics (AIAA)

AIAA is an international society of aerospace professionals including engineering, management, technicians, and educators. The goals of AIAA include career development for membership and advancing the cause for the aerospace profession in general. For more information contact the School of Business.

American Production and Inventory Control Society (APICS)

APICS, the educational society for resource management, is an international organization offering a full range of programs and materials on the latest business management concepts and techniques. APICS is open to all students. For information, contact the School of Business.

Art Club

The Athens State University Art Club is to inform students and faculty as well as surrounding areas about the arts and involve them in artistic activities. Membership is open to the public. For additional information, contact the School of Arts and Sciences.

Athenian Hosts/Hostesses

The Athenians are the official names of students who serve as hosts and hostesses for the university. The members also serve as tour guides for campus and university representatives at special community functions. For more information, contact the Student Activities Office.

The Association of Justice Studies Club

Lambda Alpha Epsilon is a student organization for justice studies majors and minors. For information contact the School of Arts and Sciences.

The Association for Supervision and Curriculum Development (ASCD)

The Athens State University ASCD Student Chapter is a campus-based organization for undergraduate students in education. The program encourages preservice and inservice educators to initiate leadership, workshop, and networking opportunities for students at formative stages in their careers. Contact the School of Education.

Campus Ministries/Cross Seekers

Campus Ministries/Cross Seekers is open to all students, faculty, and staff. It is a national organization offered to anyone interested in Christian fellowship, missions, leadership development, Bible study and prayer. For additional information contact the Student Activities Office.

Centurions

The Centurions Club provides educational and social opportunities and is open to all students, faculty, and staff. This organization assists persons with disabilities to gain access in every way and to the extent permitted by law to all facilities and opportunities at Athens State University. Please call the Student Activities Office or the ADA/504 Coordinator.

Council for Exceptional Children (CEC)

The student chapter of the Council for Exceptional Children (CEC) is a professional organization open to students majoring in special education, and is affiliated with both the Alabama and international CEC. Please contact the School of Education.

Delta Mu Delta

Delta Mu Delta is an honor society for accounting, management, human resources management, and management of technology majors. Please contact the School of Business.

Elementary Education Club

The Elementary Education Club is an organization open, but not limited to, all junior and senior, general and special education majors. The purpose of this organization is to provide a network of support and assistance to all members. Members will have opportunities to participate in literary based public service programs. Please contact the School of Education.

Fellowship of Religion and Philosophy Studies (FORPS)

FORPS is a group made up of religion and philosophy, and religion majors, as well as other interested parties which meets once each month. For additional information contact Tony Moyers at 233-8514.

Health and Science Career Club

The Health and Science Career Club is an organization whose purpose is to promote interest in the field of science, to provide educational and training opportunities in the health and science fields, and to provide opportunities for participation in co-operative work and volunteer work in the health and science professions. Membership is open to any Athens State University student or students of any Alabama college or university. For more information contact the School of Arts and Sciences.

The Heritage Reading Council

The Heritage Reading Council is a local affiliate of the Alabama Reading Association and the International Reading Association which promotes literacy and literacy education. The organization is open to preservice teachers, inservice teachers, librarians, administrators, parents, and lay persons interested in reading as a means of learning and as the worthy use of leisure time. The Heritage Reading Council meets five times during the academic year in the ballroom of Athens State University. The meetings feature information about current trends in reading instruction, popular and new book titles, author visits, and activities to promote literacy for preschool through high school-age students. The organization is open to all Athens State University students and encourages their membership. For additional information contact the School of Education.

History Club

The Athens State University History Club provides an opportunity for members to meet with others interested in history for the purpose of discussing history and then recreating it. Feasts, crafts, and courts are examples of activities that take place under the auspices of the History Club. Contact the Student Activities office for additional information.

Institute for Management Accountants (IMA)

Student membership in the Institute of Management Accountants has a three-fold purpose:

1. To introduce management accounting to students planning careers in business,
2. To strengthen the knowledge and commitment of those already on the way to management accounting careers,
and

3. To demonstrate how IMA members work together to improve the science of management accounting. IMA membership provides opportunities for students to associate with practicing management accountants; to see how they live, work, and apply their knowledge; and to learn that professionals are seriously devoted to their field and to high ethical standards. To qualify for student membership, one must be a regularly enrolled business student carrying at least 6 semester hours of credit. The Association requires an application in writing, on a prescribed form, endorsed by a faculty member or the Registrar. For additional information contact the School of Business.

InterClub Council

The purpose of the Interclub Council is to promote unification between the clubs and organizations and to act as a judiciary committee for the clubs and organizations. The Interclub Council shall consist of representatives from each club and organization. The Vice President of the SGA shall chair the Interclub Council. For additional information contact the Student Activities office.

International Business Society

The International Business Society is for individuals enrolled at Athens State University who have taken or are presently taking an international course. The purpose of the International Business Society is to support development of a foreign exchange program, to serve as a support group for foreign exchange students, to network as the Tennessee Valley international business community and provide recreational and other activities for members. Contact the School of Business.

Kappa Delta Pi

Kappa Delta Pi is an international education honor society. Students are eligible for consideration when they have accumulated enough credit hours to reach senior status. Students are selected by a committee which evaluates them for outstanding academic achievement, scholarly ideals, and professional promise. Contact the School of Education.

The Mathematics and Computer Science Club (MACS)

The Mathematics and Computer Science (MACS) club is designed to enhance the undergraduate program through visiting lectures, field trips, and student recognition. Open to all students majoring or minoring in mathematics or computer science. For further information contact the School of Arts and Sciences.

Multicultural Club

The Multicultural Club has four beliefs that serve as focal points in the organization's philosophy. These fundamental beliefs are as follows: The first belief is to respect, understand, and appreciate cultural diversity. The second belief is to reduce racism, prejudice, and discrimination through education and communication. The third belief is the equality of all people regardless of race, religion, culture, ethnicity, age, gender or exceptionality. The fourth belief is the increased social awareness of problems associated with minorities and at-risk children. Contact the School of Education.

National Association of Communication System Engineers (NACSE)

The main goal of the Athens Chapter of NACSE is to let the Tennessee Valley area businesses know that the graduates of the Networking Program at Athens State University are quality, skilled professionals who would be an asset to any company's IT staff. For more information about NACSE and the Athens chapter go to www.nacse.com.

Phi Alpha Theta

Phi Alpha Theta is an international honor society in history. Membership is open to students, professors and alumni who have achieved excellence in history. The Alpha Beta Lambda chapter was established at Athens State University in 1984. For additional information about this organization please contact the School of Arts and Sciences.

Physical Education Majors Club

The purpose of this organization is to develop leadership, scholarship and professional awareness in students majoring or minoring in Physical Education at Athens State University. Contact the School of Education.

Pi Tau Chi

A national honorary religious society. Membership is by invitation for outstanding service in religious activities. Requirements for membership are 2.0 GPA, leadership in home, church or community, and participation in activities on campus. For additional information contact the Student Activities Office.

Pre-Law Society

The Pre-Law Society is a club open to all students who have an interest in law or law school. The purpose of the organization is to inform students of opportunities available in the field of law and to help prepare students to enter law school. For additional information please contact the School of Business.

Psi Chi

Psi Chi is a national psychology honor society. Membership is open to students, professors, and alumni who have achieved excellence in psychology. Psi Chi was established at Athens State University in 1985. Contact the School of Arts and Sciences for additional information.

Religious Studies Fellowship

This group is open to anyone with an interest in the study of religion or philosophy. It helps promote the serious study of religion and philosophy. For additional information contact the School of Arts and Sciences.

Sigma Tau Delta

Sigma Tau Delta is the international English honor society. The local chapter, Kappa Zeta, was founded in 1954. Membership in Sigma Tau Delta is open to English majors and minors, language arts majors, and those students maintaining a "B" average who support the humanities. The local chapter sponsors many campus events which include a professional dinner theatre, a "Come as Literary Character" halloween party, an authentic medieval feast, and an annual writers' conference. Kappa Zeta also awards a \$400 scholarship twice a year to a deserving member. The Gyre, the campus literary magazine, is under the sponsorship of Sigma Tau Delta. Contact the English Department for further information.

Society for Human Resource Management (SHRM)

The Society for Human Resource Management (SHRM) is the leading voice of the HR profession. It has over 70,000 professional and student members in more than 425 professional chapters and over 300 student chapters. The North Alabama student chapter consists of students from Athens State University, Alabama A&M University, and the University of Alabama in Huntsville. As a member of the local chapter, you will gain access to an immense information resource and have opportunities to meet HR practitioners to develop your personal contacts and network. With the award winning SHRM publications, you can keep current on issues and trends affecting the workforce and shaping the workplace. As a student member you are eligible and strongly encouraged to attend the Huntsville and Decatur monthly professional meetings. You will meet and interact with HR practitioners representing most of the employers in the greater Huntsville area. And according to research, 60% to 70% of jobs are found through personal contacts, or networking. Contact the School of Business for additional information.

Sociology/Behavioral Science Club

The mission of the Sociology/Behavioral Science Club is to acquaint individuals with the behavioral sciences including sociology and psychology, to encourage professional networking and collegiality, and to make significant contributions to the surrounding community via volunteerism and fund raising. Membership is open to all students interested in the behavioral sciences. For additional information contact the School of Arts and Sciences, Department of Behavioral Science.

Student Alabama Education Association (SAEA).

The Athens State University Student Alabama Education Association, or the Athens State University SAEA, is an organization which offers opportunities for developing personal growth, supportive friendships, and insurance. This organization was designed for all students enrolled in the Athens State University School of Education. Contact the School of Education for additional information.

The Society of Physics Students (SPS)

The Society of Physics Students is a professional physics association explicitly designed for students. Membership is open to any student interested in physics. The Society promotes interest in physics through lectures, discussions, and field trips. For additional information contact the School of Arts and Sciences.

STUDENT PUBLICATIONS

The Athenian, the University newspaper, provides an opportunity for students to develop in the field of journalism and to express themselves on campus issues. There are scholarships available for the assistants and editor positions. Please feel free to submit articles to the paper for publication. Check with **The Athenian** office in Student Activities for deadline dates and office hours.

The Gyre is an annual student publication which gives the student an outlet for creative writing. All stories and poems are student written.

INSTITUTIONAL PUBLICATIONS

The Column is a presidential newsletter published three times a year.

The Career Information Network is a semi-annual newsletter from the Counseling and Career Services Office.

Reflections is an annual newsletter published by the School of Arts and Sciences.

Strictly Business is a semi-annual newsletter published by the School of Business.

Teaching Etc. is an annual newsletter published by the School of Education.

INTERCOLLEGIATE ATHLETICS

Athens State University is a member of the National Association of Intercollegiate Athletics and competes in the Southeast Region as an independent in women's fastpitch softball and men's basketball.

COUNSELING AND CAREER SERVICES

Counseling and Career Services is located in Room 230, upper floor of the Sandridge Student Center and includes: Counseling, Career Services, Cooperative Education, Student Employment Services, and Services for Students with Disabilities. Appointments may be made by calling 233-8285 between 8:00 a.m. and 4:30 p.m., Monday through Friday; other hours by appointment only. The office website is www.athens.edu/counseling/ccs.htm.

Counseling

The purpose of counseling is to assist students, as unique individuals, to cope with personal, social, career and educational issues as they pursue their academic goal. Counseling is provided through one-on-one counseling interviews, using assessment instruments, when appropriate, to promote self understanding and self management. All counseling services are confidential. A licensed professional counselor is available.

Career counseling is provided to assist students with the following: deciding upon and selecting a major field of study; measuring interests, abilities and values through assessment instruments in relation to selecting a career goal; and, providing job search information and resources related to making the transition from the University to full-time professional employment. Resources available include a career library, graduate school information, and employer information.

Career Services

Career Services includes an information center which emphasizes job search skill development and promotes employment opportunities for currently enrolled students and alumni. It is the aim of the Career Services Office to assist the student in making sound career choices and at the same time provide employers with well-qualified candidates. Career Services is intended to support the student's job search. Career Services provides information on employers and employment opportunities, resource materials, individual appointments, interview opportunities and seminars on job search topics and techniques. Career Services does not function as a placement agency, and cannot guarantee employment. The job search is ultimately the candidate's responsibility. Students are encouraged to use the career services available to maximize employment opportunities upon graduation.

Student Employment (JLD) is a program referring currently enrolled students to part-time job positions available in North Alabama. Nine job bulletin boards, which are updated bi-weekly, are located outside the Career Services Office (second floor of the Student Center), in Chasteen Hall, Founder's Hall, Waters Hall, in the Library, in the Classroom Building, Carter P.E. Building, Sanders Hall Dormitory, and in the west wing of McCain Hall.

Professional Referral Services will establish a credentials file for each graduating student, and refer job candidates to employers who make requests for qualified candidates. A credentials file consists of a registration form, signed authorization form and five copies of a resume. Education majors are additionally required to submit an unofficial transcript and three recommendations. Students are encouraged to register in Career Services at least nine months before graduation. Students are encouraged to register on-line for a job at www.athens.edu/counseling/ccs.htm. A newsletter is sent to all registrants to keep them informed of career opportunities and resources.

Job Search Assistance is also available on an individual basis by appointment. Seminars on resume writing, interview skills, and job search skill development are offered several times throughout the year.

Information on graduate school programs is available through the Career Services Office. A Graduate School Information Day with national universities is scheduled in Huntsville each October. Also, local graduate schools are invited to participate in the Graduation Expo held on campus twice a year.

Students and alumni are invited to participate in the North Alabama College Placement Employment Day (NACPED) scheduled in Huntsville each February. This event began in 1985 and annually attracts over 100 employers seeking liberal arts, science, computer science, behavioral science, business and education graduates. A Career Expo is also held each October on campus.

Teacher's Expo

A Teacher's Expo with local school systems is held at the end of the spring semester on campus.

Cooperative Education

The Cooperative Education Program is designed to give students the opportunity to integrate their classroom study with practical work experience in their major field. Both alternating and parallel plans are available. A combination of Cooperative Education credit hours earned in CP 301-308, CP 401-406, will not exceed eight semester hours of elective credit toward graduation (See Cooperative Education Course Descriptions.)

Cooperative Education Parallel/Alternating/Special Arranged Plans

The Parallel Plan is a series of courses in which students are engaged in a work situation directly related to their academic major and attend classes concurrently. The parallel plan requires that the student work part-time (usually 20-25 hrs/week) while attending University classes full time. (One semester hour of elective credit is earned for the parallel plan.)

The Alternating Plan is a series of courses in which students are engaged in full-time study for one semester, then switch to full-time employment (forty hours per week) directly related to their academic major for the following semester. (Two semester hours of elective credit are earned each work semester for the alternating plan.)

The Special Arranged Plan allows the student who does not qualify under the guidelines for Parallel/Alternating Plans to work and attend classes in the cooperative education setting and is approved on a semester-by-semester basis. (One semester hour of elective credit is earned for the special arranged plan.)

Eligibility:

All students who have chosen a major field of study and completed at least six semester hours at Athens State University are eligible provided they meet the following criteria:

1. Student must be in good standing and must have and maintain an overall GPA of 2.5.
2. Student must intend to fulfill the requirements of the Co-Op Program and be a prospective candidate for graduation at Athens State University.

Application:

Students should apply as soon as they are considered as a degree-seeking student by the University and enrolled in a minimum of six semester hours.

Procedure:

1. Complete a "Cooperative Education Application"
2. Provide a copy of the latest unofficial college transcript, a current resume, and one letter of recommendation.
3. Arrange for a preliminary interview with a member of the Cooperative Education staff to discuss career goals and preferred work assignments.
4. The Cooperative Education Office will nominate qualified students to employers based on employer requests and requirements.

Grading:

A grade of pass or fail will be based on the employer's evaluation of the student's acquired knowledge and skills, the student's work report evaluation, class attendance, and the quality of term paper(s) submitted by the student.

Services for Students With Disabilities

Athens State University fully supports and complies with the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The staff and faculty endeavor to provide students an opportunity for success with as few deterrents as possible, strive to create a welcoming environment, and will work in good faith to meet the needs of all populations. Counseling Services provides individual assistance for students with disabilities: assistance with registration, counseling, auxiliary equipment, books on tape, assistance locating note takers and readers, classroom accommodations, and liaison with faculty, Admissions, Financial Aid, Housing, and community resources.

Students with disabilities are encouraged to visit campus the semester prior to enrollment to provide written documentation and to discuss any needs which they may have. Appointments may be made by calling 233-8285; TDD: 256-233-1127. The office is located in Room 230 on the second floor of the Sandridge Student Center and is open Monday-Friday, 8:00 a.m. to 4:30 p.m. The ADA/504 Coordinator is Maureen J. Chemsak, Director of Counseling and Career Services.

VETERANS' AFFAIRS

The Veterans' Educational Assistance Program at Athens State University is based on the rules, regulations, policies and procedures of the Veterans' Administration and as such is subject to change without notice. Current information concerning pay scales and a veterans handbook is available in the Office of Veterans' Affairs, second floor of the Sandridge Student Center, 233-8124.

Veterans Educational Assistance Programs:

Montgomery G.I. Bill - Active Duty Educational Assistance Program (Chapter 30 of Title 38, U. S. Code).

Vietnam Era Veterans' Educational Assistance Program (Chapter 34 of Title 38, U. S. Code).

Montgomery G.I. Bill - Selected Reserve Educational Assistance Program (Chapter 1606, formerly Chapter 106, of Title 10, U. S. Code).

Post-Vietnam Veterans (VEAP) Educational Assistance Program (Chapter 32 of Title 38, U. S. Code).

Vocational Rehabilitation - Chapter 31

This program provides educational assistance to disabled veterans who are in need of vocational rehabilitation. To be eligible a veteran must have a service-connected disability entitling him/her to these benefits. An award authorization must be received by the Office of Veterans' Affairs before benefits can be used.

Survivors' and Dependents' Educational Assistance Program (Chapter 35 of Title 38, U. S. Code).

Paperwork for state benefits (tuition, fees, books) should be processed through the Business Office. Paperwork for federal benefits (monthly checks) should be processed through the Office of Veterans' Affairs.

Selection of Program

In consultation with an admissions counselor or an academic advisor, each veteran student must select and plan a program in accordance with the Athens State University catalog. Assistance in determining a course of study or a change of program will be furnished by the Veterans' Affairs Office with concurrence of an academic advisor.

Course Load

A full-time course load for a student receiving veterans' benefits is twelve semester hours or more for fall and spring semesters; a three-quarter time load is nine semester hours, a one-half time load is six semester hours. Summer term for a full time student is 7 semester hours or more and three-quarter time load is six semester hours. Less than six semester hours is considered less than one-half time. Current VA regulations apply for all short term courses which do not satisfy the minimum amount of contact hours per week, regardless of the amount of credit hours earned for such courses. For complete information regarding "short term courses" contact the Office of Veterans' Affairs.

Repeated Courses for Veterans Receiving Educational Benefits

If a veteran fails a required course, he/she may repeat that course with pay. However, he/she cannot repeat a course just to improve a grade and receive payment through the Veterans Administration. (See also Repeated Courses).

Standards of Progress

The following standards must be met in order for veterans or other eligible persons to receive VA benefits:

1. Grading system as required by the academic standards of the university,
2. Satisfactory grade level as required by the academic standards of the university,
3. Probation and probationary periods as required by the academic standards of the university,
4. Conditions for dismissal, suspension, and readmission as required by the academic standards of the university, and,
5. Satisfactory student conduct as required by the rules and regulations of the university.

Withdrawal Policy

Students who receive veterans' benefits must notify the Office of Veterans' Affairs when dropping or adding a course or when withdrawing. Each withdrawal or drop resulting in a reduction in the course load must show the effective date of the change and the reason for the change. The withdrawal policies of the university also apply.

Veteran Payments and Responsibilities

Receipt of Checks A student who completes an application or Change of Place of Training Form at the beginning of the semester should expect a VA processing period of about six weeks. If the estimated time has elapsed and a check has not arrived, the student should contact the Office of Veterans' Affairs immediately and, if the case warrants, an inquiry will be made to the Regional Office.

Payment Since Athens State University does not participate in the advance payment plan for veterans, tuition and fees must be paid in full by the published payment date (except for those veterans receiving Vocational Rehabilitation). Veterans receiving Vocational Rehabilitation are eligible to register without payment of tuition and fees providing that an award authorization letter has been received prior to the registration period.

Overpayments Each veteran drawing benefits should be aware that it is his or her responsibility to comply strictly with the policies and procedures which govern the receipt of educational benefits. Any overpayment created through non-compliance with veterans' policies is subject to repayment, and such overpayment can cause a delay in the payment of further benefits.

Responsibilities It is the responsibility of the veteran and dependents receiving VA benefits to notify the Office of Veterans' Affairs of the following:

1. Major change
2. Prospective graduation date
3. Changes (Drop and/or adds, credit level, major or dependency status)
4. Submit a copy of each semester's schedule.

Other Types of Assistance

Work Study Program

To be eligible for work-study, a veteran must be enrolled at least 3/4 time and must be receiving V.A. educational benefits. Preference is given to disabled veterans. Payment for the work performed is at the prevailing minimum hourly wage rate in addition to the usual subsistence allotment. There are a limited number of positions for VA work-study at Athens State University.

Tutorial Assistance Program Veterans enrolled on a half-time or greater basis may receive a special allowance for individual tutoring. To qualify, the veteran must demonstrate deficiency in a subject making tutoring necessary. Each tutor's qualifications must be reviewed and approved by the Office of Veterans' Affairs. It is the student's responsibility to secure a tutor. The tutor may be anyone except a family member.

ACADEMIC POLICIES AND PROCEDURES

DEGREE OPTIONS

Athens State University offers four baccalaureate degree options: the Bachelor of Arts degree, the Bachelor of Business Administration degree, the Bachelor of Science degree, and the Bachelor of Science in Education degree. **Students should refer to their major section of the catalog for degrees conferred and specific course requirements.**

GEN. ED. REQUIREMENTS (Curriculum Core Areas I-IV):

See the sections for the School of Arts and Sciences, the School of Business, and School of Education, for Gen. Ed. Requirements (Curriculum Core Areas I-IV).

GENERAL UNIVERSITY REQUIREMENTS

A student expecting to receive a degree from Athens State University must start the graduation process two semesters prior to expected semester of graduation. A student must satisfactorily meet all University requirements and financial obligations before the degree is awarded.

To graduate, each student must:

1. complete a minimum of thirty-three semester hours (three semester hour courses) of the last 39 semester hours to meet Athens State University's residency requirement.
2. complete sixty to sixty-four semester hours of upper level college/university credit (300-400 level courses).
3. complete a minimum of fifteen semester hours of upper (300/400) level coursework in his or her major at Athens State University, not including courses taken by consortium arrangement. School or departmental regulations may require more than fifteen semester hours of coursework in the major at Athens State University.
4. complete all course requirements for major(s).
5. complete all course requirements for minor (if applicable).
6. complete all of the general studies curriculum core for the degree.
7. attain an overall grade point average of 2.0, a 2.0 on all coursework attempted at Athens State University and at least a 2.0 in the major field. School or departmental regulations may require more than a 2.0 grade point average (see major requirements in each discipline).
8. complete the total degree requirements at a minimum of 124 to a maximum of 128 semester hours.
9. complete the teacher certification requirements (if applicable).
10. apply no more than sixty-four semester hours of non-graded college credit applicable toward the degree.

EACH STUDENT MUST ASSUME RESPONSIBILITY FOR KNOWING THE ACADEMIC REQUIREMENTS FOR THE DEGREE THAT IS BEING PURSUED.

ACADEMIC ADVISING

Upon admission to Athens State University, each student is assigned an advisor. The student should confer with his or her advisor at least once each semester. Although the student bears final individual responsibility for meeting all degree requirements, the advisor will assist in planning the student's academic program. A change of major, or adjustments to the program of study require completion of a Petition for Adjustment of Curriculum.

ACADEMIC CREDIT

The Athens State University calendar consists of semester-length terms; the unit of credit is the semester hour. Course descriptions indicate the number of semester hours which may be earned for a particular course. Transfer credits earned in quarter hours will be evaluated on the basis that one quarter hour equals two-thirds semester hours. (Example: a five quarter hour course would equal 3.3 semester hours.) See Transfer Credit Restrictions on the following page.

Correspondence Credit

Any extension or correspondence credit must be from a regionally accredited college or university, and may not exceed twelve semester hours. The student must petition through his or her advisor and in turn obtain permission from the Dean of Academic Affairs for credit through extension or correspondence courses.

Business and Proprietary Schools

Students who have completed a program from a regionally accredited business or proprietary school may be admitted to Athens State University. During the admissions process, each student's previous work will be reviewed to ascertain the entry study level of the student. Individual related subject courses and grades may not be directly transcribed, however, certain courses may be used as substitutions or waivers for a specific course in the Athens State University degree program but will not affect the total hours residency required for that degree program. Credit earned through this method will not be used in determining the student's cumulative grade point average.

Continuing Education Units

Athens State University does not accept continuing education units (CEU's) for academic credit.

Transfer Credit Restrictions

After achieving junior status or sixty-four semester hours, a student may not transfer credit for courses taken at a junior college except by prior written permission from the dean of the appropriate school. A student's overall grade point average must be 2.0 or higher (transfer and Athens State University credits). No more than 64 semester hours of junior/community college credit will apply toward graduation degree requirements.

Transfer students who have completed a major before enrolling at Athens State University may be required to take selected courses for the major at this institution.

Course credit taken at the graduate level or applied toward a graduate degree will not be accepted at Athens State University or recorded on the Athens State University transcript. However, certain courses may be used as substitutions or waivers for a specific course in the Athens State University degree program but will not affect the total hours residency required for that degree program.

Transient Credit

Any student in good standing who desires to take a course at another institution and transfer credit to Athens State University must first petition to do so through his or her advisor. A letter of permission must be obtained from the Admissions Office. The total number of hours taken cannot exceed the maximum allowed in a term at Athens State. Special permission to return to a junior college must be obtained from the dean of the appropriate academic school.

Students on probation are ineligible to enroll for transient credit at other institutions and courses taken elsewhere will not be accepted.

Students should not participate in transient coursework during the final semester in which graduation at Athens State University is anticipated.

Transcripts of transient work to be applied toward meeting graduation requirements must be received by the Athens State University Admissions Office within the next semester after credit is earned, and at least ten weeks prior to the date of graduation.

ACADEMIC HONESTY

Athens State University, like all communities, can function effectively only when its members treat one another with honesty, fairness, respect, and trust.

ACADEMIC DISHONESTY

It is the responsibility of every student at Athens State University to be familiar with the honor code. It shall be the responsibility of every student at Athens State University to obey and to support the enforcement of this honor code which prohibits lying, cheating, or stealing when these actions involve academic procedures, or when these actions involve any student or University personnel acting in an official capacity.

A. Academic Dishonesty

Academic dishonesty includes **but is not limited to** the following:

1. **Plagiarism**-Plagiarism consists in taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. Examples of plagiarism include:
 - a. Submitting a term paper, examination, or other work created by someone else.
 - b. Failure to give credit in a footnote for ideas, statements of facts, or conclusions derived by another.
 - c. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof.
 - d. Close and extended paraphrasing of another.
2. **Cheating**-Cheating consists in the use of unauthorized notes, study aids, or information from another student or student's paper in an in-class examination; altering a graded work after it has been returned then submitting the work for regrading; and allowing another person to do one's work and to submit the work under one's name. This definition includes copying computer files or listings from another student. During examinations, cheating includes referring to information not specifically condoned by the instructor.

3. **Fabrication**-Fabrication consists in presenting data in a piece of work and failing to include a substantially accurate account of the method by which the data were generated or collected. Data gathered in accordance with guidelines defining the appropriate methods for collecting or generating data should be documented by a reference to the guidelines used. Fabrication specifically includes submission of data purporting to be the results of an experiment not actually performed by the student.
4. **Aiding and Abetting Dishonesty**-Aiding and abetting dishonesty includes the providing of material or information to another person with knowledge that these materials or information will be used improperly. This includes taking an examination or doing any work and submitting it under another student's name.
5. **Collusion**-Collusion consists in the unauthorized collaboration of students, one with another, in preparing work to be submitted.
6. **Unauthorized Possession or Disposition of Academic Materials**-Unauthorized possession or disposition of academic materials includes the selling or purchasing of examinations or other academic work, taking another student's academic work without permission, possessing examinations or other assignments not formally released by an instructor, and submitting the same paper for two or more different classes without the specific authorization of all instructors involved.

B. Corollary Actions

1. Any instructor may further define in writing any specific acts which in the context of the class would constitute academic dishonesty. The instructor shall provide a copy of these definitions to the head of the academic division in which the course is taught.
2. Any instructor may require students to sign a pledge at the conclusion of an examination stating that they have neither given nor received aid from any unauthorized source during the examination.
3. Any instructor or proctor shall have the right to examine all materials in the student's possession during quizzes, examinations, and/or laboratory sessions.

C. Procedural Steps

1. When an instructor sees cause to charge a student with academic dishonesty, the instructor will first discuss the matter with the student. The instructor will explain both the specific charge and the proposed penalty including any grade adjustment.
2. To facilitate consistency throughout the University in the application of sanctions for academic dishonesty, all instructors shall notify, in writing, the dean of the appropriate academic school and the Chief Academic Officer for the University, of any academic penalty which has been imposed on a student for reasons of academic dishonesty. This notification shall occur within five (5) instructional days from the date of the alleged academic dishonesty.
3. Within 20 instructional days of the allegation of alleged dishonesty, the student may appeal the instructor's decision to the dean of the appropriate academic school. The dean of the appropriate academic school will confer with the student and the instructor in an attempt to reach an acceptable agreement. At that time, the dean of the appropriate academic school will present the student with a written statement of the charges and the proposed penalty. This notice will also inform the student of the right to appeal to the Chief Academic Office and the steps involved in that process if an agreement is not reached. A copy of this notice, along with supporting documentation, will be sent to the Chief Academic Officer who will maintain records of all proceedings.

If the dean of the appropriate academic school is the instructor who charges the student with academic dishonesty, then the dean of the appropriate academic school must appoint another faculty member from the School who will assume the duties of the dean of the appropriate school for the purposes of any action regarding this specific case.

4. If the charge is not resolved at the school level, the student may request an appeal at the University level within ten instructional days. Upon receipt of a written request from the student, the Chief Academic Officer will appoint and convene a University-wide committee on academic honesty. This committee will consist of a minimum of two students, except those students involved in the case, and faculty from all schools in the University, except those faculty directly involved in the case.
5. It is the responsibility of the committee to insure that the student's basic rights of due process are upheld. The accused student has the basic rights of:
 - a. proper written notification of the accusation including a complete explanation of the proposed penalties and the effect of such penalties on the student's academic life.
 - b. proper written notification of the time and place of any hearings held by the committee regarding the case.
 - c. fair hearings in the committee with the opportunity to meet the accuser and to hear all the materials being offered in evidence.
 - d. the opportunity to present evidence or witnesses.

- e. the opportunity to appoint a faculty member, not serving on the committee, to be present during all committee meetings and to offer advice and counsel. This opportunity in no way precludes the student's right to retain other counsel.
- f. a full explanation of all policies relating to the proceedings being brought against the student.

After the committee has reviewed the case, the Chair of the Committee shall provide a written advisory report to the Chief Academic Officer. The Chief Academic Officer will then render a decision and notify the student as to whether or not the penalty proposed by the school will be upheld. The decision is nonappealable and final. Grades resulting from academic dishonesty may not be appealed through "Review of final grade process."

D. Academic Penalties

The following is a list of penalties which may be imposed upon any student found guilty of academic dishonesty. Penalties which may be imposed by the instructor or School Dean include.

- 1. Requirement to submit additional work or take additional exams.
- 2. A lower or failing grade on the assignment or examination.
- 3. A lower or failing grade in the course.
- 4. Removal from class.

E. Possible Additional Penalties

The following is a list of penalties which may be imposed by the Chief Academic Officer, in addition to those imposed by the instructor or School Dean:

- 1. **Reprimand:** a written statement from the University expressing disapproval of conduct. This reprimand will be retained with the student's permanent record.
- 2. **Disciplinary Probation:** probationary status to be noted on the student's permanent record.
- 3. **Disciplinary Suspension:** suspension from the University for a period of one year. This suspension will be noted on the student's permanent record. After a period of one year the student may be readmitted to the University, but will return under disciplinary probation.
- 4. **Dismissal:** a permanent separation from the University. Students receiving this penalty are forever prohibited from readmission to the University. Dismissal will be noted on the student's permanent record.

ACADEMIC HONORS AND AWARDS

Honors Convocation

A special honors convocation will be held in the spring semester at which time students with outstanding academic achievements are recognized. To be eligible for nomination for special convocation recognition students must have 18 semester hours credit in residence on record at Athens State University. All students in a given academic year are eligible for consideration.

Dean's List

The Dean's List is published each semester and includes the names of students who have attained a 3.75 through 4.0 grade point average on at least 12 semester hours of course work for that specific term.

Honorable Mention List

The Honorable Mention List is published each semester and includes the names of the students who have attained a 3.5 through 3.74 grade point average on at least twelve semester hours of course work for a specific term.

DEGREES WITH HONOR

The following degrees with honor are based on **all** academic work at all institutions attended. To be eligible for honors, one-half of the total hours applied toward the degree must be regular academic course credit.

Summa Cum Laude

Awarded to the student who earns a grade point average of 3.9 or above during his or her academic career.

Magna Cum Laude

Awarded to the student who earns a grade point average of 3.75 during his or her academic career.

Cum Laude

Awarded to the student who earns a grade point average of 3.5 during his or her academic career.

ACADEMIC RECORD

The student's permanent academic record will consist of an Athens State University transcript, and **may** include the following: admission application, official transcripts from colleges and universities previously attended, graduation application, degree audit forms, transcript release forms, documentation which may affect the release of student's records and only disciplinary action that would directly affect the student's enrollment in the institution. Financial records are not considered part of the student's permanent academic record.

AUDITED COURSES

Upon recommendation of his or her advisor, a student may audit a non-laboratory course. Students should attend class under the same obligation as the credit student although they are not required to complete scheduled examinations. Standard registration procedures apply. The cost is one-half the regular tuition plus the appropriate fees. No change from audit to credit is allowed. Audited classes are on a space available basis.

CATALOG REQUIREMENT

A student may complete requirements for graduation as specified in the Athens State University catalog for the year of entry provided he or she does so within a period of five years from the original date of entry. A student who does not complete requirements for the undergraduate degree within a period of five years from the date of entry must adhere to the undergraduate requirements of the catalog under which they begin the sixth year of enrollment. This process is repeated every five years until the student graduates.

CLASS ATTENDANCE

It is accepted academic philosophy that sustained class attendance is essential to the overall educational value of a course of study in higher education. In order to achieve maximum benefit from educational activities, Athens State University expects regular class attendance from all students. Those students receiving veterans' benefits are required to attend classes according to the regulations of the Veterans' Administration.

The standards of performance to be met by each student, including specific attendance regulations for each course, will be set by each faculty member for his or her own course. Class attendance policies and other course requirements will be published in the course syllabus and will be discussed in detail by the faculty member on the first day of class each semester. It is important that the student secure a copy of each course syllabus from the instructor on the first day of class, or from the school offices prior to the beginning of classes. A student's performance in relation to the established standards and class attendance regulations shall determine the student's grade in a course. Any student who must miss an examination has the responsibility for notifying the faculty member as soon as is practical. It is the decision of the faculty member whether exams may be "made-up."

CLASS HOUR LOAD

The class hour load for a full-time student is twelve to nineteen semester hours per term including Summer Term. During semesters in which compressed sessions are offered, the institution reserves the right to further limit the number of hours for which a student may enroll. No student may take more than twenty-four (24) semester hours per term. Students who wish to take more than nineteen (19) semester hours must secure written permission via an overload request form. This overload request must be signed by the advisor and the dean of the appropriate academic school prior to enrollment. Requests for exceptions will require written justification along with the following documentation and recommendation of your advisor:

- (1) advising worksheet
- (2) transcript, and
- (3) proposed schedule.

COURSE CANCELLATION

Athens State University reserves the right to cancel any course.

COMMENCEMENT

Commencement ceremonies will be held in the spring and in the summer.

DIRECTED STUDY/RESEARCH COURSES

With approval of the appropriate advisor and dean of the appropriate academic school, Athens State University students may complete no more than six semester hours of Directed Study/Research credit during their academic study with the University. Such directed study research must be conducted in the student's major area of study and the student must complete a directed study form.

DROP AND ADD

For a period specified in the University calendar immediately following registration periods, courses may be dropped and other courses added upon completion of the following requirements:

1. The student must complete the appropriate forms in the Admissions Office; and,
2. Make payments as required in the Financial Affairs Office. The student is responsible for notifying the academic advisor of schedule changes. **(NOTE: There is a \$5.00 drop fee.)**

Prior to making a change in schedule, students receiving veteran's benefits must see the Coordinator of Veterans' Affairs; those receiving other financial aid should check with the Director of Student Financial Services.

S.I.R. AGREEMENT (Special Instructional Request)*

Athens State University and Calhoun Community College cooperate in a Special Instructional Request (S.I.R.) program. Grades are reported to the Athens State University Records Office and recorded on the student's Athens State University transcript. Students are subject to English and/or mathematics placement exam (ASSET) at Calhoun. Students registering for mathematics and English courses must contact the Placement Office at Calhoun. Students are not permitted to participate in S.I.R. during their final semester at ASU. (S.I.R. students are not allowed to take Calhoun telecourses or distance learning.)

To participate in this program, the Athens State University student:

1. **must be deficient in one of the courses in the Gen. Ed. Requirements (Areas I-V).**
2. must receive approval of advisor.
3. must register at the Admissions Office during the dates listed for online registration.
4. must pay ASU tuition for the S.I.R. course.
5. must process all S.I.R. withdrawals in ASU Admissions Office.
6. must register for an ASU course for every S.I.R. course.

After meeting with faculty advisor, students registering for a S.I.R. course must go to the Dean of Academic Affairs' office to receive a reference number for the S.I.R. This should be done prior to presenting registration form to the Admissions Office.

**Athens State University students are considered visiting students under the S.I.R. program and are placed in Calhoun courses only after all Calhoun students are registered.*

CONSORTIUM AGREEMENT

Athens State University participates in a Consortium Agreement with The University of Alabama in Huntsville, Alabama A&M University, and Oakwood College. To participate in the program, the student:

1. must be considered a full-time student at Athens State University.
2. may take only one (1) consortium course per semester.
3. must maintain at least a "C" average. (2.0 on a 4.0 scale)
4. must secure faculty advisor's approval of the course to be taken.
5. may request participation **only** during pre and regular registration.
6. must not participate in Consortium agreement during the final semester in which graduation at Athens State University is anticipated.

The course to be taken must not be available to the student at his/her home institution and it must be in his/her approved schedule and curriculum plan.

GRADING

Grading Policy

Letter grades of "A", "B", or "C" represent levels of accomplishment sufficient to allow students to make satisfactory progress toward graduation. "D" level work is considered inferior and the minimum-level accomplishment that will allow the students to continue their studies at Athens State University. A grade of "F" is assigned to the student who (1) fails to meet minimum course requirements, or (2) voluntarily discontinues class attendance without officially withdrawing.

A grade of "W" will be assigned to a student who officially withdraws during the first nine (9) weeks of the semester. Starting with the tenth week, a "W" can be assigned only with the permission of the instructor. After the final exam is given, a "W" cannot be assigned. Absence from class does not constitute an official withdrawal. A "W" cannot be changed to a grade, nor can a grade be changed to a "W". A student not following these procedures will receive the grade of "F."

Withdrawal from classes is not complete until the student has been cleared through the Office of Admissions. Students should retain the official withdrawal form once approved through Admissions. Special regulations pertain to those receiving veterans' benefits or financial aid, and those individuals should confer with the Coordinator of Veterans' Affairs or the Director of Student Financial Services prior to initiating a withdrawal action. Specific dates for withdrawal will be included in the schedule each semester.

A grade of "I" (incomplete) will be given only under extenuating circumstances. If an "incomplete" is given, the time allotted a student to complete the course is at the discretion of the instructor; however, a student receiving an "I" in any semester should be aware that the "I" must be completed before the end of the next semester or the "I" automatically becomes an "F" unless extended by the instructor. For the purpose of computation "I" is always evaluated as "F" until a grade change is made.

Quality Points for Letter Grades

For each hour of credit in a subject, the letter grade is equated to grade points as follows:

“A”	4.0 Quality Points
“B”	3.0 Quality Points
“C”	2.0 Quality Points
“D”	1.0 Quality Point
“F”	0.0 Quality Points
“AU”	Audit

Grade Review

Athens State University provides a procedure through which students may request a review of the final grade received in coursework taken at Athens State University which is distinct and different from the appeals procedure for academic dishonesty.

The first step by the student in the appeals process shall be to contact the faculty member involved and try to resolve the dispute informally.

If satisfaction is not achieved at this level, the student may appeal to the dean of the appropriate academic school provided such appeal is filed in writing with the dean of the appropriate academic school within 14 calendar days of the first day of classes of the academic term immediately after the academic term for which the student took the course associated with the grade. This appeal by the student to the dean of the appropriate academic school shall be made in writing and shall state clearly the reason(s) for the appeal of the final grade and the desired remedy. This document shall be provided by the student to the dean of the appropriate academic school and shall constitute the basis and only record for deliberations with the dean of the appropriate academic school. A copy of this document shall be provided by the dean of the appropriate academic school to the faculty member who awarded the grade. This document shall also contribute a part of the record for subsequent appeals by the student to the Chief Academic Officer.

If satisfaction is not achieved at the level of the dean of the appropriate academic school, the student may appeal to the Chief Academic Office within ten (10) instructional days of receiving the written response from the dean of the appropriate academic school. The Chief Academic Officer shall undertake a review of the student's written complaint and the written response by the dean of the appropriate academic school.

All appeals to the dean of the appropriate academic school or to the Chief Academic Officer shall be answered by the respective dean in writing within 21 instructional days of receipt of the appeal by the student.

The appeal form may be obtained from the office of a dean of an academic school or from the office of the Chief Academic Officer.

The decision to change or let stand a final grade received for a course taken at Athens State University is the exclusive right and prerogative of the faculty member who taught the course. The decision of the faculty member in this matter is absolute and final.

GRADUATION APPLICATION

Students must start the graduation process two semesters prior to expected semester of graduation. (For most students this will be upon successful completion of at least 36 semester hours of Athens State University.) Applications are available in the Records Office in the Student Center.

For a student who does not submit the Graduation Application Form by the application deadline, there will be an additional fee charged in the amount of \$25.00 for this special diploma order. Failure to notify the Records Office of intent to graduate in a timely manner may result in the student being required to wait until an additional semester.

REPEATED COURSES

A student who has made an unsatisfactory grade in a course completed at Athens State University and who wishes to repeat the course to earn a higher grade must repeat the course at Athens State University. A grade earned with Athens State University will be listed on the official transcript, but only the last course attempted will be used in computing the grade point average and will be applied toward the degree. Bachelor of Science in Education students should understand that GPA is calculated using grades from all courses attempted (professional studies and content courses) and a course may be repeated only one time. (For Education guidelines, see the section for Education.) For pertinent regulations for Veterans receiving educational benefits please see Veterans Advisement.

SECOND DEGREE

Students who seek a second degree must meet all admission requirements, complete all catalog requirements for the major in that degree, and must complete a minimum of thirty-three semester hours in residency at Athens State University beyond the conferral date of the first degree. Students may not receive more than one degree in a designated graduation period.

STUDENT CLASSIFICATION

Juniors - Students who have earned a minimum of sixty-four semester hours of credit or who have received an Associate degree from an accredited two-year college.

Seniors - Students who have completed a minimum of ninety-three semester hours of credit.

Non-Degree Seeking - Student not seeking a degree.

TESTING/ASSESSMENT

The CAAP examination (Reading, Math and Writing) is administered during the first semester of enrollment to all students with the exception of teacher education. Students who have taken this examination at other institutions may submit scores and be exempt from testing at Athens State University. Students are required to take these examinations as part of the institution's assessment program. This assessment provides the institution information on the institution's entering student body as well as provides to each student a "bench-mark" on current levels of understanding in these three areas. The scores may assist students in determining course selection or in seeking additional assistance in the Writing Center and Math Lab.

Students seeking admission to the Teacher Education Program will take the BST (Basic Skills Test) prior to the end of their first semester of enrollment. Students who score below the 320 level must complete 15 clock hours in the writing or math lab for admission to the Teacher Education Program. Near the end of the senior year, all teacher education students will be required to take "exit" examinations within their varied disciplines (majors). These comprehensive exit exams cover the content of the teaching field(s) and the professional education segment.

In non-teacher education fields, each department (major) will require some form of exit assessment. The requirement may be a capstone experience, exit exam, or other method to assess whether students leaving the program have all the necessary curricular attributes as well as to assess the effectiveness of the curriculum within the major. This is an opportunity for self-reflection and synthesis, allowing the student to demonstrate integration of learning and academic growth. Assessment helps the institution meet student needs and helps ensure that teaching and learning are actually taking place. Assessment is continually under review to determine its value and effectiveness. All assessment methods are subject to change as determined appropriate for the institution. Any student having questions about assessment should contact the Testing Office or the dean of the appropriate academic school.

Athens State University honors credit earned through the College Level Examination Program (CLEP), provided appropriate scores are achieved. Students enrolling or enrolled at Athens State University who are interested in attempting the College Level Examinations should consult the Associate Dean of Student Affairs or the Admissions Office in the Sandridge Student Center for information.

A student may not receive CLEP credit for any previously attempted University course. Since CLEP is accepted as non-graded credit, it cannot be used in order to raise the grade point average. All CLEP examinations are accepted as freshman-level credit. Although credit may be awarded by the University, applicability toward the degree program is determined by the school concerned.

Credit earned under the Defense Activity for Non-Traditional Education Support (DANTES), and the United States Armed Forces Institute (USAFI) may be granted by Athens State University. Official transcripts of these scores must be mailed directly to the Office of Admissions.

TRANSCRIPT REQUESTS FROM ATHENS STATE UNIVERSITY

The Records Office must have a written request from the student to have a transcript sent to another college, agency, place of employment, etc., or to the students themselves. OFFICIAL copies of transcripts must be mailed by the Records Office. The following information is helpful in processing your transcript request:

1. Date of Birth
2. Social Security Number
3. Approximate dates of attendance at Athens State
4. Signature (required)
5. Recipient of transcript's complete mailing address
6. All official and student copy's that are to be mailed/faxed will be charged a \$5.00 fee (Official copies cannot be faxed).
7. First copy is free.
8. There is no charge for unofficial copies that are obtained in person from the Records Office.

Requests are normally processed within two to three days. There are longer delays during registration periods and at the end of the semester.

WITHDRAWAL

A grade of "W" will be assigned to a student who officially withdraws during the first nine (9) weeks of the semester. Starting with the tenth week, a "W" can be assigned only with the permission of the instructor. After the final exam is given, a "W" cannot be assigned. Absence from class does not constitute an official withdrawal. A "W" cannot be changed to a grade, nor can a grade be changed to a "W". A student not following these procedures will receive the grade of "F."

Withdrawal from classes is not complete until the student has been cleared through the Office of Admissions. Students should retain the official withdrawal form once approved through Admissions. Special regulations pertain to those receiving veterans' benefits or financial aid, and those individuals should confer with the Coordinator of Veterans' Affairs or the Director of Student Financial Services prior to initiating a withdrawal action. Specific dates for withdrawal will be included in the schedule each semester.

ADJUSTMENT OF CURRICULUM

The following adjustments of a student's curriculum necessitate completion of a Petition for Adjustment of Curriculum form in consultation with the student's Academic Advisor:

1. Change to a more recent catalog
2. Change of major/minor
3. Change of degree
4. Substitution for required course
5. Waiver of required course

NON-TRADITIONAL ACADEMIC CREDIT

Philosophy and Purpose

The non-traditional academic credit program at Athens State University is an acknowledgment of the philosophy that it is valid educational practice to recognize and award academic credit for various types of learning attained outside the institution. Such learning may have been acquired through certain educational programs conducted by government, business and industry, the military, and other non-collegiate organizations. In addition, non-traditional academic credit may be awarded for acceptable work experience, and/or technical training. The eligible Athens State University student may apply non-traditional experiences and training to several programs of study leading to a baccalaureate degree.

Eligibility

The student who makes application for non-traditional academic credit must have maintained active and current enrollment as a degree seeking student at Athens State University for a minimum of one academic semester. Applicants for non-traditional academic credit are expected to have satisfied the admission standards as published in the Athens State University catalog. However, applicants who do not otherwise satisfy the minimum semester hour standards for admission, and who are eligible for one or more types of non-traditional credit may use work/military experience credit to justify admission to Athens State University provided:

1. The experience is judged to be equivalent to completion of a technical degree program in an accredited technical college
2. The experience is judged to be not less than the minimum hours of college credit required of junior and senior college transfers.
3. The applicant has completed at least eighteen semester or thirty quarter hours of coursework at a regionally accredited institution.
4. The completed coursework includes Written Composition I and II, and pre-calculus algebra or the equivalent.
5. The applicant has maintained at least a 2.0 on a 4.0 scale on all coursework attempted.

To be eligible for honors, one-half of the total hours applied toward the degree must be regular academic course credit.

Admission to Athens State University will be considered conditional until transcripts from all previously attended colleges and universities, and documentation for all non-traditional credits have been received and verified. All transcripts and non-traditional credit must be received within ten (10) weeks of the first semester of enrollment.

Official evaluations will be processed when (1) the applicant has presented proof of satisfactory completion of one semester at Athens State University, and (2) transcripts from all previously attended institutions have been recorded.

Limitations

1. Credit from non-traditional sources will be granted only if such credit does not duplicate other academic credit.
2. Non-traditional academic credit is granted only if such credit is applicable to the student's course of study.
3. A maximum of sixty-four semester hours earned through non-traditional/non-graded sources may be applied toward a student's degree program.
4. Applications for non-traditional academic credit will not be accepted during the student's final semester of enrollment.

Publication Guides

Publications used as guides in the office of Non-Traditional Credit are as follows:

1. The American Council on Education (ACE)
 - a. Guide to the Evaluation of Educational Experiences in the Armed Services.
 - b. The National Guide to Educational Credit for Training Programs.
2. Other guidebooks and manuals as provided by appropriate accrediting agencies.

Types of Non-Traditional Academic Credit

The types of non-traditional academic credits processed by the Office of Non-Traditional Credit, the documentation requirements and the procedures to be followed are:

Military Training

Academic credit may be awarded to students who have served in the Armed Forces and have completed specialized training provided the following documentation is received:

1. AARTS Transcript (If available).
2. Copies of DD214, DA21, DA20 and DD295.
3. Copies of certificates, awards, and/or other related military courses or training.

United States Air Force members whose military experience has been accepted by the Community College of the Air Force, need not apply for non-traditional academic credit but should have transcripts forwarded from CCAF directly to the Admissions Office.

Military documentation will be evaluated in conformance with:

1. Military Occupational Specialties (MOS)
Appropriate college credit will be granted based on the exhibit date and the ACE course credit recommendation.

2. Military Education

Appropriate academic credit will be granted based on the date and place the course(s) was taken and the ACE course credit recommendation. Academic credit may be awarded at the lower division or upper division category in accordance with ACE recommendations. **Duplication of credits will not be granted.** The decision to accept academic credit from military evaluations toward specific courses in a degree program will be made by the student's academic advisor.

Career/Technical/Professional Education

Academic credit may be awarded for career and technical professional education provided the following documentation is received:

1. Documentation for teaching professional education such as a letter from a director or president specifying length of tenure as a teacher, and validating the successful nature of the experiences.
2. Documentation status card.
 - a. Journeyman status card.
 - b. Apprenticeship certificate.
 - c. Journeyman examination credentials.
3. Documentation of additional training.
 - a. Any certificates, letters, or transcripts of additional technical training.
 - b. Official transcripts from all previously attended educational institutions.

Career/technical experience may require validation by the National Occupational Competency Testing Institute (NOCTI) or another comparable examination of competency approved by the Postsecondary Education Services of the State Department of Education.

For certification requirements, at least three years compensated career/technical work experience in the technical specialty is required for those who have completed a formal postsecondary technical training program; those who have not completed the formal technical training must have completed six years compensated work experience in the technical specialty.

The decision to award career/technical/professional education credits will be made by the Career and Technical Education advisor.

Nursing and Other Health Related Professional Training

Academic credit may be awarded to a student who has completed a professional training program in nursing or other health related professions and holds a license. The following documentation is required:

1. Official transcripts of educational training.
2. Copy of license or proof of successful completion of a State Board Examination.
3. Documentation and verification of work experience in related field, including dates of service and positions held.

The decision to accept nursing and other health related professional training toward specific courses will be made by the Health Sciences advisor.

Technical Work Experience Credit

Up to a maximum of 39 semester hours of academic credit may be awarded as a Basic Technical Specialty established through compensated work experience in selected technical fields. The Basic Technical Specialty is intended primarily to satisfy technology core requirements and is awarded as lower division block credit. The procedures for the evaluation of such credit are as follows:

1. The student who wishes to apply for the Basic Technical Specialty must present appropriate documentation and verification of at least six or more years of successful compensated work experience in an approved technology. Only one Basic Technical Specialty will be awarded.
2. The application must be made in writing to the student's academic advisor or to the Coordinator of Non-traditional Credit.
3. A non-refundable filing fee of \$50.00 must be paid for the evaluation process.

The decision to accept technical work experience toward a student's degree program will be made by the Academic Advisor and the dean of the appropriate academic school. The decision is final and absolute.

Work-Based Academic Credit

Up to a maximum of 12 semester hours of senior college credit may be earned through a process that involves validation of appropriate work experience and demonstration of academic competency by examination. Such credit is available for selected courses taught by Athens State University. The student's academic advisor should be consulted to determine the specific course(s) in which credit may be awarded through this process. The procedures for the evaluation of such credit are as follows:

1. The student must submit an application for the specific course(s) for which credit is sought. Each course requested must be listed in the current Athens State University catalog or the catalog under which the student entered.
2. The student must submit valid documentary evidence containing a complete description of the actual work experience as it relates to the content and instructional objectives of each course requested.
3. Proof of a minimum of four or more years related work experience for each course requested must be clearly established by the evidence presented.
4. Tuition for each course, in the amount of the current Athens State University tuition rate must be paid with the application. The tuition is non-refundable.
5. When the work experience data has been evaluated and accepted as appropriate, a written examination covering the content area of the course may be administered by the academic school offering the course(s). If a passing grade is earned, academic credit will be awarded.

The decision to award work based academic credit will be made by the appropriate Dean. The decision is final and absolute. Application forms may be obtained from the Office of Non-traditional Credit or the dean of the appropriate academic school.

Police Academies

Academic credit may be awarded to students who have completed police academy training and who have acceptable work experience with law enforcement agencies. The procedures for evaluation of such credit are as follows:

1. The student must submit proof of police academy training.
2. The student must submit letters of documentation from employers/supervisors indicating dates of service and positions held.

The decision to accept credit for police academy training will be made by the Justice Studies advisor.

Public Safety Administration

Academic credit may be awarded to students who have earned certain public safety certifications and/or work experience in Public Safety Management and/or supervision. Copies of professional certifications and documentation and verification of work experience including letters of appointment (if required) must be submitted with the application. Applicable tuition at the current Athens State University tuition rate must be paid for each course evaluated under this process. The decision to accept credit for public safety administration evaluations will be made by the Public Safety Administration advisor.

Other Types of Non-Traditional Academic Credit

Academic credit may be awarded from other professional associations and government agencies provided proper documentation is submitted and accepted as appropriate.

For additional information on Non-Traditional Academic Credits, students should contact the coordinator of the Office of Non-Traditional Credit in the Student Center or the Dean of the appropriate school.