



# **Adjunct and Full-time Faculty Mentor Handbook**



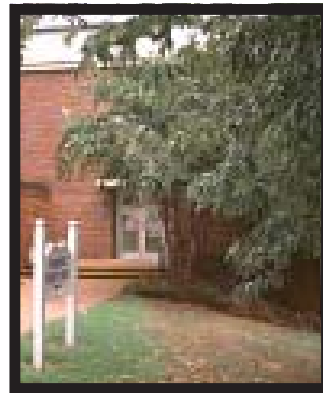
**2008-2009**

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## POINTS OF CONTACT

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Mr. John King ..... Student Center ..... (256) 233-8171  
Vice President for Student Affairs

Dr. Robert Searcy ..... Student Center ..... (256) 233-6540  
Evening Services/Testing

Welcome to Athens State University! I greatly appreciate your assistance in providing quality educational opportunities for our students. I realize that some of you have been teaching for many years as adjuncts of Athens State University--your continued involvement is appreciated. For those of you who are with us for the first time -- WELCOME!

To assist in your understanding of the role and responsibilities of an adjunct, we have developed this handbook. Please take a few minutes to read the policies and procedures for Athens State University. If you need additional clarification, please contact the College Dean, the Vice President of Academic Affairs or the Vice President of Student Affairs (numbers listed on the inside cover of this publication).

As Dean of Academic Affairs, I am committed to Athens State University in providing quality instruction, abiding by the rules and regulations governing our institution, and providing a climate and culture which nurtures student learning--free from sexual harassment or any forms of discrimination. Please note that we have provided information on our instructional policy related to the Americans with Disability Act. Your syllabi will require the appropriate statement noted in that section of this handbook. As an adjunct, you should state on your syllabus times when you will be available to meet with students outside of class. Any necessary absence or schedule adjustment should be reported to your College Dean using the "Class Plan for Prearranged Absence Form" provided in the appendix of this handbook.

I appreciate your assistance in providing quality education to our students. Please feel free to contact me should you need assistance in any way.

Sincerely,

Denver Betts  
Interim Vice President of Academic Affairs

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# I. Introduction

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## **THE ALABAMA COLLEGE SYSTEM MISSION STATEMENT**

The Alabama College System, consisting of public two-year community and junior 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**, offering coursework at the junior and senior level, is the baccalaureate degree granting institution of the Alabama College System. Governed under the authority of the Alabama State Board of Education, and in conjunction with the other institutions of the Alabama College System, Athens State University provides affordable education in an environment which recognizes diversity and nurtures the discovery and application of knowledge. Located in northern Alabama, Athens State University acknowledges a commitment to primarily serve transfer students of the Alabama College System as well as students from other accredited institutions of higher education. The University prepares students for professional careers, graduate school, lifelong learning, and enrichment. The University, through quality teaching, individual attention, 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.

## **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 flexible 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

## **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.

## **ACCREDITATION**

Athens State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate degree (SACS, 1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone (404) 679-4501).

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The College of Education at Athens State University is accredited by the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, N.W., Suite 500, Washington, D.C. 20036, Phone (202) 466-7496.

The College of Business is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the following business degree: The Bachelor of Science (B.S.) with majors in Accounting, Human Resource Management, Management, and Management of Technology.

### **SEXUAL HARASSMENT POLICY AND GENERAL GRIEVANCE PROCEDURE**

Athens State University is committed to maintaining an environment free of objectionable and disrespectful conduct and communication of a sexual nature. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment, especially when submission to such conduct is made either explicitly or implicitly a term or condition of the measure of a student's performance. Whenever there is such an abuse of authority or neglect of responsibility, the administration will take prompt and corrective action consistent with appropriate discipline provisions of state regulations and law.

Should a student or employee of the University feel he/she has been sexually harassed, he/she should contact either the immediate supervisor of the perpetrator; or the Coordinator of Student Affairs, Student Center, (256) 233-8171; or the Vice President of Academic Affairs.

Athens State University has in place an appropriate grievance procedure for sexual harassment and other grievances should a student feel it necessary to file. Grievances of a general nature may be filed with the Coordinator of Student Affairs, Student Center, (256) 233-8171 or the grievance may be pursued through the appropriate supervisor. A copy of the grievance procedure may be obtained from the Office of the President in Brown Hall.

### **NONDISCRIMINATION**

It is the official policy of Athens State University not to discriminate on the basis of race, color, sex, religion, national origin, disability, or age in its educational programs, activities, admissions, or employment as required by Title VI and VII of the Civil Rights Act of 1964 (Sexual Discrimination/Sexual Harassment); Title IX of Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973, and the 1990 Americans With Disabilities Act. Any person who believes himself or herself or any specific class of individuals, to be subjected to discrimination prohibited by Title VI, Title VII,

or Title IX of the Act or Regulations issued thereunder may, himself or herself or a representative, file a written complaint with the United States Commissioner of Education or with the Coordinator of Student Affairs at this institution (or both.)

### **DISABILITY STATEMENT**

Athens State University does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. An ADA/504 Coordinator has been designated to insure compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA/504 Coordinator.

Athens State University will make every reasonable attempt to provide accommodations needed by individuals with disabilities. Accommodations will consist of working with the Division of Rehabilitation Services and the Alabama Department of Education to provide adaptive equipment, facility modification, and any other reasonable measures available to provide a satisfactory learning and working environment.

It is the responsibility of the individual to notify Athens State University of a disability which may require accommodation. If you have a disability that might necessitate adaptive materials, services, or assistance, please make this known so that the appropriate arrangements can be made. During the day, individuals may contact Maureen Chemsak, the ADA/504 Coordinator, second floor of the Student Center (233-8285); during the evening or on weekends, individuals may contact security in Founders Hall.

### **EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

In accordance with the Family Educational Rights and Privacy Act (Sec. 513 of PL 93-380, education amendments of 1974, which amends the General Education Provisions Act, Sec. 438) students of Athens State University are hereby informed of their right of access to their official records as described in the act.

The following is a list of directory information which may be made available regarding students of the university without their prior consent and is considered part of the public record of their attendance: (1) name, (2) permanent and local addresses, (3) telephone listing, (4) date and place of birth, (5) major fields of study, (6) dates of attendance, (7) degrees and awards received, (8) high school and other colleges and universities attended, and (9) participation in officially recognized universities attended, and (9) participation in officially recognized organizations, activities, and

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sports. The student is entitled to request in writing, that any or all of this information not be made publicly available prior to the end of the registration period for any given term.

### **DRUG-FREE WORKPLACE POLICY**

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Athens State University:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited by Athens State University on any property owned, leased, or controlled by Athens State University or during any activity conducted, sponsored, or authorized or on behalf of Athens State University. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802A) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-21, et.sez.)
2. Athens State University has and shall maintain a drug-free awareness program to inform employees about:
  - a. the dangers of drug abuse in the workplace;
  - b. the policy of the university maintaining a drug-free work place;
  - c. any available drug counseling, rehabilitation, and employee assistance program; and
  - d. the penalties that may be imposed upon employees for drug abuse violations.

3. All employees of Athens State University shall comply with Paragraph 1 above.
4. Any employee who is convicted by any federal or state court of an offense which constitutes a violation of Paragraph 1 above shall notify the President of Athens State University in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690, shall mean "a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both."
5. In the event of a report of a conviction pursuant to paragraph 4 above where the employee is working in a project or a program funded through a federal contract or grant, Athens State University shall notify in writing with ten (10) days any federal agency to whom such notification by Athens State University is required under P.L. 100-690.
6. In the event an employee violated Paragraph 1 above or receives a conviction as described in Paragraph 4 above, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. Athens State University shall also reserve the right to require said employee, as a condition of continued employment, to satisfactorily complete a drug treatment or rehabilitation program of a reasonable duration and nature.

For On-Campus Assistance: The Coordinator of Student Affairs is available to students and employees of the University to obtain information on substance abuse and counseling/treatment.

## II. Personnel Procedures

- ◆ Pre-employment Requirements
- ◆ Adjunct Faculty Qualifications
- ◆ Position Description: Adjunct Faculty
- ◆ Contracts and Remuneration
- ◆ Evaluation

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## **PRE-EMPLOYMENT REQUIREMENTS**

Adjunct faculty members are required to complete an application and submit official transcripts to the appropriate College Dean. Completion of business forms, state income tax forms, employment verification and Federal W-4 forms is also necessary prior to being paid. These forms should be obtained from the appropriate College Dean's office and returned prior to employment. It is your responsibility to ensure that all documentation has been received by Athens State University. Call the appropriate College Dean's office for this information.

## **ADJUNCT FACULTY QUALIFICATIONS**

Adjunct faculty must meet the same scholarly preparation requirements as the full time faculty at the University. Credential requirements may be obtained from the Office of the Vice President of Academic Affairs. Credentials must meet SACS criteria, Section 4.4.2.2. Each part time faculty member teaching credit courses leading toward the baccalaureate degree must have completed at least eighteen graduate semester hours in the teaching discipline and hold at least a master's degree or hold the minimum of a master's degree with a major in the teaching discipline (SACS Criteria). (Exceptions reviewed by the Vice President of Academic Affairs.)

## **POSITION DESCRIPTION:** **ADJUNCT FACULTY**

### **Reportability**

Your immediate supervisor is the Department Coordinator. The Department Coordinator reports to the Dean of the College. Requests for direction, guidance, or assistance should be directed to your Department Coordinator. Additional assistance is available from the Vice President of Academic Affairs.

### **Responsibilities**

Adjunct faculty responsibilities center around preparing and teaching classes as assigned. Adjunct professors' duties include, but are not limited to:

1. Verifying that all students in your class are on the official roll.
2. Meeting classes on the days and for the times indicated in the Athens State University schedule of courses.
3. Providing each student at the beginning of the course with a comprehensive syllabus and other need-to-know information: course goals, objectives, and content; required textbook(s), manual(s), supplies, and equipment; attendance requirements; office hours (times when you will be available to meet with students outside of class.); schedule of examinations; field trips and other out-of-class activities; assignments and calendar of completion; method for evaluating student performance; grading system and how

the final grade is determined; and other course related information.

4. Preparing course materials.
5. Periodically examining and providing each student with a progress report related to meeting the objectives of the course.
6. Working with school support personnel in regards to preparing and printing handouts; you should be familiar with printing requests--forms and procedures.
7. Planning and administering a fair grading system.
8. Maintaining accurate attendance and grade records.
9. Returning grade sheets by the due date to the Admissions Office or appropriate campus drop box (mailroom) for after hours.

## **CONTRACTS AND REMUNERATION**

Within two weeks of the beginning of each semester, contracts will be mailed to adjunct faculty. The contract must be signed and returned to the Office of Human Resources.

The rate of pay for teaching a class as an adjunct instructor is \$600 per semester hour of credit. Payment is made the last day of the month if all employment documentation is complete. Pay periods for each semester are listed below:

Fall: October, November, December  
Spring: February, March, April, May  
Summer: June, July, August

## **EVALUATION**

Evaluation is based upon the goals and objectives of the course and to the degree they are achieved through preparation and delivery of instruction. Students will complete an "evaluation of course and instruction" survey. INSTRUCTIONS:

1. Assign designated student to distribute and collect forms.
2. Instructor should leave the room before the students begin to complete the forms.
3. Upon completion of the evaluation, the forms should be placed in the envelope, sealed and returned by the designated student to the school secretaries (for day classes), to the switchboard operator in Founders Hall by 9:00 p.m. (for evening classes) and to the library front desk (for weekend classes).

The results are reviewed by the Dean of the College and Vice President of Academic Affairs; results are available to the faculty members after grades have been turned in.

### III. Institutional Policies and Procedures

- ◆ Directory of Service Areas
- ◆ Textbooks
- ◆ Office Hours
- ◆ Class Rolls and Gradebooks
- ◆ Attendance Policy
  - Student Attendance
  - Faculty Attendance
  - Instructor Planned Absence
  - Field Trip Policy
- ◆ Parking
- ◆ College Events
- ◆ Smoking Policy

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## DIRECTORY OF SERVICE AREAS

### Academic Affairs

The Office of the Vice President of Academic Affairs is located on the second floor of the White Building on the corner of Beaty and Bryan. The Vice President 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 College of Arts and Sciences, Dr. Ronald Fritze, Dean, 233-8184; the College of Business, Dr. Linda Shonesy, Dean, 233-8174; or the College of Education, Dr. Debra Baird, McCain Hall, Dean, 233-8187.

### Accounting Lab

The Accounting Lab is located in Chasteen Hall, Room 101. The lab offers tutoring in all accounting subjects. The lab schedule is updated each semester. For more information, contact Molly Pepper, Secretary for the College of Business.

### Alabama Science in Motion Program

Established by the Alabama Legislature in 1994, the Alabama Science in Motion (AMSTI) 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 AMSTI 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 the Sandridge Student Center. The Athens State University [Column](#), [The Alumni News](#) 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 Alumni Awards Banquet, 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 or 233-8243.

### 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.

### 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 ASU library and is ADA accessible. Hours are posted each semester.

### Financial Affairs

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 Vice President of Financial Affairs' executive assistant will direct you to the proper extension. The Business Office hours are 8:00 a.m. - 4:30 p.m., Monday through Friday. The offices are open until 6:00 p.m. during a three-week period that includes Registration, Late Registration and Drop and Add.

### 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 Founders Hall, 1st Floor. 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.

### **Off-Campus Centers**

Athens State University has centers located in various areas of North Alabama and one in South Alabama. These areas serve as a recruiting facility and an advising center. Some of the centers offer classes on site.

- Center at Northeast State Community College, Beck Health & Fine Arts Building (256) 638-3736.
- Center at Northwest-Shoals Community College, Phil Campbell Campus, (256) 331-6284; Shoals Campus, 331-6200.
- Center at Snead State Community College, Administration Building, Boaz, Alabama, (256) 840-0767.
- Center at Wallace, Hanceville, Ninth Floor of the Bailey Building, Hanceville, Alabama (256) 352-8090.
- Redstone Arsenal Extension, Building #3200, (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 Vice President of Student Affairs is located on the upper level of the Sandridge Student Center. Student Affairs Services are organized as follows:

- ◆ Admissions Counselor, lower level of Sandridge Student Center 233-8124
- ◆ Admissions Office, lower level of Sandridge Student Center 233-8130
- ◆ Counseling and Career Services (Career Services, Personal and Career Counseling, Cooperative Education, Services for Students with Disabilities, Student Employment), upper level of the Sandridge Student Center 233-8285
- ◆ International Student Services, upper level of Student Center, 233-8268 or 233-8171
- ◆ Printing, Publications, and Post Office, lower level of the Sandridge Student Center 233-8210
- ◆ Non-traditional Academic Credit, upper level 233-8268
- ◆ Student Recruiting Office, upper level of the Sandridge Student Center 233-8233
- ◆ Records Office, lower level of the Sandridge Student Center 233-8165
- ◆ Student Activities/Alumni Affairs Office, upper level of the Sandridge Student Center 233-8243

- ◆ Student Financial Services, Classroom Building, lower level 233-8122
- ◆ 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 Founders Hall, 233-6540.

Testing services offered by Athens State University include:

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

### **Transfer Center**

The Transfer Center is to ensure the transfer process is as easy and efficient as possible. Prospective students may contact a Transfer Center counselor at any time for general information. Transferring students should contact a counselor in the Transfer Center upon completion of an admission application, declaring a major and requesting transcripts from every college attended. Transfer Center counselors can work with students who provide an unofficial student copy of transcripts, however, the admissions office must have official copies of transcripts from all colleges attended during the students first semester at ASU. Transfer Center counselors help students with transfer credit, complete an unofficial plan of study and assign faculty advisors. Students should plan to meet with the assigned faculty advisor their first semester at ASU. Faculty advisors hold office hours during the regular semester, not between semesters. Faculty advisors are available in their offices for advising two weeks before on-line registration begins each semester. (Check the class schedule each semester for any changes due to holidays.)

The Transfer Center is located in the Sandridge Student Center. Regular office hours are 8:00 a.m. to 4:30 p.m. Walk-ins are welcome, however, to ensure you are able to see a Transfer Center counselor appointments are recommended. The Transfer Center can work with students by appointment, telephone, fax, e-mail and regular mail. Contact any Transfer Center counselor for assistance, however, depending on your major, the Transfer Center staff specializes in the general education requirements and the pre-professional area.

### Writing Center

The Writing Center, located in Founders Hall 350, 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.

### TEXTBOOKS

Textbook(s) will be provided for the adjunct faculty member by the University. Textbook(s) are to be returned at the end of the semester.

### OFFICE HOURS

**Administrative Office ..... Brown Hall**  
8:00 a.m. - 4:30 p.m., Monday - Friday

**Business Office ..... Founders Hall**  
8:00 a.m. - 4:30 p.m., Monday - Friday

**Weekend Services/Assistance ..... Founders Hall**  
Security - 233-8222

**Evening Services ..... Founders Hall**  
First Floor  
2:30 p.m. - 6:30 p.m., Monday - Thursday

**Financial Aid Student Center**  
Classroom Building  
8:00 a.m. - 4:30 p.m., Monday - Friday

**Counseling and Career Services**  
Upper Level of Student Center  
8:00 a.m. - 4:30 p.m., Monday - Friday

### Promotional Services (Printing) /Post Office

Lower Level of Student Center  
8:00 a.m. - 4:30 p.m., Monday-Friday

### Admissions/Records ..... Student Center

Lower Level of Student Center  
8:00 a.m. - 4:30, Monday - Friday  
(varies during registration)

### Bookstore ..... Student Center

Lower Level of Student Center  
8:00 a.m. - 6:00, Monday - Thursday  
8:00 a.m. - 4:30, Friday

### Redstone Arsenal

(Athens State University Ext. Office, Bldg. 3200)  
8:00 a.m. - 4:30 p.m., Monday - Friday  
4:30 - 10:00 p.m. - Evening Services - 651-6726

### CLASS ROLLS AND GRADEBOOKS

Classrooms and gradebooks are provided through Banner.

### ATTENDANCE POLICY

#### Student Attendance Requirements

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."

#### Instructors - Day and Evening Campus

If an instructor is unable to meet a scheduled class because of an unforeseen emergency arising before 4:30 p.m. on the

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day of class, the instructor should notify the appropriate school office. In the event the school office cannot be contacted, the instructor should notify the office of the Dean of Academic Affairs (233-8214). For emergencies after 4:30 p.m., notify the Evening Program Office (233-6540).

Before 4:30 p.m. on the day of class, notify the Athens State University Redstone Arsenal Extension Office (876-7561). After 4:30 p.m. notify the Evening Staff Assistant at 651-6726.

### **Instructors - Weekend Classes**

Before 4:30 p.m. on Friday afternoon, notify the appropriate school office or the office of the Dean of Academic Affairs. For emergencies after 4:30 p.m., notify Curtis Cagle, Beeper #729-4412.

### **Instructor Planned Absence**

The class plan for Pre-Arranged Absence Form should be completed and filed with the proper offices before all planned absences (See Appendix B).

### **Field Trip Policy**

When a field trip is planned, the instructor should submit a completed Pre-Arranged Absence Form to the proper offices (Appendix B). Such trips should be discussed with the School Dean to ensure proper leave procedures have been followed.

## **PARKING**

### **Campus**

Parking is available to adjunct faculty displaying a parking permit. The decal authorizes parking in faculty parking spaces. The parking decal is free and must be secured from the Business Office. Faculty may park in the green curb/green lines parking areas. Faculty may also park in the white lined areas if green spaces are not available. Faculty driving an undecaled vehicle may park free in the gravel lot on the north side of Pryor Street.

### **Redstone Arsenal**

Parking decals are not required for parking on the Redstone Arsenal, however, instructors who are teaching in the Sparkman Center, must secure a temporary gate pass from either Athens State College Redstone Arsenal Extension Office or from the Evening Staff Assistant.

## **UNIVERSITY EVENTS**

Adjunct faculty are invited to attend cultural, educational, athletic, and social events sponsored by the University. In addition, adjunct faculty are encouraged to participate in graduation activities.

## **SMOKING POLICY**

### **Campus**

Smoking within all Athens State University buildings (with the exception of special accommodations in campus housing facilities) is prohibited. This policy is applicable to all lobbies, public areas, classrooms and offices located on the Athens State University campus. It is completely appropriate for you to remind students of this if the rule is not being followed.

### **Redstone Arsenal Extension**

Smoking within all Redstone Arsenal buildings is prohibited and is permitted outside only in designated areas (50 feet or further from the buildings).

### **Instructors - Redstone Arsenal Extension**

Before 4:30 p.m. on the day of class, notify the Athens State University Redstone Arsenal Extension Office (876-7561). After

## **IV. Academic Policies**

- ◆ Degree Options
- ◆ General University Requirements
- ◆ Academic Advising
- ◆ Academic Credit
- ◆ Academic Honesty
- ◆ Academic Dishonesty
- ◆ Academic Achievements (Outstanding)
- ◆ Academic Record
- ◆ Audited Courses
- ◆ Catalog Requirement
- ◆ Class Attendance
- ◆ Class Hour Load
- ◆ Class Size, Minimum
- ◆ Commencement
- ◆ Directed Study/Research Courses
- ◆ Distance Learning
- ◆ Drop and Add
- ◆ Dual Enrollment to Community/Junior College Students
- ◆ Grading
- ◆ Graduation Application
- ◆ Repeated Classes
- ◆ Second/Double Major
- ◆ Second Degree
- ◆ Standards of Academic Progress
- ◆ Student Classification
- ◆ Testing/Assessment
- ◆ Withdrawal

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## ACADEMIC AFFAIRS

### 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. Each baccalaureate degree has been examined and accredited by the Southern Association of Colleges and Schools. **Students should refer to their major section of the catalog for specific course requirements.**

Some General Education Requirements may carry specific course requirements. **Students should refer to their major section of the catalog for specific course requirements.**

### GENERAL UNIVERSITY REQUIREMENTS

A student expecting to receive a degree from Athens State University should apply for graduation not later than the registration period of the term in which he or she expects to graduate. A student must meet satisfactorily all University requirements and financial obligations before the degree is awarded.

To graduate, each student must meet the following general University requirements:

1. Thirty-three of the last thirty-nine semester hours of study with Athens State University.
2. A minimum of sixty-four semester hours of senior college credit, of which at least forty-two semester hours must be 300-400 level credit.
3. A minimum of fifteen semester hours of upper (300/40) 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. All course requirements for major(s).
5. All course requirements for minor (if applicable).
6. General Education Requirements for the degree.
7. 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. Total degree requirements include a minimum of 124 to a maximum of 128 semester hours.
9. The teacher certification requirements (if applicable).
10. 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.***

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## ACADEMIC POLICIES AND PROCEDURES

### 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 Vice President 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.

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## 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 college 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.

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

4. If the charge is not resolved at the college 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 colleges 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 college 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 College Dean include.

1. Requirement to submit additional work or take additional exams.
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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 College 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 ACHIEVEMENTS (Outstanding)**

Students with outstanding academic achievements are recognized in the Spring of each year. To be eligible for nomination for special outstanding academic 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 a 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 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.

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## **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 cost 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. One exception to the previous statement is the College of Education. The student considering the B.S.Ed. degree should check the College of Education guidelines due to the “No Child Left Behind Federal Act of 2001” which states the programs listed may have changed. 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 college 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 normal 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 college 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.

## **CLASS SIZE, MINIMUM**

Athens State University reserves the right to cancel any course.

## **COMMENCEMENT**

Commencement ceremonies will be held in the spring at the Von Braun Center in Huntsville and in the summer on campus.

## **DIRECTED STUDY/RESEARCH COURSES**

With approval of the appropriate faculty advisor and College of the appropriate academic college, 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 research must be conducted in the student’s major area of study. A directed study form must be completed by the participating instructor.

## **DISTANCE LEARNING**

Athens State University offers a variety of courses in distance learning format through Blackboard. Students may apply for admission, register for classes, obtain financial aid information and attend classes online. The College of Business current offers all of its majors online and many online courses are also offered through the College of Education and the College of Arts and Sciences. Students should consult an advisor or counselor before registering for an online course to ensure that they meet the specifications

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indicated by the necessary technology and also the course requirements. Requirements are posted online under Blackboard on the Athens State University website and a tutorial is available for the student to prepare for the course. All courses offered via a distance learning format meet the same requirements and quality standards, as those that are offered in the traditional classroom format. All services of the University are offered to distance learning students, as well as to those taking classes on campus, such as library services, bookstore services and available lab services.

### **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 Office of Admissions; and,
2. Make payments as required in the Financial Affairs Office. The student is responsible for notifying the academic advisor of schedule changes. (NOTE: Each change in class schedule requires a \$5.00 drop or add fee.)

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

### **DUAL ENROLLMENT OF COMMUNITY/JUNIOR COLLEGE STUDENTS**

Community/Junior college students with at least a 3.0 grade point average and who have completed at least 32 semester hours at the community/junior/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.

#### **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. To participate in this program, the Athens State University student must:

**1. be deficient in one of the courses listed below:**

Written Composition\*\* 101 and 102  
Principles of Accounting 241, 242, 210, 248  
History 101, 102, 121, 122, 201, 202  
Principles of Economics 231 and 232  
Pre-requisite Science and Mathematics\*\* courses

2. not participate in S.I.R. during the final semester in which graduation at Athens State University is anticipated. Ideally, students should remove deficiencies in the first semester.
3. register for only one S.I.R. course per semester.
4. receive the approval of the faculty advisor (The faculty advisor adds the S.I.R. course to the standard sheet).
5. register for S.I.R. course only during early or regular registration at Athens State University.
6. receive a copy of S.I.R. form during registration.
7. pay Athens State University tuition for the S.I.R. course.
8. notify Athens State University's Admissions Office if class attendance is discontinued.
9. be enrolled in at least one course at Athens State University.
10. not enroll in Calhoun Telecourses under the S.I.R. Agreement.

**\*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.**

**\*\*Student is subject to English and/or mathematics placement exam (ASSET) at Calhoun.**

After meeting with faculty advisor, students registering for an 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.

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### **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 early and regular registration.
6. Should not participate in Consortium agreement during the final semester in which graduation at Athens State University is anticipated. Ideally, students should remove deficiencies in the first semester.

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 before a date that is two (2) weeks prior to the date established for the first final exam for the semester. Specific dates for withdrawal will be included in the schedule each semester. A “W” cannot be assigned after the official date established for withdrawal from a course. Absence from class does not constitute an official withdrawal. Students can initiate the withdrawal process by emailing the Office of Admissions at Drop.Admissions@athens.edu using their Athens State email account, by FAX, by downloading the drop form from the Athens State website, or by coming into the Admissions Office. Information in the withdrawal request **MUST** include: Name; Student ID number; the course reference number, course abbreviation and number; and the instructor’s name. A reason for withdrawal from a class course must be included. The instructor **MUST** be included as a “copy to” on the email. A “W” cannot be changed to a grade, nor can a grade be changed to a “W”. A student who enrolls in a course and does not complete the course will receive a grade of “F” unless this withdrawal process is followed.

Withdrawal from a class is not complete until the student has been cleared through the Office of Admissions. Special regulations pertain to those receiving veteran’s benefits or financial aid. Students who complete less than 60% of the term will owe financial aid funds back to the respective aid program if the course is not completed. Individuals receiving aid should confer with the Coordinator of Veteran’s Affairs or the Director of Student Financial Services prior to initiating a withdrawal action.

A grade of “I” (incomplete) will be given only under extenuating circumstances. To obtain an incomplete you must complete at least 60% of the term and 50% of the work for a given class. If an “incomplete” is given, the time allotted for 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. The Incomplete (“I”) automatically becomes an “F” unless extended by the instructor. For purposes of computation “I” is always evaluated as “F” until a grade change is made.

#### **Withdrawal**

A grade of “W” will be assigned to a student who officially withdraws before a date that is two (2) weeks prior to the date established for the first final exam for the semester. Specific dates for withdrawal will be included in the schedule each semester. A “W” cannot be assigned after the official date established for withdrawal from a course. Absence from class does not constitute an official withdrawal.

Students can initiate the withdrawal process by emailing the Office of Admissions at Drop.Admissions@athens.edu using their Athens State email account, by FAX, by downloading the drop form from the Athens State website, or by coming into the Admissions office. Information in the withdrawal request **MUST** include: Name; Student ID number; the course reference number, course abbreviation and number; and the instructor’s name. A reason for withdrawal from a class course must be included. The instructor

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MUST be included as a “copy to” on the email. Withdrawal from a class is not complete until the student has been cleared through the Office of Admissions. Special regulations pertain to those receiving veteran’s benefits or financial aid, and those individuals should confer with the Coordinator of Veteran’s Affairs or the Director of Student Financial Services prior to initiating a withdrawal action. A “W” cannot be changed to a grade, nor can a grade be changed to a “W”.

A student who enrolls in a course and does not complete the course will receive a grade of “F” unless this withdrawal process is followed.

### **Grade Points and Letter Grades**

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

- “A” 4.0 Points
- “B” 3.0 Points
- “C” 2.0 Points
- “D” 1.0 Point
- “F” 0.0 Points
- “AU” Sufiy

### **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 college provided such appeal is filed in writing with the dean of the appropriate academic college 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 college 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 college and shall constitute the basis and only record for deliberations with the dean of the appropriate academic college. 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 college, 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 college. 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 college.

All appeals to the dean of the appropriate academic college 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 the dean of an academic college or from the office of the Chief Academic Officer.

The decision to change or let stand a final grade received for the 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 during the expected semester of graduation. Applications for graduation are available online and 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.

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## 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 the 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 (DOUBLE) MAJOR

Students who elect to complete two majors at Athens State University must meet the degree requirements for both majors to include General Education and Pre-Professional requirements. If both majors are in different degree programs, the baccalaureate degree of the primary major shall be the only degree awarded. Non-disciplinary majors such as liberal studies are excluded as a second major. Please note that federal regulations state that a student is no longer eligible for grant aid once they meet the requirements for a first bachelor's degree, even if the student does not receive the degree. Beyond meeting the requirements for a first bachelor's degree the student may receive aid in the form of student loans if the student is seeking an additional degree (1st degree BA; second degree BS or BSED) or completing courses to meet state requirements for teacher certification (recommended or optional courses for professional recognition or advancement do not qualify) or the student is completing a certification with a minimum of 24 semester hours.

## 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.

## STANDARDS OF ACADEMIC PROGRESS: TRANSFER STUDENTS

A transfer student who is admitted on "Clear" academic status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.

A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester credit hours at the institution. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at the institution, the Cumulative GPA at the institution is below 1.5, the student is suspended for one semester. The transcript will read **SUSPENDED--ONE SEMESTER**.

If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours at the institution, the Cumulative GPA at the institution is 1.5 or above, the student's status is "Clear."

## 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 Colleges except the College of Education (graduates must have a 2.5/2.75--see College of Education guidelines for specifics and the College 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**. **If you are suspended, you will be withdrawn from classes that you have registered for the next term.**

### **Suspended--One Semester/Readmitted**

A student who is suspended for one semester may appeal to the Admissions Committee. If, after appeal, the student is

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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 typed request for an “appeal for readmission” to the Admissions Committee within a designated, published number of days of receipt of the notice of suspension. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the college’s official records. 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 appeal to the Admissions Committee with a typed request 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.

These standards of progress shall apply to all students unless otherwise noted.

Exceptions:

Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.

Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

## **1.1 Required GPA Levels for Students According to Number of Hours Attempted at the Institution**

1.11 Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.

1.12 Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.

1.13 Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

1.14 Students at Athens State University who have attempted 12 or more semester credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

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2.11 When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, university officials may provide intervention for the students by taking steps including but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

3.11 Application of Standards of Progress

3.12 When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student is placed on Academic Probation.

When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on Academic Probation.

When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED--ONE SEMESTER.

When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.

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

The student who is readmitted upon appeal, reenters the institution on ACADEMIC PROBATION.

3.14 A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved CLEAR academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose semester GPA is 2.0 or above will remain on ACADEMIC PROBATION until the student achieves the required GPA for the total number of hours attempted.

3.15 A student returning from a one term or one year suspension and, while on Academic Probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a ONE YEAR SUSPENSION.

3.16 The student may appeal a one term or one year suspension.

3.17 The permanent student record will reflect the student's status (except when the status is CLEAR). When appropriate, the record will reflect ACADEMIC PROBATION, ACADEMIC SUSPENSION-ONE TERM, ACADEMIC PROBATION-ONE YEAR, ONE TERM SUSPENSION-READMITTED ON APPEAL, or ONE YEAR SUSPENSION-READMITTED ON APPEAL.

4.1 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 University's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

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### **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 (3) 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 quarter 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.

### **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**

Students seeking admission to the Teacher Education Program will take the Alabama Prospective Teacher Test (APTT). There are three parts to the APTT, reading, writing, and mathematics. All three parts must be passed in order to apply for admission to TEP. During the senior methods block or designated course by program, the PRAXIS II Content Area/Subject Area test must be taken and passed prior to admission to internship/student teaching. The PRAXIS II Principles of Learning and Teaching is taken and must be passed during internship/student teaching prior to graduation and certification.

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 Testing Coordinator.

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.

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## **WITHDRAWAL**

A grade of “W” will be assigned to a student who officially withdraws during the first eight (8) weeks of the semester. Starting with the ninth week, a “W” can be assigned only with the permission of the instructor. After the final exam is given, no “W” can 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. 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.

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## V. Faculty Support Services

- ◆ Library
- ◆ Media Services

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## **LIBRARY**

### **Campus**

The library staff diligently seeks to work in conjunction with the faculty of the university to present a complete academically supportive program. The library hours are arranged to support evening and weekend classes as well as day classes. The hours are as follows:

Monday - Thursday .....8:00 a.m. - 10:00 p.m.  
Friday ..... 8:00 a.m. - 5:00 p.m.  
Saturday ..... 9:00 a.m. - 5:00 p.m.  
Sunday ..... 2:00 p.m. - 5:00 p.m.

During school breaks when the campus is open, but no classes are in session, the library is open from 8:00 a.m. - 4:30 p.m. on Monday through Friday (Closed on Saturday and Sunday).

### **Redstone**

Students and faculty may use the Scientific Research Library - Building #4484. The telephone number is 876-3251. The hours are:

Open Literature, Located on 1st Floor (876-5195)

Monday ..... 11:00 a.m. - 4:00 p.m.  
Tuesday - Thursday ..... 7:30 a.m. - 6:00 p.m.  
Friday ..... 7:30 a.m. - 4:00 p.m.

Documents, Located on 3rd Floor (876-5181)

Monday ..... 11:00 a.m. - 4:00 p.m.  
Tuesday - Thursday ..... 8:00 a.m. 4:00 p.m.  
Friday ..... Reference Staff are on 1st Floor  
Saturday, Sundays & Holidays ..... Closed

Web homepage - <http://library.redstone.army.mil>

E-mail - [rsis@RDEC.redstone.army.mil](mailto:rsis@RDEC.redstone.army.mil)

## **MEDIA SERVICES**

Audio visual support may include VCR, filmstrip projector, film projector, etc.

### **Campus**

You may schedule your audio visual needs by calling the School Secretary or the Media Specialist (Extension 543) at least 48 hours in advance.

### **Redstone Arsenal**

To schedule your audio visual needs contact the Athens State University Extension Office or the Evening Coordinator.

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## **VI. Administrative Policies & Procedures**

- ◆ **Safety and Security**
- ◆ **Emergencies**

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## SAFETY AND SECURITY

### Campus

Security guards are available at all times. If you need assistance regarding a safety or security problem pick up the security (red) phone located in the building and it will ring security automatically (if no answer, dial 777-1776).

#### Security (Red) Phone Locations:

Carter Physical Education Center - Lobby

Chasteen Hall - North Entrance

Classroom Building - Lobby

Founders Hall - South Annex Door

Library - Entrance

McCain Hall - TBA

McCandless Hall - TBA

Naylor Hall - TBA

### Redstone Arsenal

In case of a safety or security problem contact the Evening Staff Assistant at 508-2981 or 876-7561. All emergencies should be reported to the Evening Staff Assistant.

## EMERGENCIES (TORNADO, FIRE, POWER FAILURE, ETC.)

### Campus

The Emergency Management sirens will be the primary signal for all severe weather warnings or other emergencies which require shelter. All classes are to be dismissed and cancelled when the siren sounds a warning of severe weather or other emergencies. Students will be allowed to use their own discretion as to seeking shelter or leaving campus facilities once the class has been dismissed and cancelled. If you hear the fire alarm, evacuate your students and go to the nearest phone to call the security office at 777-1776 or (9-911). If there is a power failure or some other emergency before 10:00 p.m., dial 0 (our switchboard) to pass the information on and get instructions. After 10:00 p.m., call Security at 777-1776.

#### Shelter Locations

Physical Education Center Basement

Student Center Building

McCain Hall Basement

Waters Hall Basement

Sanders Hall Basement

#### Quality

Best

Good

Good

Fair

Poor

### Redstone Arsenal

In the event that a tornado warning is issued all classes are to be dismissed and cancelled. Security will attempt to alert all classes when a warning is issued. In case of fire, evacuate your students and notify the fire department by calling 117.

**ONLY THE OFFICE OF THE PRESIDENT HAS AUTHORITY TO CANCEL CLASSES OR CLOSE CAMPUS!**

**APPENDIX**

**Appendix A ..... ADA Policy and Procedures**  
**Appendix B ..... Class Plan for Prearranged Absence Form**  
**Appendix C ..... Change of Grade Form**

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**Appendix A**  
**ADA Policy and Procedures**

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**ATHENS STATE UNIVERSITY**  
**AMERICANS WITH DISABILITIES ACT (ADA)/SEC. 504**  
**INSTRUCTIONAL POLICY**

1. Please insure that your syllabi for courses have a statement alerting students of your commitment to the ADA/504 policies. “Any student with a disability that will require special attention or accommodation should inform the instructor as soon as possible, preferably within the first week of class.”
2. If a student in your class indicates to you that he/she has a disability for which he/she wishes to receive accommodations or services, direct the student to contact the Director of Disability Services on campus within one week (Room 230 Sandridge Student Center, 233-8285.) The student is not required to discuss the specifics of his/her disability with you.
3. After the student has interviewed with Disability Services and appropriate disabilities documentation is obtained, the Director will forward a letter to you outlining the types of accommodations which would be helpful to the student in the classroom or with distance learning. . With the letter will be a “Request for Accommodations Receipt.” Complete this form, sign it, and have the student sign it indicating that you have received the letter, and have discussed the accommodations with the student. Remember that all discussions with and documentation about the student are confidential.
4. It is the faculty member’s responsibility to accommodate and provide necessary and resonable services to helpthe student to compete on a more equitable basis with his/her peers, and to comply with non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations.

Document the assistance you provide to the student, for your records. This documentation may be necessary at a future date for you to prove that you did indeed accommodate a student’s disability need. These Memos for the Record are for in-house records and should be kept for at least one year.





**ATHENS STATE UNIVERSITY  
SPECIAL ACADEMIC ACCOMMODATIONS FORM**

Student's Name \_\_\_\_\_ Student ID: \_\_\_\_\_

Course \_\_\_\_\_ Term/Yr \_\_\_\_\_

Name of Instructor: \_\_\_\_\_ Day/Time of Class \_\_\_\_\_

**1. Describe the accommodations/services you provided to the student (attach examples/copies of relevant documents-where appropriate). If applicable, note the days you assisted the student on an individual basis.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Briefly describe the student's overall performance in your class and offer any other remarks that you deem appropriate.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*This document and the information contained herein are CONFIDENTIAL and shall not be shared with any party except to the extent necessary to carry out appropriate accommodations; provided, however, that this document shall be subject to review by Athens State University with applicable rules, regulations, and statutes.*

\_\_\_\_\_  
Professor's Signature

\_\_\_\_\_  
Date

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**Appendix B**  
**CLASS PLAN FOR PREARRANGED ABSENCE FORM**



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## Class Plan for Prearranged Absence

Faculty Name: \_\_\_\_\_

Course: \_\_\_\_\_

Class Date and Time: \_\_\_\_\_

### CLASS ARRANGEMENTS

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### REASON FOR ABSENCE

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The faculty member must send copies to:

- 1) Vice President of Academic Affairs
- 2) College Dean
- 3) Switchboard

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**Appendix C**  
**CHANGE OF GRADE FORM**



## Change of Grade

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Student Name \_\_\_\_\_

Student No. \_\_\_\_\_ Date \_\_\_\_\_

Class Prefix  
and Number \_\_\_\_\_ Term/Year Taken \_\_\_\_\_

Change grade from \_\_\_\_\_ To \_\_\_\_\_

### REASON FOR GRADE CHANGE

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Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

College Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Entered on  
Student Record \_\_\_\_\_ By \_\_\_\_\_

**After securing College Dean's signature, please forward to the Records Office.**

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**Appendix D**  
**LIST OF BUILDINGS**

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## BUILDINGS

### **Brown Hall**

Brown Hall serves as the administrative building. It contains the offices for the President, the Vice President of Academic Affairs, the Vice President of University Relations and the Assistant to the Vice President of Academic Affairs/Assistant to the President on Minority Affairs.

### **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, Vice President of Financial Affairs Office, Director of Physical Plant Office, the Writing Center, classrooms, evening services and testing, IT Department, and faculty and staff offices for the College of Business and the College of Arts and Sciences.

### **Library**

The Athens State University Library is located at the corner of Pryor Street and Elkton Street.

### **McCain Hall**

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

### **McCandless Hall**

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

### **Naylor Hall**

Naylor Hall contains offices for the Dean of the College of Arts and Sciences, the College of Arts and Sciences Counselor and several faculty members.

### **Sanders Hall**

Sanders Hall is a coeducational residence hall.

### **Sandridge Student Center**

The Sandridge Student Center contains offices for the Vice President of Student Affairs, alumni affairs, student activities, admissions counseling, student support services, counseling/disabilities, career services and cooperative education, admissions, records, recruitment, veterans affairs, and the publications department. In addition, there is a campus post office, food service, coffee shop, bookstore, ballroom, and meeting rooms.

### **Waters Hall**

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