



2008 ~ 2009



PLANNER and HANDBOOK

**CAMPUS
DIRECTORY**
Athens State University
(256) 233-8100

Admissions: Necedah Henderson	Ext. 217
Alumni Office: Tena Bullington	Ext. 275
Athenians: Trish DiLullo	Ext. 319
Bookstore	Ext. 249
Director of Career Services and Cooperative Education: Larry Keenum.....	Ext. 127
Disabilty Services Specialist and Career Services Assistant: Janice Owen.....	Ext. 285
Dean, College of Arts and Sciences: Ronald Fritze	Ext. 184
Dean, College of Business: Linda Shonesy	Ext. 174
Dean, College of Education:Debra Baird	Ext. 187
Director of Physical Plant: Jerry Bradford.....	Ext. 278
Evening Services: Bob Searcy	Ext. 540
Financial Aid: Sarah McAbee	Ext. 170
Food Service	Ext. 245
International Students: John King/Felicia Mucci	Ext. 171/268
Library: Robert Burkhardt	Ext. 548
Lost and Found: Security	Ext. 222
Non Traditional Credit: Felicia Mucci.....	Ext. 268
Parking Permits: Security Office	Ext. 222
Post Office.....	Ext. 210
President Dr. Robert Glenn.....	Ext. 201
Publications: Betty Marks.....	Ext. 242
Records: Teresa Suit.....	Ext. 167
Security Office	Ext. 222
Student Activities and SGA: Tena Bullington	Ext. 243
Student Recruitment: Deborah Schaus	Ext. 233
Testing: Bob Searcy	Ext. 540
Transfer/Advising Center Coordinator: Lisa C. Payne	Ext. 124
Veterans Advisor: Lisa C. Payne.....	Ext. 124
Vice President of Academic Affairs: Denver Betts	Ext. 214
Vice President of Financial Affairs: Doug Clark	Ext. 205
Vice President of Student Affairs: John King	Ext. 268,171
Vice President of University Relations: Rick Mould	Ext. 215
Undergrounds Coffee Shop.....	Ext. 665

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President's Message

Dear Student:

Welcome to Athens State University, a truly unique Alabama institution of higher education. You have chosen to become a member of our community and we are glad to have you here. I want to take just a moment to talk about some of the things that set us apart from other colleges and universities. First and foremost, we are Alabama's oldest educational institution, founded in 1822. We have a long and rich heritage of serving Alabama and we look forward to serving you.

Being the oldest educational institution, however, doesn't mean that we are old fashion about what we do. You will find a rich blend of modern and traditional methods of instruction. We are thoroughly focused on taking care of the educational needs of our students. For some of you that will mean traditional one on one attention from our faculty, others will find their schedule is better served by our distance or on-line delivery methods. In either case, you will find that your education here will stand the test of time. Our faculty have a well-deserved reputation for excellence as evidenced by our on-going accreditation from a number of professional associations.

You will also find that we understand our responsibility to manage our resources very carefully. Unlike every other university in the state, we did not raise our tuition this year and our tuition cost continues to be the lowest in the state. When you combine the low cost of our service with the exceptional quality of our programs, you will find that we provide the greatest possible educational value in our state. We know that both your time and your financial resources are limited. That is why we do everything we can to be flexible and frugal to allow you to stretch both to the maximum.

Ultimately, the measure of any university is its students and their accomplishments. It is all about getting each student from where they are to where they want to be. As a result, we have a vested interest in your success. We hope that you will take full advantage of all that we have to offer. We look forward to seeing what you accomplish and we know that those accomplishments will be another reason we can continue to say that we are a great university.

Sincerely,

A handwritten signature in black ink that reads "Robert K. Glenn". The signature is written in a cursive, flowing style.

Robert K. Glenn
President



Vice President for Student Affairs

Dear Student:

Hello and a warm welcome to you from the Office of Student Affairs. We are delighted that you have chosen Athens State University to continue your education and hope your experience will be rewarding and enjoyable.

If you have a question, a concern, a problem to try to solve, or if you are not sure where to begin, the Student Affairs Division is a great place to start. You are the most important part of the university and our primary goal is to provide you with what you need to make your experience at Athens State successful. Our bottom line is student success.

As your time begins with us, make the most of the opportunities available to you. I encourage you to meet other students, become involved in the many activities, organizations, and clubs offered by the university. I also encourage you to develop a relationship with your faculty advisor and other professional staff members who may be able to assist you.

Please contact me if you feel I may be able to assist you. I would enjoy meeting you.

Once again, welcome to Athens State.

Sincerely,

A handwritten signature in black ink that reads "John W. King". The signature is stylized and cursive.

John W. King

Vice President for Student Affairs



**Coordinator of Student Activities
and
Alumni Affairs**

Dear Students:

I would like to take this opportunity to welcome you to our campus and invite you to be a part of the Student Government Association and/or an Athenian Host/Hostess. The Office of Student Activities aims at enhancing the social development of students by providing programs that offer cultural, recreational and personal growth opportunities and development of leadership skills. I want to encourage you to participate in campus extracurricular activities and to utilize the services provided by the University.

Activities planned for the 2008-2009 academic year include our annual Welcome Back Week, Halloween Carnival, Ms. Merry Christmas Pageant, Spring Fling, and fall and spring Blood Drives. Get involved! Join the Student Government Association and/or the Athenian Hosts/Hostess' and enhance your overall educational experience.

Sincerely,

A handwritten signature in black ink that reads "Tena Bullington". The script is cursive and fluid.

Tena Bullington



President of SGA

Dear Students,

On behalf of the Student Government Association of Athens State University, it is my pleasure to welcome you to the 2008-2009 school year. I am grateful for the opportunity you have given me to serve as your SGA president. I look forward to the wonderful memories we will share. I hope that you will cherish them throughout your life as much as I will.

The purpose of the SGA at Athens State is to provide activities and events on campus for our students. The students are given an opportunity to meet other students and make new friends. There are several activities that are annual traditions on campus. These activities include cookouts, Halloween Carnival, Founders Queen and Court, Ms. Merry Christmas Pageant, Blood Drives, and Mr. and Mrs. Athens State. However, there are several activities that are not annual traditions that we will be doing this year as well.

I encourage you to be a part of any festivities we have here at Athens State University. The memories you make today will be the stories you tell tomorrow.

Tena Bullington is the Coordinator of Student Activities and can be reached on the second floor of the Sandridge Student Center in room 217. The phone number to the Student Activities office is (256) 233-8125 and the email that you may reach me by is sga.president@athens.edu. Please feel free to stop by and visit us and tell us any ideas you have or anything you would like to see happen here at the University.

Sincerely,

Sunny Parker
Sunny Parker

Student Handbook



SGA 2007-2008

STUDENT ACTIVITIES

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

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association shall be open to any student who is currently enrolled at Athens State University; who has completed the application, attends regular meetings, and participates in Student Activities sponsored events. Officers and organizational representatives are elected annually. The University organizational structure provides for and encourages democratic student involvement in the affairs of the University.

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

CLUBS AND ORGANIZATIONS

African-American History Association

The African-American History Association is an organization to increase awareness of African-American contributions to the development of our country by providing the Athens State University community with a social, moral, intellectual and cultural agenda of African-American history and life. The organization was chartered in 1984 and has been a pioneer in the Athens and Limestone County area in observing the National program theme and practices. Membership is open to all administrators, faculty, staff and students of Athens State University. For more information, please contact Dr. Denver Betts, advisor, at (256) 233-8129.

American Institute of Aeronautics and Astronautics (AIAA)

AIAA is an international society of aerospace professionals including engineering, management, technicians, and educators. The goals of AIAA include career development for membership and advancing the cause for the aerospace profession in general. For more information contact Dr. Wayne McCain at wayne.mccain@athens.edu.

American Production and Inventory Control Society (APICS)

APICS, the educational society for resource management, is an international organization offering a full range of programs and materials on the latest business management concepts and techniques. APICS is open to all students. For information, contact Dr. Wayne McCain at wayne.mccain@athens.edu.

Art Club

The Athens State University Art Club is to inform students and faculty as well as surrounding areas about the arts and involve them in artistic activities. Membership is open to the public. For additional information, contact Ms. Gail Bergeron at 256-233-8149.

Athenian Hosts/Hostesses

Athenians, the official name of students who serve as hosts and hostesses for the university. The members also serve as tour guides for campus and university representatives at special community functions. For more information, contact Tricia DiLullo at 256-216-3319 or email trish.dilullo@athens.edu.

The Association of Justice Studies Club

Lambda Alpha Epsilon is a student organization for justice studies majors and minors. For information contact Dr. Tim Jones at 256-233-8293.

Campus Ministries

Campus Ministries/Cross Seekers is open to all students, faculty, and staff. It is a national organization offered to anyone interested in Christian fellowship, missions, leadership development, Bible study and prayer. For additional information contact Joseph Scott at (256) 233-3563 or (256) 544-2976

Centurions

The Centurions Club provides educational and social opportunities and is open to all students, faculty, and staff. This organization assists persons with disabilities to gain access in every way and to the extent permitted by law to all facilities and opportunities at Athens State University. This organization provides educational services and social opportunities. Please contact the ADA/504 Coordinator, Maureen Chemsak or Janice Owen at 256-233-8285.

Council for Exceptional Children (CEC)

The student chapter of the Council for Exceptional Children (CEC) is a professional organization open to students majoring in special education, and is affiliated with both the Alabama and International CEC. Please contact Dr. Debbie Ferguson at 256-233-6557.

Delta Mu Delta

Delta Mu Delta is an international honor society established to recognize and reward superior scholastic achievement of students in business administration. The name Delta Mu Delta literally translated signifies: THROUGH KNOWLEDGE, POWER: the power to manage for social and economic good. .

The purpose of Delta Mu Delta is twofold:

1. To Promote higher scholarship in education for business, and
2. To recognize and reward scholastic attainment in business subjects.

Alpha Iota Chapter was installed at Athens State in 1970. Since 1998, consecutively, Alpha Iota Chapter has been recognized as one of the top chapters in Delta Mu Delta with the coveted STAR CHAPTER award.

If you are interesting in joining this exciting society and learn about the numerous benefits, please contact us today! We would very much like to see every business student at ASU be a member and all join in on the fun!

Dr. Brenda Harper, Faculty Adviser: 256-233-8246.

Elementary Education Club

The Elementary Education Club is an organization open, but not limited to, all junior and senior, general and special education majors. The purpose of this organization is to provide a network of support and assistance to all members. Members will have opportunities to participate in literary based public service programs. Please contact Dr. Cathy Woodruff at 256-233-8258.

Health and Science Career Club

The Health and Science Career Club is an organization whose purpose is to promote interest in the field of science, to provide educational and training opportunities in the health and science fields, and to provide opportunities for participation in co-operative work and volunteer work in the health and science professions. Membership is open to any Athens State University student or students of any Alabama college or university. For more information contact Dr. Larry Covick at 256-233-8521 or Dr. Chris Otto at 256-233-8225.

The Heritage Reading Council

The Heritage Reading Council is a local affiliate of the Alabama Reading Association and the International Reading Association which promotes literacy and literacy education. The organization is open to preservice teachers, inservice teachers, librarians, administrators, parents, and lay persons interested in reading as a means of learning and as the worthy use of leisure time. The Heritage Reading Council meets five times during the academic year in the ballroom of Athens State University. The meetings feature information about current trends in reading instruction, popular and new book titles, author visits, and activities to promote literacy for preschool through high school-age students. The organization is open to all Athens State University students and encourages their membership. For additional information contact Dr. Cathy Woodruff at 256-233-8258.

Institute for Management Accountants (IMA)

Student membership in the Institute of Management Accountants has a threefold purpose:

1. To introduce management accounting to students planning careers in business,
2. To strengthen the knowledge and commitment of those already on the way to management accounting careers, and
3. To demonstrate how IMA members work together to improve the science of management accounting. IMA membership provides opportunities for students to associate with practicing management accountants; to see how they live, work, and apply their knowledge; and to learn that professionals are seriously devoted to their field and to high ethical standards. To qualify for student membership, one must be a regularly enrolled business student carrying at least 6 semester hours of credit. The Association requires an application in writing, on a prescribed form, endorsed by a faculty member or the Registrar. For additional information contact Professor Linda Hemingway at 256-233-8162.

InterClub Council

The purpose of the Interclub Council is to promote unification between the clubs and organizations and to act as a judiciary committee for the clubs and organizations. The Interclub Council shall consist of representatives from each club and organization. The Vice President of the SGA shall chair the Interclub Council. For additional information contact Tena Bullington at 256-233-8243 or email tena.bullington@athens.edu.

Kappa Delta Pi

Kappa Delta Pi is an international education honor society. Students are eligible for consideration when they have accumulated enough credit hours to reach senior status. Students are selected by a committee which evaluates them for outstanding academic achievement, scholarly ideals, and professional promise. Contact Dr. Joe Brasher at 256-233-8260, Dr. Beth Vinson at 256-233-8562, or Dr. Tina Sloan at 256-233-8263.

Kappa Mu Epsilon

Kappa Mu Epsilon is a specialized honor society with one hundred twenty-nine or more active chapters, located in colleges and universities of recognized standing, which offer a strong mathematics major in thirty-four states. The chapters' members are selected from students of mathematics or closely related fields, who have professional merit and attain academic distinction. It is both an honorary and a functional organization with extra-curricular activities that add interest to student life and departmental offerings throughout the academic year. For more information please contact faculty advisor Dottie Gasbarro at 256-233-8236.

The Mathematics and Computer Science Club (MACS)

The Mathematics and Computer Science (MACS) club is designed to enhance the undergraduate program through visiting lectures, field trips, and student recognition. Open to all students majoring or minoring in mathematics or computer science. For further information contact Dr. Neal Fentress at 256-233-8236.

National Association of Communication System Engineers (NACSE)

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

Phi Alpha Theta

Phi Alpha Theta is an international honor society in history. Membership is open to students, professors and alumni who have achieved excellence in history. The Alpha Beta Lambda chapter was established at Athens State University in 1984. For additional information about this organization please contact Dr. Michael Leslie at 256-233-3314.

Phi Theta Kappa Alumni Association

The mission of the Athens State University Phi Theta Kappa Alumni Association is to support the people, programs, and priorities of the Phi Theta Kappa Society. Alumni have valuable contributions to make to Phi Theta Kappa. Through Alumni support, the integrity of the Society's programs and service will be protected and new programs and services can be developed and offered in the future. Contact advisor Trish DiLullo at 256-216-3319 or email trish.dilullo@athens.edu, or Teresa Suit at 256-233-8167 or email teresa.suit@athens.edu or Nora Lee at (256) 331-8084/6284 or email nlee@nwsc.edu or Dr. Teresa Wanabaugh at (256) 233-6511 or email teresa.wanabaugh@athens.edu.

Physical Education Majors Club

The purpose of this organization is to develop leadership, scholarship and professional awareness in students majoring or minoring in Physical Education at Athens State University. Contact Dr. Yvette Bolen at 256-233-8272 or Nate Mitchell at 256-233-6553.

Pi Tau Chi

A national honorary religious society. Membership is by invitation for outstanding service in religious activities. Requirements for membership are 2.0 GPA, leadership in home, church or community, and participation in activities on campus. For additional information contact Ms. Suit at 256-233-8167.

Pre-Law Society

The Pre-Law Society is a club open to all students who have an interest in law or law school. The purpose of the organization is to inform students of opportunities available in the field of law and to help prepare students to enter law school. For additional information please contact Dr. Kevin Dupre` at 256-233-6528.

Psi Chi

Psi Chi is a national psychology honor society. Membership is open to students, professors, and alumni who have achieved excellence in psychology. Psi Chi was established at Athens State University in 1985. Contact Dr. Janet Woody-Dorning at 256-233-8168.

Sigma Tau Delta

Sigma Tau Delta is the international English honor society. The local chapter, Kappa Zeta, was founded in 1954. Membership in Sigma Tau Delta is open to English majors and minors, language arts majors, and those students maintaining a "B" average who support the humanities. The local chapter sponsors many campus events which include a professional dinner theatre, a "Come as Literary Character" halloween party, an authentic medieval feast, and an annual writers' conference. Kappa Zeta also awards a \$400 scholarship twice a year to a deserving member. *The Gyre*, the campus literary magazine, is under the sponsorship of Sigma Tau Delta. Contact Dr. Bebe Shaw at 256-233-6664 or email shawbg@athens.edu.

Society for Human Resource Management (SHRM)

The Society for Human Resource Management (SHRM) is the leading voice of the HR profession. It has over 70,000 professional and student members in more than 425 professional chapters and over 300 student chapters. The North Alabama student chapter consists of students from Athens State University, Alabama A&M University, and the University of Alabama in Huntsville. As a member of the local chapter, you will gain access to an immense information resource and have opportunities to meet HR practitioners to develop your personal contacts and network. With the award winning SHRM publications, you can keep current on issues and trends affecting the workforce and shaping the workplace. As a student member you are eligible and strongly encouraged to attend the Huntsville and Decatur monthly professional meetings. You will meet and interact with HR practitioners representing most of the employers in the greater Huntsville area. And according to research, 60% to 70% of jobs are found through personal contacts, or networking. Contact Dr. Bryan Kennedy at 256-233-8259 or Dr. David Nye at 256-233-8280.

Student Alabama Education Association (SAEA).

The Athens State University Student Alabama Education Association, or the Athens State University SAEA, is an organization which offers opportunities for developing personal growth, supportive friendships, and insurance. This organization was designed for all students enrolled in the Athens State University College of Education. Contact Dr. Kathy Buck at 256-233-8290 or email buckkr@athens.edu.

Wesley Fellowship

The purpose of this organization is to nurture students in the Christian faith and challenge them to Christian service and to have a connection with the United Methodist Church. Contact advisor Cathy Brett at 256-233-6500 or email cathy.brett@athens.edu or Director, Sherri Bassham at 256-232-5266 or email spbassham@aol.com.

STUDENT PUBLICATIONS

The Athenian, the University newspaper, provides an opportunity for students to develop in the field of journalism and to express themselves on campus issues. There are scholarships available for the assistants and editor positions. Please feel free to submit articles to the paper for publication. Check with the Student Activities Office for deadline dates and office hours or The.Athenian@athens.edu or Tena Bullington at 256-233-8243.

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



FEDERAL REFUND POLICY

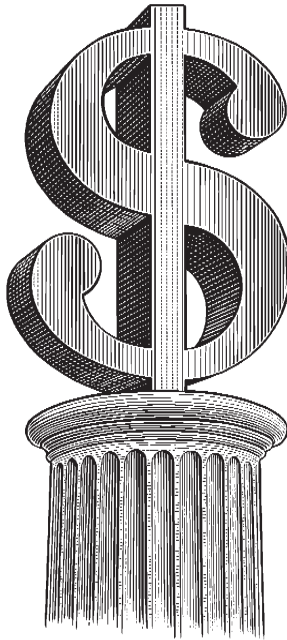
The federal refund regulations require Financial Aid Students receiving Pell Grant, Federal SMART grants, Federal Supplemental Education Opportunity Grant or Federal Direct Loans, and withdrawing from all of his or her classes prior to the 60% point in the term , to immediately repay any unearned federal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

Days Enrolled X Title IV Aid Awarded and Disbursed = Aid Earned

Aid Disbursed - Aid Earned = Aid to be Returned

Order of Funds to Return

- Unsubsidized Loans (per promissory note terms)
- Subsidized Loans (per promissory note terms)
- Pell Grant * 50%
- FSEOG
- Federal SMART grant



Accreditation and Memberships

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.

Athens State University through its College of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees: The Bachelor of Business Administration (B.B.A.) with majors in Accounting, Human Resource Management, Management, and Management of Technology.

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; Telephone: (202) 466-7496.

Athens State University is approved by the Alabama State Department of Education for the training of elementary, secondary, and postsecondary school teachers. The Alabama State Department of Education is a member of the National Association of State Directors of Teacher Education Certification.

Nondiscrimination Policies

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 Vice President of Student Affairs at this institution (or both).

Sexual Harassment Policy

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.

Sexual Harassment

Should a student feel he/she has been sexually harassed, he/she should contact either the immediate supervisor of the alleged perpetrator or the appropriate university official.

Grievance Procedure

Athens State University has in place an appropriate grievance procedure should a student feel it necessary to file. Grievance of a general nature may be filed with the Coordinator of Student Activities in the Sandridge Student Center at (256) 233-8243, or the grievance may be pursued through the appropriate supervisor. A copy of the step-by-step procedures for filing a grievance may be obtained in the Office of Student Activities.

Athens State University Privacy Policy

Athens State University (ASU) is committed to protecting personal information and to deterring identity theft of its students, faculty, staff, alumni, and others with whom it has an official association. To this end, all employees of Athens State University, to the extent of their individual duties, are responsible for properly collecting, maintaining, and storing personal information.

- ◆ All University employees, student workers, and consultants will sign acceptance of the University's privacy policy as part of their annual employment agreement or contract for services.
- ◆ Only approved university employees, including approved student workers, will have access to personally identifiable data.
- ◆ Each person requiring such access will have on record with Athens State University a signed confidentiality statement.
- ◆ Effective July 2006 Athens State University will assign a unique Athens State University ID to each student, employee and/or others as necessary to protect personally identifiable information in electronic data storage systems.
- ◆ No employee will remove any record containing personal information from campus. This includes, but is not limited to, student files, employee records, paper reports, data stored on laptops, CDs, or diskettes.
- ◆ No employee will change personal information on a student or employee electronic file without first obtaining acceptable proof of ID.

- ◆ No employee will release personal information over the phone without first obtaining acceptable proof of ID from the caller and determining if caller has legal access to the requested information.
- ◆ No employee will request personal information from a student or employee unless required by law or legal counsel.

Education 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. In accordance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, each student and former student of Athens State University has the right to inspect his or her official educational records in the Records Office. This right of inspection does not apply to any confidential information submitted to this office prior to January 1, 1975, nor to access by students or former students to financial records of their parents. Under this act, the University may not release information concerning a student without the student's written permission.

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 organizations, activities, and 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.

Internet Acceptable Use Policy

The Athens State University Library provides Internet Access as a service to its patrons: students, faculty, and staff of Athens State University and members of the local community.

Guidelines for acceptable use:

1. Internet use shall be limited to educational purposes. These educational purposes include research that fulfills class assignments or promotes general knowledge gathering.
2. Library computers shall not be used to play games, enter chat rooms, or other recreational activities.

3. Library computers shall not be used for sending or receiving e-mail. Students needing access to e-mail are advised to use computer labs on campus.
4. During times of high demand, patrons will be asked to limit their use of library computers to 30 minutes.
5. The Internet is a global electronic network with a highly diverse user population. The Athens State University Library does not monitor or have control over the information accessed through the Internet and cannot be held responsible for its content. Comments on the contents of any home page should be directed to the appropriate page authors. The Athens State University Library endorses the Library Bill of Rights and the Freedom to Read statement of the American Library Association. It does not censor access to material or protect users from offensive and/or inaccurate or incorrect information. However, it fully supports the University's commitment to civility as key to the meaningful exchange of ideas. Therefore, the library's public workstations are not to be used with the intent to intimidate, harass, or display hostility toward others (e.g. hate literature, pornography, etc.). Users are also asked to be sensitive to material that others in a public place might find offensive.
6. Library computers may not be used to load patron's software or download to local drives.
7. The Library provides laser printing from its computer workstations. Users are responsible for the print jobs they request. Athens State University Library does not provide refunds for unwanted print jobs.

8. Wireless is available at the Student Center, Library, Classroom Building and Chasteen. To log in you will need to use your student username and PIN number.

Example:

Username: jsmith

PIN: 123456

(Do not use your webmail address: jsmith@webmail.athens.edu)

Friends Of The Athens State University Library

The Friends of the Athens State University Library organization (FASUL) plans and presents literary activities to generate additional funding for Library resources and to promote culture in the community. Each year, there are two events featuring popular regional authors, as well as a book sale in conjunction with the Fiddlers Convention in October. Rick Bragg, Nanci Kincaid, and Randy Cross have appeared in recent years to benefit the Library. The Friends group meets bimonthly. Members include current and former students, current and emeritus faculty, and citizens of the community. For information, contact Dr. Robert Burkhardt at 233-6548.

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 non-discrimination 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 the ADA/504 Coordinator, second floor of the Student Center (233-8285); during the evening, individuals may contact the Evening Coordinator, Founders Hall (233-6540) , and on weekends contact the library.

Student Involvement

Any student interested in serving on campus committees or councils should contact the Vice President of Student Affairs Office, Extensions 268 or 269. Students are encouraged to participate on various committees in making institutional decisions that improve programs and institutional effectiveness.

Students are frequently asked to serve on ad hoc committees as well as the following standing committees:

- Academic Council
- ADA Compliance Committee
- Admissions Committee
- Planning Council
- Student Services Committee

Institutional Effectiveness Committee
Dormitory Committee (elected)
Health and Safety Committee

Students interested in serving as an officer in the Student Government Association should refer to Article V on page 169 of this publication. Student involvement is sought on a continuing basis through surveys and course evaluation forms. *The Athenian*, a student publication, is published each semester. Through this medium, students may voice their opinions regarding institutional concerns and policies.

Mission

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

- ◆ To provide educational opportunity to postsecondary students through carefully planned and implemented programs of study.
- ◆ To serve the student effectively and efficiently by providing varied scheduling and cooperative arrangements with other institutions.
- ◆ To recruit, retain, and promote professional development of qualified faculty and staff.
- ◆ To provide and maintain appropriate learning resources which are supportive of student learning, quality teaching, scholarly research, diversity, and technological proficiency.
- ◆ To develop and maintain periodic internal evaluation to ensure that all programs are operating within a manner consistent with the mission

statement of the University.

- ◆ To provide opportunities for students to expand their intellectual, social, and cultural horizons.
- ◆ To provide and maintain student services which furnish necessary information, financial assistance and guidance counseling to assist progress toward personal, academic, and career goals.
- ◆ To promote and maintain effective student recruitment and retention.

- ◆ To promote the use of appropriate University and community resources to facilitate educational and training programs for the diversified needs of business, industry, education, and government in addition to providing cultural and intellectual enrichment.
- ◆ To acquire and administer efficiently and effectively all fiscal resources.
- ◆ To provide, develop, and maintain a physical plant appropriate for the support of the University programs.
- ◆ To effectively communicate the University's vision and goals as a baccalaureate degree granting institution to internal and external constituencies.

BULLETIN BOARD POLICY

There are designated bulletin boards for each school or administrative office. A small sign at the top should identify the board's use. Student announcements/public announcements boards are located in every building. Students or nonstudents wishing to post announcements on these boards must clear their announcements with the Office of Student Activities. Student Activities personnel will stamp an approval on each announcement with an expiration date. A leadership scholarship recipient will post announcements and monitor these boards each week to remove expired announcements. No announcements of any kind will be allowed on walls, doors, or other painted surfaces, this includes glass doors and windows.

Philosophy And Purpose For Athens State University Student Affairs

The purpose of Student Affairs is to provide a learning environment conducive to each student individually and collectively by establishing provisions for the development of the mind, body and character; not aside from curriculum instruction, but in partnership with it; not as a supplement, but as a complement. Student Affairs provides a climate of accessibility, authenticity and competency.

Student Affairs' Goals and Objectives

1. To provide admission, registration, counseling, and other support services to effectively meet the students' needs for access to the institution.
2. To assist in creating an environment which is conducive to student development.
3. To provide a system for accurately recording and retrieving student records.
4. To provide proper orientation, personal counseling, career planning, and leadership training for the development of future growth opportunities.

Admissions and Records Offices Student Center

As a recent applicant, you have already made your first contact with Athens State University's Admissions Office personnel. We sincerely hope that the transfer process was accomplished without unnecessary difficulties and that our office accurately described the institution and the program of your choice.

Students serve as our best recruiters. We hope that during these next few years, you too will share your experience here with prospective students and will provide the type of information you feel will best describe the educational opportunities at Athens State University.

In accordance with Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, all students and former students of Athens State University have the right to inspect their official educational records in the Records Office. This right of inspection does not apply to any confidential information submitted to this office prior to January 1, 1975, nor to access by students or former students to financial records of their parents. This act also limits the release of information by the university concerning a student without the student's permission. The Family Educational Rights and Privacy Act in its entirety is available at the university for student reference. All students should become aware of the provisions of this act.

Veterans Affairs Student Center

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

Student Financial Services

Classroom Building

The Student Financial Services Program has been developed to provide assistance to those students who, without such aid, would be unable to attend college. All awards are based on individual need, university costs, and availability of funds. In determining need, the Student Financial Services office will use the financial need analysis form as reported by the Federal Student Aid Report (SAR).

For further information on Financial Aid contact the Student Financial Services Office located in the Classroom Building.

Counseling and Career Services

Student Center

The Counseling and Career Services office coordinates the job search activities for graduating seniors and alumni. The service is available to persons seeking positions with business, industry, government, educational systems or graduate schools. Counseling concerning employment opportunities is provided for all students, and active assistance in locating positions is given to graduates. Interviews with prospective employers who visit the campus for recruiting purposes are arranged throughout the year. This office also assists undergraduates in locating part-time, full-time and summer employment off-campus or in graduate schools. Information concerning graduate schools admission is also available.

Student Government Association/Student Activities

Student Center

These offices are located on the west end of the top floor of the Student Center. The Student Government Association shall be open to any student who is currently enrolled at Athens State University; who has completed the application, attends regular meetings, and participates in Student Activities sponsored events. Elections for executive offices are held in the spring or fall of each academic year. Table tennis and a pool table is available in the Bear Cage in the Student Center. Table tennis paddles and basketballs may be obtained in the Student Activities Office. Disc Golf is available behind the Athens State University Library. Feel free to come by the Student Activities Office and visit with us any time and we will assist in any way we can in solving problems or supplying needed information. We also solicit your ideas and suggestions. A list of student clubs and organizations may be found on pages 126-132.

Post Office

Student Center Lower Level

Post office boxes are available to all students free of charge.

I. D. Cards

I. D. Cards are available for students, staff and faculty. The I. D. Cards may be obtained from the Campus Security Office, Room 106 first floor of Founders Hall. The hours for issuing I. D. Cards are 8:00 a.m. - 6:00 p.m. Monday - Friday. The I. D. Card is also used as a Library Card to conduct library business. I. D. Cards are issued at no charge. Replacement \$5.00.

Voter Registration Forms

Voter Registration Forms are available in the Student Activities Office, Information Desk, Library, and the Redstone Arsenal Extension. We encourage you to pick one up.

Parking Regulations

The parking regulations contained in this handbook are designed to provide as many parking spaces as possible and still provide a smooth and safe flow of traffic. It is the responsibility of each student, faculty, and staff member to read and familiarize himself/herself with these parking regulations. Failure to know a regulation will not excuse the fine.

General Regulations

1. Any car parked on campus must display a parking permit.
2. All parking signs and instructions of the campus security officers must be obeyed.
3. A vehicle is considered parked if it is not attended by a licensed driver.
4. Parking regulations apply to ALL faculty, staff and students.
5. Operating vehicles on the sidewalk or grass is prohibited.
6. Campus speed limit is fifteen (15) miles per hour.
7. Family of students, faculty, and staff members must comply with campus parking regulations.
8. Parking permits are available at the Security Office with proof of paid tuition. .
9. Parking permits must be attached to the inside rear view mirror so as to read from the front of vehicle. Adjust as necessary to ensure readability.
10. Handicapped parking areas are restricted to persons displaying official handicapped decals. (Handicapped decals may be obtained from the Probate Judge's Office.)

11. The student, faculty or staff member to whom a university parking permit is issued shall be responsible for all parking violations of the vehicle on which the parking permit is displayed.
12. The campus police will issue tickets to any vehicle parked in such a manner that interferes with the flow of traffic or is in a position where it may damage property or be a safety hazard to other persons.
13. The campus security will issue tickets to any vehicle parked in an area designated for a different user category.
14. Faculty/staff may park in white-lined parking areas if sufficient red/green spaces are not available.

User Categories and Parking Areas

WHITE-LINED PARKING: Student Parking

Available at any white-lined parking space on campus. Except as designated (reserved, visitor, etc.)

GREEN CURB/GREEN LINED PARKING: Faculty Parking only.

7:30 a.m. - 10:00 p.m.; Monday through Friday.

RED CURB/RED LINED PARKING: Staff Parking only.

7:30 a.m. - 4:30 p.m.; Monday through Friday.

(Student parking permitted in red curb areas after 4:30 p.m.)



VISITOR PARKING

Designated VISITOR spaces are available throughout the campus.

**ABSOLUTELY NO PARKING IS ALLOWED IN FIRE LANES OR
YELLOW-MARKED AREAS AT ANY TIME.**

◆No parking is allowed beyond the yellow line behind McCandless Auditorium. This area is for service vehicles only.

No parking in ANY area not designated for parking.

Fines

No Parking Permit on vehicle	\$10.00
Permit unreadable or not in proper place	\$5.00
Operating vehicle on sidewalk or grass	\$10.00
Students Parking in Faculty/Staff Space	\$10.00
Improper Parking	\$10.00
Each subsequent improper parking offense or other listed violation in same semester	\$25.00
Reckless driving	\$25.00
Parking in Visitor Space	\$10.00
Parking in handicapped space	\$25.00

Student and Faculty/Staff appeals to traffic fines/violations should be turned in to the Security Office. Faculty/Staff appeals will be resolved by the Administra-

**NO GRADES OR TRANSCRIPTS WILL BE ISSUED
UNTIL A STUDENT HAS PAID ALL TRAFFIC FINES.**

EMERGENCY NUMBERS

Security Cellular Phone 777-1776
or (256)233-8222

Athens Police Department 233-8700 or 911

Adverse Weather Information**Tornado/Severe Weather Procedures:**

1. Siren sounds
2. Students notified of shelter locations
3. Students have option of seeking shelter or leaving.
4. Classes for this time period will be cancelled/
dismissed immediately.
5. Security will notify campus when “all clear”
has been sounded.
6. Classes will resume the next scheduled time
period if “all clear”
7. Students who leave campus should listen to
radio or television for campus information.
Campus switchboard/recordings will be posted
when school is closed.

TORNADO SHELTERS

Choose one of those listed “Best-Good” if time permits:

Carter Physical Education Center Basement (Best)

Sandridge Student Center Basement (Good)

McCain Hall Basement (Good)

Waters Hall Basement (Fair)

Health Service Information

Athens State University has no infirmary or medical center. Student Affairs maintains a physician referral service for students. This service identifies specialists, dentists, and various clinics. The Athens State University Student Affairs staff will arrange for transportation in emergency situations. Athens State University does not provide student insurance; however, information regarding insurance providers is available in the Vice President of Student Affairs Office at 256-233-8268.

Counseling Services

Services are available to students in personal and social counseling as well as educational and vocational counseling. These services will be provided by or arranged through the Office of Counseling and Career Services. Students are encouraged to use these services during their adjustment and progression at Athens State. For further information visit the counselor's office in Rm. 230, Student Center or call 233-8285.

Library Hours

Pryor Street

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.

(Hours vary between semesters)

Bookstore Hours

Student Center Lower Level

Monday - Thursday 9:00 a.m. - 5:00 p.m.

Friday 9:00 a.m. - 4:30 p.m.

Special Bookstore hours will be posted for Christmas Break and Spring Break, and Buy Back.

Cashier Hours

Founders Hall

Monday - Friday 8:00 a.m. - 4:30 p.m.

When Classes aren't in session the Cashier's Office closes at 4:30 everyday. Extended to 6:00 p.m. during peak times.

UNIVERSITY REGULATIONS

I. General

All students are held fully responsible for knowledge of all Athens State University rules and regulations as stated in the catalog and handbook and as may be posted on appropriate bulletin boards.

One of the major purposes of Athens State University is to provide an academic atmosphere for students desiring to acquire an education. One of the objectives of higher education is to form and develop acceptable habits of conduct and self-reliance.

One of the objectives of Athens State University is to prepare students for leadership. Certainly one element in enlightened leadership is exemplary personal conduct. Therefore, a positive admonition is made to all Athens State University students to be responsible citizens, to have integrity, and to show consideration for others. It also appears necessary, however, to categorize certain kinds of behavior which the University regards as highly unacceptable for any of its students. Those items listed below are viewed as sufficiently reprehensible that the commission of them may result in expulsion, suspension, or social probation.

The Athens State University administration reserves the right to amend and/or modify any rule, regulation, or policy included in this publication provided no substantive rights of the students are diminished.

A. Major Infractions

1. Conduct in violation of federal, state, or local laws.
2. Dishonesty, such as cheating, plagiarizing, or knowingly furnishing false information to the University.
3. Obstruction or disruption of the University's academic program or operations.
4. Failure to comply with directions of a University official acting in performance of his/her duties.
5. **Alcoholic Beverages** - Possession of or being under the influence of alcoholic beverages on state-owned property is unlawful.
6. **Drugs, Chemicals, Etc.** - Sales, possession, or use of narcotic, stimulant, or hallucinogenic drugs, not prescribed by a physician for the individual are illegal.
7. **Vandalism** - Malicious destruction, damage or defacement of public or private property is unlawful.
8. **Theft** - Theft of public or private property is unlawful. Possession of known stolen property may lead to prosecution.
9. **Assault/Battery** - Physical abuse of another person is unlawful.

10. **Identification** - Refusal to present identification card or otherwise cooperate with University officials, including head residents or campus security officers, is inappropriate. The student is entitled to ask for identification from the official if his\her identity is in doubt.
11. **Riotous Conduct** - Participating in a riot, a mob action, or an unauthorized activity on or off campus.
12. **Going Through Doors Designated As “Closed Doors” On Campus** - Entering the room of a member of the opposite sex, whether occupied or not is in violation of the Closed Door Policy and is prohibited.
13. **Endangering The Health And Safety Of Others** -
 - a. Possession and/or use of weapons not authorized by University regulations.
 - b. Misuse of fire alarms or fire extinguishers.
 - c. Setting off or adding to unauthorized fires on University property.
 - d. Possession or use of fireworks (including caps, sparklers, etc.) and explosives on University property. New Code title.
14. **Misrepresentation** - Willful misrepresentation to University staff with intent to deceive is prohibited.
15. Violation of library and traffic regulations as provided in the catalog, Handbook section of the catalog, or other rules or regulations that may be printed is prohibited.

B. Violations of Published Policies and Regulations

Violations of published policies and regulations will render a student subject to disciplinary action under the procedures outlined in the University regulations. The procedures provide for adequate notice and a fair hearing. Cases involving violation of published policies and regulations in the catalog or the Student Handbook Section of the Catalog will be brought to the immediate attention of the Vice President of Student Affairs and/or the Vice President for Academic Affairs.

Penalties for violations include reprimand, loss of privileges, social probation, suspension, expulsion, and other penalties.

In case of a serious violation of University regulations where a student’s continued presence considerably threatens the welfare of the University, the President or his designated representative(s) (Student Discipline Committee) may immediately place the student on suspension.

Every effort will be made to arrive at a mutually satisfactory decision. If a mutually satisfactory decision is not reached, the Vice President of Student Affairs and/or the Vice President for Academic Affairs and/or student may refer/appeal the case to the Student/Faculty Court of Appeals within three business days of notification of the decision. The referral/appeal must be made in writing and the reason(s) for the referral/appeal must be clearly stated.

II. Judicial Procedures

The Athens State University Judicial Procedures are divided into the Student/Faculty Court of Appeals, the Judicial Committee. The function of each committee is defined below.

A. The Judicial Committee

1. Purpose

The purpose of this committee is to select the members of the Student/Faculty Court of Appeals and recommend and establish judicial policies for the students of Athens State University.

2. MEMBERSHIP

The President of the Student Government Association, the Vice President of Student Affairs, the Vice President for Academic Affairs, and the Coordinator of Student Activities.

B. The Student/Faculty Court Of Appeals

1. Student Application

Any full-time student who has earned at least a 2.0 grade point average at Athens State University may apply for a position on the Athens State University Student/Faculty Court of Appeals. Application is made to the Judicial Committee.

2. Membership

The Student/Faculty Court of Appeals consists of three student members and three faculty members. The three student and three faculty members will be recommended by the Judicial Committee and appointed by the President on a yearly basis in April of the University year. The Judicial Committee decisions will be determined by plurality of the Judicial Committee.

A final appeal may be made from the Student/Faculty Appeals Court to the University President. When necessary, the Judicial Committee will make appointments to finish incomplete terms.

3. JURISDICTION

The Student/Faculty Court of Appeals has jurisdiction over all appeals involving major infractions.

4. GUIDELINES

- a. The Student/Faculty Court of Appeals will hear a case within ten days of the time of its referral to it. A final decision must be reached within three weeks.
- b. The Student Affairs Office will be responsible for obtaining pertinent information concerning the students committing any major offense against University regulations. This may involve interviewing the accused and the individual instituting the charge. Student Affairs Personnel may bring charges.
- c. Charges will be placed in writing and given to the committee chairman. Names of witnesses must be listed.
- d. The defendant will be informed in writing of the charges 48 hours prior to the case. The Student Affairs Office will mail the written notice to the defendant. The student will, at this time, be notified in writing regarding his rights (rights of cross examination, silence, and attorney).
- e. The Student Affairs Office will present charges and affidavits to the committee at the beginning of the hearing. Charges and affidavits will be in writing.
- f. No member of the committee who is otherwise interested in this particular case shall sit in judgment during the proceedings.
- g. All matters upon which the decision may be based shall be introduced into evidence at the proceeding before the committee. The decision shall be based solely upon such matter. Improperly acquired evidence should not be admitted.
- h. In the absence of a transcript, there shall be a summary digest prepared by the Judicial Committee.
- i. The decision of the committee is final, subject to the Student's Right of Appeal.
- j. Pending action on the charges, the status of the student will not be altered except when the student may endanger persons or property. In such cases the Office of Student Affairs may take such immediate action as deemed necessary to protect the student himself, other students, faculty or University property. This action may include immediate suspension with Presidential approval.
- k. The Committee will notify the student in writing of the outcome of the case within three business days.

C. Student's Right To Appeal

1. The student may appeal the case to the President of Athens State University based on the following reasons:
 - a. If suspension or dismissal of the student is recommended

- by the Student/Faculty Court of Appeals.
- b. If new testimony can be presented to alter the original case.
 - c. Appeals must be presented in writing on forms provided by Student Activities and signed by the appealing individual. Appeals must be presented in writing to the Student Affairs Office within 24 hours after the student is notified of the decision of the lower committee.
 - d. The Appeal will then follow the University Grievance Policies and Procedures .

The University guarantees that the fundamental principles of fair play are observed and assures that no disciplinary action is taken on grounds which are not supported by substantial evidence.

Conscious effort is made to assure that the University Regulations are within the scope of the lawful missions of tax-supported higher education. It is recognized that it is not a lawful mission of the University to prohibit the exercise of a right guaranteed by the Constitution or a law of the United States. However, the President will take direct and appropriate action in any case involving the integrity of the University and the well-being of the students.

D. Social Probation

Probation is the middle status between good standing and suspension or expulsion. The student on probation remains enrolled but under conditions as stated by University policies.

Probation covers trial period during which it is determined whether or not the student should be returned to good standing.

Disciplinary probation at Athens State University means that the student is being given a “second chance” socially for an appointed period of time.

A second major social violation will affect the probation and subject the student to suspension if the committee so rules.

University policies on disciplinary probation state that the probationary period must be defined for all students placed on disciplinary probation. The conduct and attitude of a student will be evaluated and the probation continued if desirable conduct has not been displayed. A record of the disciplinary probation will be placed in the student’s file.

After the evaluation and review, remarks concerning the activities of the student during this period will be noted in writing.

E. Channels of Communication

Each student has the right to express an opinion, make a suggestion, or submit a grievance. For the simplest and most direct action, the student will use the channels of communication in the order listed below:

1. The Student Government Association
2. Coordinator of Student Activities
3. Vice President of Student Affairs and/or the Vice President for Academic Affairs

4. President of the University
5. University Grievance Officer

III. Honor Code

Athens State University, like all communities, can function effectively only when its members treat one another with honesty, fairness, respect, and trust. It is the policy of Athens State University to take whatever reasonable actions are required to uphold these standards and towards that end publishes this honor code.

In brief form, infractions of this honor code include any conduct that a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting.

It is the responsibility of every student at Athens State University to be familiar with this 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 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 or any type of examination; altering a graded work after it has been returned then submitting the work for re-grading; 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.

- a. The student shall not divulge his/her username or password to any unauthorized personnel.
- b. Only the student shall post answers to on-line course assignments using his/her username and password.
- c. Only the student shall take the on-line exams using his/her username and password.
- d. The student understands that the on-line exams are closed book and they shall not refer to the textbook while taking the exams. Textbooks, class notes, and any other course material shall not be utilized during the exam (unless explicitly told otherwise by the instructor).
- e. The student shall not divulge the content of the on-line exam to any other student, whether enrolled in the course or not.
- f. The student shall report any violation made by anyone of this honor code to the instructor.
- g. The student understands the violation of this honor code shall constitute a violation of the Athens State University Student Honor Code and they shall be subject to the appropriate sanctions as outlined in the Athens State University catalog and Student Handbook.

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 exam 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. Instructors Rights

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.

Within 25 school days of the assessment of a penalty, the student may appeal the instructor's decision to the instructor's School dean. The College dean will confer with the student and the instructor in an attempt to reach an acceptable agreement. At that time, the College dean 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 and the steps involved in that process. A copy of this notice, along with supporting documentation, will be sent to the Vice President for Academic Affairs who will maintain records of all proceedings.

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

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

C. University Wide Committee

If the charge is not resolved at the division level, the student may request an appeal at the University level. Upon receipt of a written request the Vice President for Academic Affairs will appoint and convene a University-wide Committee on Academic Honesty. This committee will consist of a minimum of two students, excepting those students involved in the case, and faculty from all divisions in the University, excepting those faculty directly involved in the case.

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:

1. 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.
2. Proper written notification of the time and place of any hearings held by the committee regarding the case.
3. Fair hearings in the committee with the opportunity to meet the accuser and to hear all the materials being offered in evidence.
4. The opportunity to present evidence or witnesses.
5. 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.
6. 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 Vice President of Academic Affairs. The Vice President for Academic Affairs will then render a decision and notify the student as to whether or not the penalty proposed by the school will be upheld.

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 Division Head include:

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

Penalties which may be imposed by the Vice President for Academic Affairs include:

- a. **Reprimand:** a written statement from the University expressing disapproval of conduct. This reprimand will be retained with the student's permanent record.
- b. **Disciplinary Probation:** probationary status to be noted on the student's permanent record.
- c. **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.
- d. **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.

IV. CAMPUS SECURITY POLICIES

It is the policy of Athens State University that any criminal act; threat of violence; injury; destruction of University or personal property; traffic accident; or other situation which occurs on the main campus of, any branch campus of, or any other site operated by Athens State University, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to Athens State University Security. The Security Office is located in Founders Hall 1st Floor, Phone Number 233-8222 or Cellular Phone Number 777-1776 or the Athens Police Department at 233-8700 or 911. There are Security "RED" phones located throughout campus for emergencies. Security is automatically dialed once the phone receiver is picked up.

All witnesses to any situation which fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist University officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Athens State University employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of nature described in paragraph above.

Athens State University is "security conscious", and the safety of our students, faculty, staff and visitors is assigned a high priority.

It is the policy of Athens State University that all persons who enter and utilize its facilities must comply with all federal, state, and local ordinances. Students, faculty and staff are also required to comply with the rules and regulations set forth in this Handbook and Catalog, and otherwise established by the State Board of Education. Violations reported or otherwise detected will be completely investigated and submitted to proper authorities for prosecution, or other deportation.

V. UNIVERSITY POLICIES ON POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

Athens State University is a public educational institution of the state of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Athens State University shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary actions as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program.

Any visitor engaging in and act prohibited by this policy shall be called upon to immediately desist from such behavior.

If any employee, student, or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

VI. STUDENT PUBLICATIONS

Athens State University is committed to the organization of student publications on campus with an overall benefit to the University community. *The Athenian* is recognized as an on-campus student publication.

The University recognizes the contributions that can be made by a student-managed and student-operated newspaper. Accordingly, Athens State University fully endorses the concepts of freedom of the press and freedom of speech as established by the Constitution of the United States as well as federal and state laws. Within these boundaries Athens State University is committed to the support of a student newspaper that serves the various needs of the academic community at large and/secondly, the needs of the surrounding community. The following rights and responsibilities as well as the above mentioned constitutional guarantees become the framework by which the recognition of the student newspaper is initiated and maintained.

The Athenian must be a vehicle of communication for all segments of the University community (i.e., student, faculty, and staff); it must therefore, be an organ of the University at large. Accordingly, editorial policy should permit soliciting input from all interested parties within the school. The editors are not obligated vis-a-vis their operations policy actually to publish all such input, but there shall be no arbitrary exclusion of input from any given individual or groups within the school.

In meeting the above criteria, the paper must be responsive to the needs of the school at large and the surrounding community. It also follows that it must be responsible to the school at large as is any other recognized student organization; accordingly, the student newspaper is accountable to the Student

Activities Coordinator in matters pertaining to its rights and responsibilities. The Coordinator of Student Activities uses, as a standard, the Associated Collegiate Press, Model Code of Ethics for Collegiate Journalists.

Code of Ethics

(01) Free Travel

To remain as free of influence or obligation to report a story, the journalist, in pursuit of a story, should not accept free travel accommodations or meals related to travel. For convenience, sports reporters may travel on team charters, but the publication should pay the cost of the transportation and related expenses. The same pay-as-you-go policy should apply to non-sports reporting as well, including businesses and governments. Free travel and accommodations that are non-coverage related and provided by a vendor may be accepted if the primary purpose is for education or training and is related to the fulfillment of an agreement or contract.

(02) Gifts

Gifts should not be accepted. Any gift should be returned to the sender or sent to a charity. If the gift is of no significant value, such as a desk trinket, small food item or pen, the staff member may retain the gift. As a guideline, if the value is under \$10, the gift may be kept. More than one gift in one year, even if under \$10, from the same giver, may not be accepted.

(03) Free tickets, Passes, Discounts

If money is available, staffers assigned to cover a sporting event, lecture, play, concert, movie or other entertainment event should pay for admission. Free tickets or passes may be accepted by staff members assigned to cover an event or by those attending for legitimate news purposes. Press facilities at these events may only be used by staff members who are assigned to cover the event. Free tickets or passes may be accepted by staff members for personal use only if tickets are available on the same complimentary basis to non-journalists.

(04) Ownership of Books, Records, Other Products Given for Review

Any materials given to the publication for review become the property of the publication and not of any individual staff member. The editor reserves the right to disperse the property in an equitable way.

(05) Other Employment

Other employment should not conflict with the staffer's first responsibilities to the publication. The staff must report any other employment to the editor to avoid any conflicts of interest with assignments or other staff editorial or business responsibilities or influences.

(06) Other Campus Media Work

To avoid a conflict of interest, a staffer should not hold similar positions on two or more campus news, public information or public relations media or organizations.

(07) Other Off-Campus or Free Lance Media Work

Approval of work for an off-campus news medium and free lance media work should be sought in advance of the commitment. It is permissible only in a noncompetitive medium, on a staffer's own time and should not conflict with the staffer's obligations to the publication.

(08) Membership in Campus Organizations

Staffers may cover a campus organization they belong to.

(09) Outside Activities, Including Political

Political involvement, holding off-campus public office and service in community organizations should be considered carefully to avoid compromising professional integrity and that of the publication. The notion of the journalist as an independent observer and fact-finder is important to preserve. A staffer involved in specific political action, especially in a leadership role, should not be assigned to cover that involvement.

(10) Relationships and Coverage

Staffers must declare conflicts and avoid involvement in stories dealing with members of their families. Staff members should not cover-in words, photographs or artwork -or make news judgments about family members or persons with whom they have a financial, adversarial or close sexual or platonic relationship. Intra-staff dating is not recommended if one person assigns or evaluates the work of the other person or if one is in a position to promote the other to a higher staff position.

(11) Use Of Alcoholic Beverages While on Assignment

Even though a staffer may be able to drink legally, no or only light drinking in a social setting such as dinner or reception is recommended to avoid any suspicion by a source or the public that the staffer's judgment, credibility or objectivity is impaired by alcohol. When covering an event where alcohol is served, staffers should not accept free drinks unless all drinks are free to everyone in attendance. Staffers should avoid the appearance that they are being "wined and dined" by any source or group.

(12) Sexual Harassment

Sexual harassment is: (verbal) suggestive comments, sexual innuendo, threats, insults, jokes about sex-specific traits, sexual propositions; (nonverbal) vulgar gestures, whistling, leering, suggestive or insulting noises; (physical) touching, pinching, brushing the body, coercing sexual intercourse, assault. This conduct can be called job-related harassment when submission is made implicitly or explicitly a condition of employment, a condition of work-related assignments, compensation and other factors, or if such conduct interferes with the staffer's performance or creates a hostile, intimidating or offensive work environment. Sexual harassment is prohibited. A staff should establish a procedure to report any harassment claim. That procedure should include at least two alternate methods of reporting, information on how the claim will be investigated, and what will be done to correct the situation if it is real harassment. A staff meeting that includes a discussion of sexual harassment and working conditions is recommended at the start of each publishing term.

(13) Plagiarism of Words, Art, Other

Plagiarism is prohibited and is illegal if the material is copyright protected. For the purposes of this code, plagiarism is defined as the word-for-word duplication of another person's writing and shall be limited to passages that contain distinctively personal thoughts, uniquely stylized phraseology or exclusive facts. A comparable prohibition applies to the use of graphics. Information obtained from a published work must be independently verified before it can be reported as a new, original story. This policy also forbids lifting verbatim paragraphs from a wire service without attribution or pointing out that wire stories were used in compiling the story. Material that is published on-line, on the Internet, should be treated in the same way as if it were published in more traditional broadcast media.

(14) Fabrication of Any Kind

The use of composite characters or imaginary situations or characters will not be allowed in news or feature stories. A columnist may, occasionally, use such an approach in developing a piece, but it must be clear to the reader that the person or situation is fictional and the reader that the column is commentary and not reporting. The growth of narrative story development (storytelling devices) means that reporters and editors should be especially careful to not mix fact and fiction, and not embellish fact with fictional details, regardless of their significance.

(15) Electronically Altered Photos

Electronically altering the content of photos for news and general feature stories or as stand-alone news or feature photos are not allowed. Exceptions to this would be adjustments to contrast and similar technical enhancements that don't affect the truthfulness of the subject and context of the subject or the scene. Content may be altered for creative purposes as a special effect for a feature story if the caption or creditline includes that fact and if an average reader would not mistake the photo for reality. These photos are usually tagged as photo illustrations. In a news medium, readers expect photos and stories to be truthful.

(16) Photo Illustration and Reenactments

Setups or posed scenes may be used if the average reader will not be misled or if the caption or creditline tells readers that it is a photo illustration or a re-enactment or restaging of an event, including award presentations. Recording the original action is always preferred.

(17) Use of Photographs of Victims of Accidents, Fires, Natural Disasters

Photos have a tremendous impact on readers. The question of privacy versus the public's right to know should be considered. The line between good and bad taste and reality and sensationalism is not always easy to draw. Care should be taken to maintain the dignity of the subject as much as possible without undermining the truth of the event. In making a final decision on a photo of this type, an editor should consider: Do the readers need information from this photo that helps explain the event better than words or another photo? Who is hurt by the publication of this photo?

(18) Reporting Names, Addresses of Crime Victims

Staffers need to know the state laws that govern the publication of the names of crime victims. Customarily, the names of rape victims are not published; however some news mediums have asked rape victims to identify themselves for publication. This may be negotiated between the victim and the publication. Victims of nonsexual crimes may be identified, the publication has a responsibility to give some protection to the victims such as giving imprecise addresses. With the exception of major crimes, predetermined by the editor, an arrested person is not named until charges are filed. However, to avoid a subjective list of exceptions, it is acceptable to withhold all names, regardless of the crime, until charges are filed.

(19) Cooperation with Law Enforcement, Government, College Administration

To be an effective watchdog on other agencies, a publication must remain independent. The publication should not take over any of the duties of any outside agencies; cooperation or involvement in the work of these agencies should be restricted to what is required by law. Staffers should know any freedom of information, open meetings and shield laws that apply to their work. If a staffer thinks any public authority is interfering with the staffer's functions as a journalist, the incident should be reported to the editor. The editor should then seek advice from groups such as the Student Press Law Center, American Civil Liberties Union or an editor or media attorney for a nearby, nonstudent publication.

(20) Scrutinizing of a Public Person's Life

Conflicts exist between a person's desire for privacy and the public good or the public's right to know about a public person's life. Persons who freely choose to become public celebrities or public servants should expect a greater level of scrutiny of their life than a private person - even a private person who suddenly is involved in a public situation. Staffers should make judgments based on the real news value of the situation, common sense and decency. Reporters and photographers should not badger a person who has made it clear that he or she does not want to be interviewed or photographed. One exception is those who are involved in criminal activity or in court. Publishing intimate details of a person's life, such as their health or sexual activities, should be done with extreme care and only if the facts are important for the completeness of a story and reflect in a significant way upon the person's public life.

(21) Profane, Vulgar Words, Explicit Sexual Language

The primary audience of a college publication is adults. Profane and vulgar words are a part of everyday conversation, but not generally used for scholarly or general audience writing. During the interview stage of news gathering, staffers will encounter interviewees who use words viewed as vulgar and profane. The staff may publish these words if the words are important to the reader's understanding of the situation - the reality of life - or if the words help establish the character of the interviewee. The staff may decide to limit references to prevent the vulgar or profane language from overshadowing the other, more important facts of the story. Profane and vulgar words are not acceptable for opinion writing - columns, editorials and other commentary. Though they may be vulgar or profane, individual words are not obscene. Explicit language - but not vulgar, street language - describing sexual activities and human body parts and functions should be used for accurate reporting of health stories and, in more limited way, for sexual crime stories.

(22) Sexist Language

Staffers should avoid sexist labels and descriptive language. Replace such language with neutral terms and descriptions.

(23) Negative Stereotyping

Staffers should take care in writing to avoid applying commonly thought but usually erroneous group stereotypes to individuals who are a member of a particular group. Generalizations, often based upon stereotypes, can be misleading and inaccurate. In a broader sense, writers, photographers and artists should avoid more subtle stereotyping in their selection of interviewees and subjects of photographs or illustrations. Some examples of negative stereotypes: unmarried, black teen welfare mother; unemployed, alcohol-using Native Americans; overweight, long-haired white biker outlaws; effeminate gays, inarticulate, “dumb” blonde women. It is also advisable to avoid sexual stereotyping in choice of subjects for stories, photographs and illustrations on sports or political or social issues such as equal rights.

(24) Use of Racial, Ethnic, Religious, Sexual Orientation, Other Group Identifiers

Identification of a person as a member of any population group should be limited to those cases when that membership is essential for the reader’s complete understanding of the story; it should be done with great care so as not to perpetuate negative or positive group stereotyping. When identifiers are used, it is important that the correct one be used. Some examples of identifiers: Hispanic, Jew, lesbian, Italian, person with Aids (PWA), physically challenged, hearing impaired.

(25) False Identity, Stolen Documents, Concealed Recording, Eavesdropping

In the ordinary course of reporting, no staffers shall misrepresent themselves as anything other than representatives of the publication. In extraordinary circumstances, when an editor judges that the information cannot be gotten in any other way and the value of that information to the readers is important, the editor may authorize a misrepresentation. Staffers may not steal or knowingly receive stolen materials regardless of their importance to the story. Except in situations judged by an interview or meeting without interviewee’s permission or the obvious placement of a recording device (not hidden) at the start of the interview or meeting in which case the interviewee or newsmakers do not object and are aware of the presence of the recording device. Committing an illegal act to eavesdrop on a source is not allowed. State laws on the use of recording devices should be checked.

(26) Granting and Preserving Confidentiality to Sources

A reporter should not promise confidentiality to a source without the permission of the editor. Confidentiality should only be given if there is a real danger that physical, emotional or financial harm will come to the source if his or her name were revealed. The editor should have all the facts and the source's name before the decision is made. The editor should know of any laws pertaining to confidentiality and disclosure before a decision is made. A reporter should make every attempt to get the same information from another source who agrees to be named since the goal is to attribute all information to a specific source for all stories.

(27) Anonymous Sources

Generally, anonymous sources are not used in stories. Information that comes from an unnamed or unknown source should not be used unless it can be verified through another, known source. If two independent sources verify the information and both are unnamed, an editor may decide to publish the information with careful consideration of the need for immediacy and the news value of the information. The source may be identified generally as one associated with an agency to give some degree of credibility to the information. (See 26: Confidentiality.) The danger exists that the reader might not believe the information if sources are not given; the publication's credibility might suffer; information obtained later from a named source and verified might disprove the information given by the unnamed or unknown sources.

(28) No Response from Subject

If the subject of a story does not respond to a reporter's inquiry, the reporter may use the failure to respond in the story. However, use the verb "refused" to respond cautiously because of its connotation. It is often better to use "declined" or "would not respond." If the subject cannot be reached, it is acceptable to say that the subject was not available for comment. The difference between not responding and not available for comment should be clear to the reader.

(29) Sources on the Internet

Reporters who use the Internet and e-mail to interview sources should identify themselves as a reporter immediately, and should verify the source's identity with a follow-up telephone call. The source should be told that the information given is for a story. Information from Internet chat rooms and bulletin boards should not be used except as background or if it is used, it should be attributed as "from the Internet." Since some information on the Internet may not be accurate, verification of facts through another source is especially important.

(30) Corrections

An inaccuracy is never knowingly published. If any error is found, the publication is obligated to correct the error as soon as possible, regardless of the source of the error. A consistent location for the publication of correction is recommended. Such a location could be on the editorial or op-ed page of a newspaper. It should be clearly and prominently labeled as a correction. A magazine or yearbook published semi- or annually may want to publish a correction in the student-newspaper, which is published more frequently. Clarifications may also be labeled and published in the same manner. For on-line publications, a corrections and clarifications link could be on the home page.

(31) Ownership of Work

Regardless of whether a staffer is paid or a volunteer, the publication “owns” the published and unpublished work done by the staffers if the work was done as a staff assignment. Ownership of unpublished work may revert to the arrangement. The publication has unlimited use of the work. The act of voluntarily joining a staff indicated approval of this policy.

(32) Contest, Honors

The publication has a proprietary interest in the material it publishes. Thus, the publication as a voting group or top editors are entitled to determine which entries will represent it in contests. This will avoid the appearance of a conflict of interest that might occur if staffers were to win or accept awards from organizations they are assigned to cover. Awards presented to the staff as a whole or to the publication generally become the property of the publication. Individuals who win awards for work published in the staff publication may accept the award and retain ownership of it.

(33) Separation of Reporting from Commentary

To help the reader separate fact-based reporting from commentary, in the form of personal columns, editorials, analysis and similar opinion writing, all commentary should be labeled or somehow clearly and consistently identified as opinion, especially when it is outside the editorial or op-ed pages and mixed with fact-based reporting.

(34) Influence of Advertisers

Editors should guard against attempts made by advertisers and others in the publication’s business office to influence the editorial content of the print or on-line publication. The editorial staff reserves the right to make all decisions about any editorial coverage an advertiser may get in the publication, including advertising supplements. Readers should not perceive that an advertiser is getting favorable editorial mention simply because the advertiser has bought space in the publication.

(35) Acceptance of Reader Feedback

Editors and reporters should invite reader feedback and participation in the publication. Reaction by readers to what has been published should be invited through all methods of communication: paper, e-mail, phone, fax, and in-person visits. The publication should hold periodic open forums or open houses for readers. Reader opinions and suggestions on a range of issues can be solicited at these forums and can form the basis for future reporting or commentary.

(36) Reporter's Checklist

Through all steps in the reporting process, from conceptualizing the story assignment, through information gathering and pre-writing, to writing, editing and final publication, a reporter must answer these questions:

1. Why am I reporting the story?
2. Is the story fair?
3. Have I attempted to report all angles?
4. Who will the story affect?
5. Can I defend my decision to report the story?

Often, a reporter consults with an editor regarding these questions, especially if the answers are troublesome.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

Preamble

We, the students of Athens State University, in order to instill, develop, carry out, and perpetuate the ideals of our university, community and the nation in which it has grown and prospered, to assume rightful responsibility to the institution of Athens State University and its student body, to promote student interests and supervise student affairs in exchange of ideas, to establish unity and cooperation, to assume responsibility in the maintenance of character strength of the student body, and to promote democratic ideals and practice among the students of today for better leadership in the nation of tomorrow, do ordain and establish this Constitution.

ARTICLE I - Name

Section 1

The name of this organization shall be the Student Government Association of Athens State University.

Section 2

The school colors shall be royal blue and white.

Section 3

The school symbol shall be the "Bear".

ARTICLE II - Purpose

The purpose of the Student Government Association shall be to encourage and promote cooperation between the students and the faculty and administration, to unify the student body and to promote an intellectual interest in all phases of university citizenship, and to increase the sense of individual responsibilities.

ARTICLE III - Membership

Section 1

The Student Government Association shall be open to any student who is currently enrolled at Athens State University; who has completed the application, attends regular meetings, and participates in Student Activities sponsored events.

Section 2

Voting membership in the Student Government Association shall consist of all duly elected officers and representatives.

Section 3

The Student Government Association shall be composed of the Executive and Legislative Departments.

ARTICLE IV - Officers

Section 1

The Executive Branch of the Student Government Association shall consist of the President, Vice President, Secretary, and Treasurer.

Section 2

The Legislative Branch of the Student Government shall be made up of six representatives: the three committee chairpersons (Financial Management and Budget Committee, the Student Affairs Committee, and the Entertainment Committee); the Senior Class President, the Junior Class President; and one representative elected by the Interclub Council.

ARTICLE V - Qualifications of Officers

Section 1

Any candidate for an office in the Student Government Association must submit an application to the Coordinator of Student Activities.

Section 2

Each candidate for President, Vice President, Secretary and Treasurer must possess and maintain a qualifying G.P.A. for election to said office. Each member of the Interclub Council must possess and maintain a 2.0 G.P.A. (Athens State University coursework only).

Section 3

Each candidate who meets the qualifications set forth in Article V, Sections 1 and 2 shall have his/her name placed on the official ballot for election to the specified office of the Student Government Association of Athens State University.

ARTICLE VI - Election of Officers

Section 1

President, Vice President, Secretary, and Treasurer of the Student Government Association will be elected by secret ballot of the student body during the spring or early fall.

Section 2

On the week of election each student at Athens State University may vote by secret ballot for one qualified candidate for President, Vice President, Secretary, and Treasurer.

Section 3

The candidate who is elected by a plurality of votes cast for each office shall be elected. Run-off elections shall be held until one candidate for each office has received a plurality of votes cast for that office.

Section 4

Any officer who is unable to complete a full term in office must secure permission from the Coordinator of Student Activities before seeking an office in the Student Government Association again.

ARTICLE VII - Term of Office for Officers

All officers of the Student Government Association shall be elected and installed during the spring or fall. The term of office ends with the conclusion of the academic year from the time of installation.

ARTICLE VIII - Duties of Officers

Section 1 **President**

The duties and powers of the President shall be the following:

- A. To administer and enforce the constitution, its bylaws, and student representative statutes.
- B. To appoint committee chairpersons and committee members.
- C. To instruct and require reports from executive officers and cabinet members.
- D. To call and preside over all meetings of the Student Government Association.
- E. To make recommendations for legislation to the student representatives; for this purpose he/she may address the representatives at any time.
- F. To sign or veto statutes passed by the Student Government Association, provided that he/she exercises such power within ten class days after receipt of said legislation (A presidential veto may be overridden by two-thirds vote of the Student Government membership.)
- G. To serve on the other committees as appointed.
- H. To represent the university at functions on or off campus as requested or as needed.

Section 2 **Vice President**

The duties and powers of the Vice President shall be the following:

- A. To coordinate the actions and activities of the SGA and to see that each member does his/her assigned duties.

- B. To assume the position of SGA president and preside over meetings and have all the rights and privileges of the president during the president's absence or dismissal.
- C. To sit as chairperson of the Interclub Council and coordinate that Council's activities.
- D. To see that each committee chairperson does his/her assigned duties in accordance with the Student Government Association's wishes.
- E. To represent the university at functions on or off campus and to conduct him/herself at all times in a manner which shall be for the good of the school.

Section 2 Secretary

The duties and powers of the Secretary shall be the following:

- A. To hold the primary responsibility of recording minutes of all meetings.
- B. To assume the responsibility for all official correspondences and other work of a clerical nature.

Section 4 Treasurer

The duties and powers of the Treasurer shall be the following:

- A. To assume the responsibility for accounting for the expenditure of all Student Government Association funds.
- B. To coordinate all SGA monies.

ARTICLE IX - Meetings of Officers

Section 1

The SGA meets weekly at a time and place to be determined by the officers.

Section 2

All meetings shall be open to any member of the Student Government Association.

Section 3

Special meetings may be called by the SGA President, Coordinator of Student Activities, or at the request of one-half of the officers.

Section 4

A quorum shall consist of two-thirds of the voting members of the Student Government Association.

Section 5

Robert's Rules of Order, Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the constitution.

Section 6

Each officer/representative will be allowed no more than four unexcused absences from the Student Government Association meetings and/or SGA sponsored activities. After four unexcused absences have occurred, the officer/representative will be dismissed from the Student Government Association. Each absence must be excused by the SGA President or the Student Activities Coordinator prior to the meeting or scheduled event.

ARTICLE X - Removal or Vacancies of Officers

Section 1

The President shall be succeeded by the Vice President. The Vice President shall be succeeded by the President Protempore of the representatives. All other vacancies shall be filled by election of the voting members of the Student Government Association.

Section 2

Any elected or appointed official may be removed for failure to uphold the SGA Constitution. Any elected or appointed official of the student body may be removed from office for failure to attend meetings or SGA scheduled activities. Any disciplinary action taken against a SGA member shall be deemed just reason for removal.

ARTICLE XI - Chartering Clubs and Organizations

Section 1

Any university group desiring to organize a group or club shall apply to the officers of the SGA or Coordinator of Student Activities for a charter.

Section 2

At the time of application, each group shall complete the Student Organization Handbook. Application and reapplication must be completed and submitted to the SGA Council or the Coordinator of Student Activities by the beginning of the fall semester.

Section 3

The officers of the SGA must act on each application and submit the information and their recommendation to the Coordinator of Student Activities who signs the application and passes it to the Vice President of Student Affairs for his/her signature. After this review by the SGA and the administration, a copy of the application is returned to the organization as a formal notification of recognition.

All student organizations shall be under the supervision of the Coordinator of Student Activities and the Vice President of Student Affairs.

ARTICLE XII - Programming Committees

Section 1

Standing committees of the Student Government Association shall consist of the Financial Management and Budget Committee, the Student Affairs Committee, and the Entertainment Committee.

Section 2

Each committee shall be responsible for planning, coordinating, and carrying out all activities relating to its purpose for the entire academic year for which the committee is appointed.

Section 3

The committee chairs shall be appointed by the executive committee and Coordinator of Student Activities pending approval of the Vice President of Student Affairs. Members of the committees may include volunteer students and one faculty/staff member, if desired.

Section 4

The committee chairpersons will serve as representatives of the Student Government Association.

Purpose

To provide the campus with a variety of cultural, social, recreational, and educational activities.

To supplement the student members' classroom education by creating an environment conducive to gaining practical experience.

To promote a milieu where students, faculty, and staff can interact and exchange ideas.

Meetings

To be scheduled by the committee chairs who notify (in advance) the Coordinator of Student Activities.

Concluding Remarks

The majority of our students are commuters, many of whom hold full-time or part-time jobs. The average age of our students is 30 and many are married with families. Therefore, our committees must be structured in a way to allow for a maximum of student input and involvement with the limited amount of time available to these students.

ARTICLE XIII - Interclub Council

Section 1

The Interclub Council shall consist of representatives from each club and organization.

Section 2

The purpose of the Interclub Council shall be to promote unification between the clubs and organizations and to act as a judiciary committee for the clubs and organizations.

Section 3

The Interclub Council shall elect a representative who will represent the Council on the Student Government Association.

Section 4

The Vice President of the SGA shall chair the Interclub Council.

Section 5

The Interclub Council will meet monthly or more often if deemed necessary.

Section 6

The Interclub Council shall have the power to draw up and adopt bylaws to govern itself. Final approval from two-thirds vote of the Student Government Association is required.

ARTICLE XIV - Amending This Constitution

Section 1

Amendments to this Constitution may be proposed by any council member. Proposed amendments must be submitted to the officers of the Student Government Association in writing.

Section 2

This Constitution may be amended by a two-thirds vote of the officers of the Student Government Association.

ARTICLE XV - Ratification of this Constitution

This Constitution shall become effective when it is approved by a two-thirds vote of the Student Government Association.

Local Emergency Numbers

HOSPITALS

Athens-Limestone Hospital
700 West Market Street
Athens, Alabama
(256) 232-9292

Huntsville Hospital
101 Sivley Road Southwest
Huntsville, Alabama
(256) 533-8020

LIBRARIES

Houston Memorial Library
101 North Houston Street
(256) 232-5416

Athens Public Library
405E South Street
(256) 232-1233

AMBULANCE SERVICE

(256) 232-2525

POLICE DEPARTMENT

(256) 233-8700 or 911

LIMESTONE SHERIFF'S DEPARTMENT

(256) 233-3473

ALABAMA STATE TROOPERS

1-205-353-0631

ATHENS STATE UNIVERSITY SECURITY OFFICE

777-1776

PROBLEMS AND CONCERNS CONTACT:

Absences - Instructor
 Address Change - Admissions Office - SC
 Adding & Dropping a Class - Admissions Office - SC
 Admissions - Admissions Office - SC
 Alumni Affairs - SC
 Auditing a Course - Admissions Office - SC
 Books/Supplies - Bookstore - SC
 Career Information - Career Services - SC
 Catalogs - Admissions Office - SC
 Change of Major - Advisor
 Clubs & Organizations - Student Activities - SC
 Cooperative Education - Career Services - SC
 Disability Information - SC
 Day/Counselor - SC
 Evening Services Coordinator - F
 Fees - Business Office - F
 Final Exams (Absence) - Vice President for Academic Affairs - A
 Financial Aid - Student Financial Services - CB
 Forming a Club - Student Activities Office - SC
 Grade Change - Instructor
 Grades - Instructor
 Graduation Applications - Admissions - SC
 Graduation - Vice President for Academic Affairs - A
 ID Cards - Security - F
 Job Placement - Career Services - SC
 Lost and Found - Security - F
 Newspaper - Student Activities Office - SC
 Parking - Security Office - F
 Personal and Tutorial Assistance - Counselor - SC
 Post Office Box - Promotions and Publications - SC
 Probation & Suspension - Admissions Office - SC
 Programs (Academic) - Vice President for Academic Affairs - A
 Quality Points - Admissions Office - SC
 Refunds - Business Office - F
 Registration - Admissions Office - SC
 Rooms for Meetings - President's Secretary - A
 Scholarships - Student Financial Services - CB
 Social Functions - Student Activities Office - SC
 Student Government Association - SGA Office - SC
 Student Health Insurance - Vice President of Student Affairs - SC
 Testing - Counselor - F
 Transcripts - Records Office - SC
 Veterans Affairs - SC
 Withdrawal (From Course) - Admissions Office - SC
 Work Student - Student Financial Services - CB

(A)	ADMINISTRATION BUILDING	(W)	WATERS HALL
(F)	FOUNDERS HALL	(L)	LIBRARY
	COURTYARD	(P)	CARTER PHYSICAL EDUCATION CENTER
(MS)	McCANDLESS HALL	(MB)	MAINTENANCE BUILDING
(N)	NAYLOR HALL	(MN)	McCAIN HALL
(B)	BROWN HALL	(CH)	CHASTEEN HALL
(SC)	STUDENT CENTER	(CB)	CLASSROOM BUILDING
(SH)	SANDERS HALL		

MR. AND MS.

ASU

