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ATHENS STATE
UNIVERSITY

Athens State University

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State Affiliated

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ACCREDITATION

Athens State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Athens State University.

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

The College of Business is nationally accredited by the Accreditation Council of Business Schools and Programs to offer the following business degree: The Bachelor of Science (B.S.) with majors in Accounting, Acquisition & Contract Management, Enterprise Systems Management, Human Resource Management, Logistics & Supply Chain Management, Management, and Management of Technology.

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.

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The catalog is the official announcement of the programs, requirements, and regulations of Athens State University. Students enrolling in the University are subject to the provisions stated herein. Statements regarding courses, fees, and conditions are subject to change without advance notice.

ALABAMA ARTICULATION PROGRAM (STARS)

The Alabama Articulation Program (also referred to as STARS--Statewide Articulation Reporting System) is an internet based articulation and transfer planning system designed to inform students who attend public two-year and four-year institutions about approved transfer courses and programs. STARS is an efficient and effective way of providing students, counselors, advisors, and administrators with accurate information upon which transfer decisions may be made. STARS is the information link between the public institutions of higher education in the State of Alabama. The STARS internet system, if used properly, can prevent the loss of course credit hours, can provide direction for scheduling of course work, and can ease the transition from one institution to another. Students who are interested in this program should first see their advisor. Transfer guides can be obtained directly through the STARS home page at <http://stars.troyst.edu>. For further information contact the respective Colleges (College of Arts and Sciences, College of Business, or College of Education).

NONDISCRIMINATION

Athens State University does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

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 representative 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 American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

SEXUAL HARASSMENT GRIEVANCE PROCEDURE

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. Athens State University has in place an appropriate grievance procedure for sexual harassment and other grievances should a student feel it necessary to file. Grievance of a general nature may be filed with the Director of Student Activities in the Sandridge Student Center or the grievance may be pursued through the appropriate supervisor. A copy of step-by-step procedures for filing a grievance may be obtained in the Student Activities' Office.

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 representative has been designated to insure compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided are available from the Disability Services Office.

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 weekdays, individuals may contact the Disability Services Office, second floor of the Student Center. During the evening and on weekends, individuals may contact Security in Founders Hall.

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) major fields of study, (5) dates of attendance, (6) degrees and awards received, (7) high school and other colleges and universities attended, and (8) 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.

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GENERAL INFORMATION

THE ALABAMA COMMUNITY COLLEGE SYSTEM

The Alabama Community College System is committed to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

ATHENS STATE UNIVERSITY MISSION STATEMENT

Athens State University, offering coursework at the junior and senior level, is the baccalaureate degree granting institution of the Alabama Community College System. Governed under the authority of the Alabama State Board of Education, and in conjunction with the other institutions of the Alabama Community 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 Community College System as well as students from other accredited institutions of higher education. The University prepares students for professional careers, graduate school, lifelong learning, and enrichment. The University, through quality teaching, individual attention, and a varied course delivery system, assists students in the timely achievement of their professional and career goals. In addition, Athens State University offers programs of continuing education and community services that provide a variety of cultural and professional opportunities.

GOALS

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

GOVERNANCE

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

HISTORY

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

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

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

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

BUILDINGS

Brown Hall

Brown Hall is the center for the Office of Institutional Planning, Research and Assessment, and also the Office of Academic Affairs. It is located on Pryor Street across from the University Library.

Chasteen Hall

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

Carter Physical Education Center

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

Center for Lifelong Learning

The center is located on the square in Athens at 121 South Marion Street. It provides a wide variety of innovative, high quality, flexible programs for personal or career development for the community and the university.

Classroom Building

The Classroom Building contains classrooms, the Limestone County Video Conference Center, student lounge, and the Offices of Student Financial Services. It is located on Pryor Street and is across from the University Library.

Founders Hall

Founders Hall contains the Office of the President, Offices of Financial Affairs, Vice President of Financial Affairs Office, classrooms, evening services and testing, IT Department, and the faculty and staff offices for the College of Arts and Sciences. Founders Hall is the benchmark of the University and is located on the corner of Beaty Street and Pryor Street.

Library

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

McCain Hall

McCain Hall contains offices for the College of Education. It is located on Hobbs Street (currently under construction).

McCandless Hall

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

Naylor Hall

This building contains temporary offices and the ceramic lab is in the basement of the building.

Sanders Hall

This building contains offices for the College of Business. This building was at one time a dormitory. It has been completely renovated and now serves as the center for the College of Business. It is located on Pryor Street directly in front of the University Library.

Sandridge Student Center

The Sandridge Student Center contains offices for the Vice President for Enrollment Management and Student Services, the offices of student activities, transfer/advising center, student support services, counseling, disability services, career services and cooperative education, admissions, records, recruitment, veterans affairs, and the publications department. In addition, there is a campus post office, food service, coffee shop, bookstore, ballroom, and meeting rooms in this building.

Smith House

Smith House, located on Pryor and Hargrove streets, houses the Office of University Advancement.

Waters Hall

Waters Hall houses offices and classrooms for the Computer Science, Mathematics, and Science Departments of the College of Arts and Sciences. It also houses the Director of the Physical Plant Office.

DIRECTORY OF SERVICE AREAS

Academic Affairs Office

The Office of Vice President of Academic Affairs serves as the intersection between faculty, staff, and student communities and is primarily responsible for promoting excellence in all academic programs. The Office creates and supports an environment that advances the University mission of providing high quality and affordable education to all qualified students. In close collaboration with the President, academic deans, faculty and staff, and as well as the Department of Postsecondary Education of the Alabama Community College System, the Office oversees the strategic planning of academic programs, policy development and review, program assessment and institutional effectiveness, and faculty and student development. Through six academic and administrative units, the Academic Support and Instructional Systems, Colleges of Arts and Sciences, Business, and Education, Institutional Planning, Research, and Assessment, and the Library, and guided by the University's driving force of "Building Success Stories", Academic Affairs is committed to the achievement of the following goals: 1) promote a dynamic learning environment that prepares students to be knowledgeable, articulate, and understanding of a diverse and changing world, 2) supports the recruitment, development, and retention of competent faculty and staff; 3) share the University's expertise to improve the well-being of the community, and 4) create an inclusive environment that extends to all members of the University.

The Office of the Vice President of Academic Affairs is located on the upper level of Brown Hall . The Vice President of Academic Affairs and staff are available to assist you in your academic concerns. Appointments may be made by calling 233-8214.

For information concerning degree options contact: The College of Arts and Sciences, Dr. Ronald Fritze, Dean, 216-6516; the College of Business, Dr. Linda Shonesy, Dean, 216-5352; or the College of Education, Dr. Debra Baird, Dean, 216-6606.

Accounting Tutorial Lab

The Accounting Tutoring Lab offers specific course tutoring for students enrolled in any Accounting courses offered at Athens State University and is located in Sanders Hall, Room 306. Peer tutors are available to assist students with their learning needs. The mission of the Accounting Lab is to provide students with foundational accounting concepts and encourages students to become more independent learners. Students may drop in during regularly scheduled lab hours or make an appointment by calling 256-216-5379 or email at accounting@athens.edu.

Alabama Science in Motion Program

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

Alumni Association

The Athens State University Alumni Association's mission and goal is to enhance the feeling of loyalty and commitment to the University and its alumni. It provides services and programs for its thousands of alumni throughout the world. All functions and services are coordinated and administered by the Office of Alumni Affairs located in the Smith House. The Athens State University [Column](#), [The Alumni News](#) and other alumni publications keep the active alumni and their families and friends informed about the University and the association. Traditional programs such as the Annual Alumni Awards Banquet, the Fifty-Year Club celebration, and the alumni scholarship program, in addition to chapter meetings, insure opportunities for socialization and sharing among the Athens State University family of alumni, students, faculty, staff and friends. Information regarding alumni events may be obtained by calling 233-8184.

Bookstore

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

Computer Lab

The Open Computer Lab is located on the first floor of Waters Hall. The lab is designed to provide a place where any Athens State University student can come during day and evening hours of operation to complete assignments or research when a personal computer is unavailable to them at home. Work-study students staff the lab to provide minimal guidance on software and printer usage. The Open Lab is maintained by the Athens State University IT department and is not a tutoring lab.

The Mathematics/Computer Science Teaching Labs are located on the first floor of Waters, and are not an open lab for students. They are scheduled for classes and meetings during the academic semesters only.

Continuing Education and Community Services

Continuing Education and Community Services are an integral part of Athens State University and are primarily concerned with the special studies aspects of the educational process within the University and the community. These services are provided at the ASU Center for Lifelong Learning located in Athens at 121 South Marion Street. Basic programs are developed through the academic areas to meet the following needs: (1) noncredit courses, (2) seminars, (3) conferences, (4) institutes, and (5) workshops. **Athens State does not accept Continuing Education units (CEU's) for academic credit.**

Curriculum Resource Center (CRS)

The Curriculum Resource Center is a center providing materials and services for students enrolled in the Teacher Education Program. The CRS houses elementary and secondary texts, teacher editions, and resource materials for most subject areas taught in the nation's schools, as well as lesson planning resources. The Curriculum Resource Center is located in the ASU library and is ADA accessible.

Financial Affairs

The Business Office, located in Founders Hall, handles financial transactions relating to the University and student activities. For information regarding financial affairs call 216-3304 and the Vice President of Financial Affairs' executive assistant will direct you to the proper extension. The Business Office hours are 8:00 a.m. - 4:30 p.m., Monday through Friday. The offices are open until 6:00 p.m. during Late Registration, Drop and Add, and Payment Due Dates.

Library

The Athens State University Library is located on the corner of Pryor and Elkton Streets and has holdings in excess of 119,000. The library has access to 18,800 on-line full text periodicals and over 62,000 e-books. Journals may be accessed through print and computerized indexes, such as ABI-INFORM, ERIC, Academic Search Premier, and JSTORE. Holdings of the library are enhanced by membership in regional and national consortia: The Lyrasis, and the Network of Alabama Academic Libraries (NAAL). Special collections include rare books, University archives, local history files, and an extensive religion collection. Library orientation is provided through individual or scheduled group sessions. A variety of informational handouts are also available, as well as a tutorial on the web site. The library is open seven days a week, except for holidays and semester breaks. The library telephone number is 233-8218.

Math Lab

The Math Lab is located in Waters Hall, room S202. The lab provides a supportive learning environment aimed at assisting students in completing assignments for their mathematics classes, tutoring students in the area of general mathematics for 300 level courses or in other mathematical areas, and increase their confidence in their mathematical skills. The lab is staffed by knowledgeable Mathematics majors selected by the faculty supervisor. These tutors provide personal tutorial assistance to Athens State University students who voluntarily seek the services, in one-on-one consultation, during hours of operation. Tutors can be reached by telephone at (256) 233-6547 to clarify simple concepts or to make an appointment.

Any student enrolled in a distance learning mathematics class may visit the Math Lab during regularly scheduled day or evening hours to receive personal tutoring, watch or check out mathematics VHS tapes or DVD's or take advantage of available printed resources. In addition to visiting the campus for assistance, students enrolled in distance learning mathematics classes are encouraged to contact the Math Lab during posted hours of operation to receive verbal assistance via the telephone.

The hours of operation change each semester due to scheduling considerations. However, every effort is made to accommodate the schedule for our student population. These hours of operation are distributed via e-mail to all faculty, staff and students at the beginning of each academic term. In addition, hours of operation are posted on campus bulletin boards or in mathematics instructors' Blackboard courses.

Athens State University In-Service Center (Formerly referred to as NATE)

The Athens State University In-Service Center is one of eleven regional in-service centers in Alabama. The centers were created by the state legislature to enhance the training of school personnel in critical needs areas. The concept and mandate were adopted in May 1984 (Act 84-622), establishing centers to provide "rigorous in-service training in critical needs areas for the state's public school personnel" - teachers, superintendents, principals, and local board of education members. The five counties served by Athens State University Regional In-Service Center include Blount, Cullman, Lawrence, Limestone, and Morgan. The goal of the in-service center is to provide quality programs aligned with the National State Development Council standards to improve student achievement by increasing teachers' content knowledge in order to improve effectiveness of their instruction.

The In-Service Center (formerly NATE), is one of eleven Regional In-Service Centers that were established in the 1980's by the State Department of Education, is administered by Athens State University to provide inservice programs for teachers in a five county region in north Alabama. The inservice programs coincide with the critical need areas identified by the State Department of Education. The Center also works closely with the ten school districts and 132 schools in the region to provide both district and site-based inservice programs tailored to specific staff development needs. The ASU In-Service office is open Monday through Friday 8:00 a.m. - 4:30 p.m. The telephone number is (256) 216-6622.

Off-Campus Centers

Athens State University has centers located in various areas of North Alabama and one in South Alabama to offer additional services to further meet the needs of students.

- University Center at Northeast State Community College, Beck Health & Fine Arts Building (256) 638-3736.
- University Center at Wallace, Hanceville, Ninth Floor of the Beville Building (Room 711), Hanceville, Alabama (256) 352-8090.
- University Center at Redstone Arsenal, Building #3200 (256) 882-9426 or (256) 876-7561.
- Distance Learning Center at Northwest-Shoals Community College, (256) 331-8084.
- Distance Learning Center at Snead State Community College, McCain Center, Boaz, Alabama (256) 840-4122.
- Distance Learning Center at Wallace, Selma, Faculty Office Bldg., (334) 876-9421.

Printing and Publication Services

The Office of Printing and Publication Services supports the mission of the University by providing a variety of quality printing and mail services to the University. Through the availability of state of the art equipment and orderly processes aimed at meeting or exceeding timelines and quality standards, the Office contributes to the overall effectiveness and efficiency of day-to-day operations and special projects for both academic and administrative areas. The Office also supports the marketing and external relations functions of the University by providing copy design for promotional material and ensuring that all publications representing the University convey a consistent and accurate message and image. It is located on the lower level of the Sandridge Student Center.

Recruitment Services

The Office of Recruitment Services fosters the educational opportunities of qualified prospective students by offering recruitment expertise related to the University baccalaureate programs in order to meet enrollment goals. Through a carefully designed outreach program, and in coordination with community colleges and other postsecondary institutions, the Office aids prospective students in matching their educational goals and interests with those offered at Athens State University. In addition, the Office supports University's diversity initiatives by pursuing the recruitment of qualified students from traditionally under-represented groups. The recruiters are located on the top floor of the Sandridge Student Center.

Servicemembers Opportunity General Registry

Athens State University is a member of Servicemembers Opportunity Colleges, a consortium of over 1800 institutions pledged to be reasonable in working with servicemembers and veterans trying to earn degrees even while pursuing demanding, transient careers. As a SOC member we are committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and work experiences. SOC is sponsored by fifteen national higher education associations with the military services, the National Guard Bureau, the Department of Defense, and Dantes.

Transfer/Advising Center

The Transfer and Advising Center serves as a centralized service office providing credit transfer advise to incoming students. The Center is responsible for reviewing student transcripts for allowable credit toward the student's general education in his or her specific program of study, developing an unofficial plan of study for beginning academic coursework and assigning faculty advisors. It is located on the lower level of the Sandridge Student Center.

Writing Center

The Writing Center, located in the Library, room 121 , provides a supportive learning environment aimed at assisting students to meet writing goals and objectives and increase their confidence and competence in their composition skills. The lab is staffed by knowledgeable English majors selected by the faculty director, who provides personal tutorial assistance to students who voluntarily seek the services, either in one-on-one consultation or via internet by sending papers to writing.center@athens.edu during hours of operation and talking with our peer tutors over the telephone at (256) 216-6670.

OFFICE FOR ENROLLMENT AND STUDENT SUPPORT SERVICES

The Office of The Vice President for Enrollment and Student Support Services is committed to enhancing the student's total University experience through a series of co-curricular programs and services that complement their academic life. Our comprehensive programs and support services are aimed at meeting the following goals:

1. expand the educational opportunities of qualified students through recruitment, enrollment, and retention;
2. provide necessary information and resources to meet students' needs for financial assistance, accessibility to all programs and services, counseling and testing services, and accurate and secured records of academic progress;
3. provide opportunities for the intellectual, social, and cultural development of Athens State University students; and
4. communicate the University's vision and goals as a baccalaureate degree granting institution to internal and external constituencies.

The office of the Vice President for Enrollment and Student Support Services is located on the upper level of the Sandridge Student Center. Enrollment and Student Services are organized as follows:

- Admissions Office, lower level of Sandridge Student Center 233-8130
- Counseling and Career Services (Career Services, Personal and Career Counseling, Cooperative Education, Disability Services, Student Employment), upper level of Sandridge Student Center 233-8140
- International Student Services, upper level of Sandridge Student Center 233-8141
- Non-traditional Academic Credit, upper level of Sandridge Student Center 233-8175
- Student Recruiting Office, upper level of Sandridge Student Center 233-8133
- Records Office, lower level of Sandridge Student Center 233-8131
- Student Activities and Campus Tours, upper level of Sandridge Student Center 233-8243
- Student Financial Services, lower level of Classroom Building 233-8122
- Testing, lower level of Founders Hall 233-6540
- Transfer-Advising Center, lower level of Sandridge Student Center
- College of Arts & Sciences 233-8277
- College of Business 233-8276
- College of Education 216-6603

- Veterans Affairs Office, lower level of Sandridge Student Center 233-8274 or 233-8271

Athens State University is a member of the Alabama Community College System. Students within the Alabama Community College System’s two-year community and junior colleges are considered admitted to Athens State University under its admissions policy. Alabama Community College System students who desire to transfer to Athens State must meet the minimum academic requirements for enrollment set forth in the University’s transfer policies. For further information regarding admissions requirements, please call 256-233-8130.

ADMISSIONS DEPARTMENT

ADMISSIONS/RECORDS PURPOSE/GOALS

The Office of Admissions and Records promotes policies and practices that ensure admissions and registration to qualified students and serves as the official University steward of academic records. Through carefully managed processes, information technology resources, and personalized services, the Office conducts a wide range of activities aimed at meeting University enrollment and retention goals, facilitating the successful transition of first-admitted students, and ensuring the accuracy, integrity, and security of student academic records. In conducting its activities, the Office collects, maintains, preserves, and distributes academic data in compliance with institutional policies and state and federal regulations.

ADMISSIONS APPLICATION

Each student transferring or applying for admission to Athens State University must complete an Admissions Application, return the application to the Admissions Office accompanied by a required nonrefundable application fee of \$30.00 and Identification documentation or apply online at www.athens.edu by clicking on “Admissions” and “Apply Online”. (Admission Applications for students who do not enroll for the term specified, will be destroyed after a two year span. Student will then have to submit a new application and pay the required fee.)

STUDENT IDENTIFICATION REQUIREMENTS:

- Identification documentation must be submitted in person or via a notaried copy through the U.S. Postal Service.
- One primary form of identifying documentation such as an unexpired Alabama Driver’s License; unexpired Alabama identification card; unexpired U.S. passport, an unexpired U.S. permanent resident card, **OR**
 - Two secondary forms of Identity Documentation, one of which must be a photo identification card other than those listed above **AND** one additional form of identification such as a Certificate of Naturalization; a social security card; a certified copy of a U.S. birth certificate.
 - All international students applicants** must provide: a VISA acceptable to the United States and an official translated copy of the student’s college transcript; a 500 (written) or 173 (computer) score on the TOEFL documented by an official copy of the student’s TOEFL score submitted to Athens State University **or verification of a “C” or better in English Composition I & II**; a signed notarized statement verifying adequate financial support; and documentation demonstrating adequate health and life insurance which must be maintained during enrollment.
 - All male students within the ages of 18-26 must self-certify they are registered with the U.S. Selective Service System.**

OFFICIAL TRANSCRIPTS

All students must provide official transcripts from each college or university previously attended. These transcripts must be sent directly to Athens State University Admissions Office, 300 North Beaty Street, Athens, Alabama 35611, If the Admissions Office does not have all transcripts by the beginning of the semester, the student may be admitted **conditionally**. If all official transcripts are not received by the end of the student’s first term, the student **will not be allowed** to register for any future terms.

ADMISSIONS REQUIREMENT SUMMARY:

- A degree from a two-year or four-year institution accredited by the Southern Association of Colleges and Schools or other regional accrediting agency, **OR**
- A degree, diploma or certificate from a regionally accredited technical college or institute, **OR**
- Sixty to sixty-four semester hours of freshman and sophomore college credit with a 2.0 grade point average on a 4.0 scale **OR**
- Minimum GPA requirement of 2.50 overall cumulative for admission to the TEP program (students need to refer to the College of Education section for additional requirements)
- Completed all general studies curriculum core requirements (Areas I-IV).
- Coursework documentation must be submitted directly from each institution where coursework was attempted via an official institutional transcript **AND**
- Student must provide required identification documentation (listed above).

ADMISSIONS OF TRANSFER STUDENTS

Collegiate work will be considered for transfer credit from postsecondary institutions that are fully accredited and that offer baccalaureate or associate degrees. Collegiate work from nonaccredited institutions will be reviewed by the Admissions Committee.

For additional information, students should contact the offices of Admissions and Records. Categories for admission of transfer students are as follows:

- **DUAL ENROLLMENT TRANSFER OF COMMUNITY/JUNIOR COLLEGE STUDENTS**
Community/Junior college students with at least a 3.0 grade point average and who have completed at least 32 semester hours at the community/junior/technical college, may--with the permission of the instructional dean of the respective college--dual enroll with Athens State University. Courses taken at Athens State University may not be used to fulfill junior/community college degree requirements and all courses taken at Athens State University will be transcribed on the Athens State University transcript. For further information, contact the Offices of Admissions and Records.
- **EARLY ADMISSION TRANSFER STUDENTS**
A transfer student may be considered for admission with at least forty-one semester hours provided he or she has a cumulative 2.0 grade point average on a 4.0 scale, and has met all General Education (Gen. Ed.) requirements (Areas I-IV) before entering Athens State University. This regulation applies when the student does not plan to receive an associates degree from the junior or community college and does not need additional courses offered at the junior college level. Early admission students will be required to supply **unofficial transcripts** before meeting with the Director of Admissions at which time an Early Transfer Form will be approved. At this point, all **official transcripts** must be received by the end of the first semester or the student will not be allowed to register for any future terms.
- **BUSINESS/PROPRIETARY SCHOOL TRANSFER STUDENTS**
Students who have completed a program from a regionally accredited business or proprietary school may be admitted to Athens State University. During the admissions process, each student's previous work will be reviewed to ascertain the entry study level of the student. Individual related subject courses and grades may not be directly transcribed, however, certain courses may be used as substitutions or waivers for a specific course in the Athens State University degree program but will not affect the total hours residency required for that degree program. Credit earned through this method will not be used in determining the student's cumulative grade point average.
- **COMMUNITY/JUNIOR COLLEGE TRANSFER STUDENTS**
A community/junior college transfer student may be admitted to Athens State University provided he or she has earned (1) a degree from a two-year institution accredited by the Southern Association of Colleges and Schools or other regional accrediting agency, **or** (2) sixty to sixty-four semester hours of college credit with a 2.0 grade point average on a 4.0 scale **or** (3) completed all general studies curriculum core requirements (Areas I-IV) **and** submitted Early Transfer Forms to the Athens State University Admissions Office.
- **FOUR-YEAR COLLEGE TRANSFER STUDENTS**
A student who has completed a minimum of the freshman and sophomore years at a regionally accredited four-year institution may be admitted to Athens State University as a transfer student.
- **INTERNATIONAL STUDENT TRANSFERS**
The International Student Advisor's Office assists the international student in transferring to Athens State University. Services include interpretation of governmental regulations and institutional requirements. Students needing assistance should call 233-8141. To be admitted as an F-1 student, the student must:
 1. Submit an Application for Admissions, official transcripts from all colleges and/or universities, and pay the application fee. (Admission applications for international students who do not enroll at ASU will be destroyed after two years.)
 2. Have 60-64 semester hours or equivalent from a regionally accredited institution in the U.S. **or** course by course evaluation of foreign educational credentials completed by the World Education Services (WES). If course work was taken outside of the United States, student must send official copies of transcript to WES for course by course evaluation. A copy of this evaluation from WES must be sent to the International Student Advisor.
 3. Score a minimum of 500 (written) or 173 (computer) on the TOEFL score and have an official copy sent to the International Student Advisor **or** receive a "C" or better in English Composition I & II.
 4. Provide an I-134 Affidavit of Support Form, a current passport for copying, proof of health and life insurance while in the United States, a letter from a banking institution on financial status, a letter stating planned major to the international student advisor, and a Transfer Clearance Form if currently an F-1 student at another college/university.

Upon receipt of the above items, an I-20 will be issued by Athens State University. Students must supply all documentation at least 30 days prior to the semester he or she is planning to enroll.

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

ADMISSIONS POLICY FOR:

- **FORMER STUDENTS IN GOOD STANDING/READMISSION**

A student who has previously attended Athens State University and is currently in good standing, including students returning after an absence of only one semester (excluding summer semester) must submit a readmission form. There will be no additional application fee charged.

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

- **NON-DEGREE SEEKING STUDENTS**

A student who has not completed the required number of credit hours to be accepted as a regular degree-seeking student and who wishes to pursue a **limited objective** may be admitted as a non-degree seeking student. Such a student should report directly to the Office of Admissions to receive permission to enter and fill out an Admissions Application. Records are kept of the work completed and credits are transferable. The non-degree seeking student is ineligible for financial aid, veteran's benefits, or federal aid funding under Title IV.

Limited Objectives:

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

Personal Enrichment - A person who wishes to attend Athens State University for personal enrichment or self-improvement will be limited to six semester hours per term with credit recorded as for a regular degree-seeking student.

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

- **SECOND DEGREE-SEEKING STUDENTS**

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

- **TRANSIENT STUDENTS**

ASU Transient Student (An ASU student in good standing who wants to take a course at another college/university to transfer the credit to Athens State University)

This student must:

1. Complete a Transient Letter (Letter of Good Standing) Form from the Admissions Office (Total number of hours cannot exceed the maximum allowed (18) in a term without completion of an "Overload Form"
2. Complete transient coursework prior to final semester of degree requirements (Transient status will not be granted during the first or last semester of attendance.)
3. Obtain transcripts of transient work within one term of earning credit (ten weeks prior to date of graduation)

Students on probation are ineligible to enroll for transient credit.

A College/University other than ASU (A student in good standing from another college/university who wishes to take courses at ASU to transfer credit back to their home institution)

1. Obtain a Transient Letter (Letter of Good Standing) Form from the transferring institution indicating specific courses to be taken at ASU
2. Complete an ASU Application for Admissions (**Students from another college/university enrolled as transient are not classified as regular students.**)
3. Upon completion of the course(s), the transient student must make a **written request** for an official transcript to be mailed to the institution in which he or she is enrolled.

An international student must have a transfer clearance sheet from his/her current foreign student advisor.

As defined by the U. S. Department of Education, **transient students from another college/university are not eligible to receive federal aid funding under Title IV.**

- **STUDENTS ON PROBATIONARY STATUS FROM OTHER INSTITUTIONS**

A student on probationary status from another institution must provide official transcripts from all colleges or universities previously attended. These transcripts will be reviewed to determine admissibility.

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

If a transfer student is admitted with a cumulative GPA of less than 2.0, he/she will be admitted on **Academic Probation**. If, at the conclusion of the semester in which the transfer student admitted on academic probation has attempted a total of 12 semester hours at Athens State University and the Cumulative GPA at ASU is 2.0 or above, the student's status is "Clear".

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

If, at the conclusion of the semester in which the transfer student admitted on academic probation has attempted a total of 12 semester hours at Athens State University and the semester GPA at ASU is less than 2.0, the student is suspended for one semester. The transcript will read **Suspended - One Semester**.

A student with less than a 2.0 GPA may appeal to the Admissions Committee with a typed request to be admitted on Academic Probation. The letter should include the student's phone numbers, major field of study, ID number, ASU email address, and semester they wish to attend.

THE ADMISSIONS COMMITTEE

The purpose of the Admissions Committee is to review and decide on acceptance of students who do not meet the standard admissions requirement and the re-admittance of former students that have been suspended from Athens State University. Each student admitted through an admission committee appeal will have their records reviewed at the end of the term in which they were admitted/re-admitted for verification of acceptable performance. An "Appeal for Academic Probation and/or Reinstatement" form can be found on the ASU homepage. Go to the Admissions Link and click on forms to get a copy of this form. Please complete form and return to the Director of Admissions. The form may be faxed to (256-233-8163) or emailed to necedah.henderson@athens.edu.

The Admissions Office must receive the packet by the Admissions Committee Deadline which will be three weeks (21 days) after the beginning date for online registration each semester. If the student fails to meet the required deadline for applying to the Admissions Committee, he/she will be required to wait until the next semester for the Admissions Committee review.

The Admissions Committee must meet once per semester to review new applicants on probationary status.

SPECIAL ADMISSIONS PROGRAMS:

- **CONSORTIUM AGREEMENT**

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

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

- **S.I.R. AGREEMENT (SPECIAL INSTRUCTIONAL REQUEST)***

Athens State University and Calhoun Community College cooperate in a Special Instructional Request (S.I.R.) program. Grades are reported to the Athens State University Records Office and recorded on the student's Athens State University transcript. Students are subject to English and/or mathematics placement exam (ASSET) at Calhoun. Students registering for mathematics and English courses must contact the Placement Office at Calhoun. Students are not permitted to participate in S.I.R. during their final semester at ASU. (S.I.R. students are not allowed to take Calhoun telecourses or distance learning.) Registering for any course that is less than a 100 level is prohibited through the S.I.R. program. S.I.R. classes will not be counted as senior level courses in the general university requirements for graduation.

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

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

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

STUDENT'S DROP AND ADD REQUIREMENTS

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

1. The student must complete the appropriate forms with the Admissions Office; and,
2. Make payments as required in the Financial Affairs Office. The student is responsible for notifying the academic advisor of schedule changes.

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

RECORDS

All records are maintained in accordance with the *Family Education Rights and Privacy Act of 1974* (PL 93-380), known as the Buckley Amendment. In accordance with the Family Educational Rights and Privacy Act students of Athens State University have the right of access to their official records as described in the act. 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. However, 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.

STANDARDS OF ACADEMIC PROGRESS

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

Academic Probation for Currently Enrolled Students

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

Suspended--One Semester

A student whose subsequent grades in the next term do not meet the required 2.0 will be placed on One Term Academic Suspension. The transcript will read SUSPENDED--ONE SEMESTER. **If you are suspended, you will be withdrawn from classes that you have pre-registered for the next term.**

Suspended--One Semester/Readmitted

A student who is suspended for one semester may appeal to the Admissions Committee. (See "The Admissions Committee," page 15) If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED--ONE SEMESTER/READMITTED UPON APPEAL.

Appeal Process

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a typed request for an "appeal for readmission" to the Admissions Committee (See "The Admissions Committee", page 15.) within a designated, published number of days of receipt of the notice of suspension. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the college's official records. Equity, reasonability, and consistency shall be the standards by which such decisions are measured. Students will be notified in writing of the decision within 10 instructional days after receipt of the request for appeal. All requests for appeals must be received within 5 instructional days following receipt of notice of suspension.

Suspended--One Year

The student who is readmitted upon appeal reenters the institution upon Academic Probation. A student on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) and

who does not achieve a 2.0 at Athens State University in the subsequent semester will be placed on One Year Academic Suspension. The transcript will read SUSPENDED--ONE YEAR.

Suspended--One Year/Readmitted Upon Appeal

The student who is suspended for one year may appeal to the Admissions Committee (See "The Admissions Committee", page 15). If, after appeal, the student is readmitted without serving the one year suspension, the transcript will read SUSPENDED--ONE YEAR/READMITTED UPON APPEAL.

Academic Bankruptcy

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

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

"ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected. A student may declare academic bankruptcy only once at Athens State University and cannot apply for Academic Bankruptcy after graduation.

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

TRANSCRIPT REQUESTS FROM ATHENS STATE UNIVERSITY

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

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

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

TRANSFER CREDIT RESTRICTIONS

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

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

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

TRANSFERABILITY AND APPLICABILITY OF COLLEGE CREDIT FROM OTHER INSTITUTIONS

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

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

NON-TRADITIONAL ACADEMIC CREDIT

PHILOSOPHY AND PURPOSE

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

ELIGIBILITY

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

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

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

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

LIMITATIONS

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

PUBLICATION GUIDES

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

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

TYPES OF NON-TRADITIONAL ACADEMIC CREDIT

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

Military Training

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

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

1. AARTS Transcript (For information on obtaining copies, go to <http://aarts.army.mil>)
2. SMART Transcript (For information on obtaining copies, go to <https://www.navycollege.navy.mil/transcript.html>)
3. Copies of DD214, DA21, DA20, and DD295.

4. Copies of certificates, awards, and/or other related military courses or training.

Military documentation will be evaluated in conformance with:

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

Career/Technical/Professional Education

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

1. Documentation for teaching professional education such as a letter from a director or president specifying length of tenure as a teacher, and validating the successful nature of the experiences.
2. Documentation status card.
 - a. Journeyman status card.
 - b. Apprenticeship certificate.
 - c. Journeyman examination credentials.
3. Documentation of additional training.
 - a. Any certificates, letters, or transcripts of additional technical training.
 - b. Official transcripts from all previously attended educational institutions.
4. A \$100.00 non-refundable filing fee will be assessed for the evaluation process.

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

For certification requirements, at least three years of compensated career/technical work experience in the technical specialty is required for those who have completed a formal postsecondary technical training program; those who have not completed the formal technical training must have completed six years compensated work experience in the technical specialty. The decision to award career/technical/professional education credits will be made by the Career and Technical Education advisor, and the non-traditional academic credit evaluator.

Nursing And Other Health Related Professional Training

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

1. Official transcripts of educational training.
2. Copy of license or proof of successful completion of a State Board Examination.
3. Documentation and verification of work experience in related field, including dates of service and positions held.
4. A \$100.00 non-refundable filing fee will be assessed for the evaluation process.

The decision to accept nursing and other health related professional training toward specific courses will be made by the Health Sciences advisor, and the non-traditional academic credit evaluator.

Technical Work Experience Credit

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

1. The student must present appropriate documentation of at least six or more years of successful compensated work experience in an approved technology. **Only one Basic Technical Specialty will be awarded.**
2. The application must be made in writing to the evaluator of non-traditional academic credit.
3. A non-refundable filing fee of \$100.00 will be assessed for the evaluation process.

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

College Level Examination Program (CLEP) Academic Credit

Up to a maximum of twenty-seven (27) hours of senior college credit may be earned through the College Level Examination Program (CLEP). For more information regarding CLEP, please contact the Testing Coordinator at 256 233-6540. The Testing Coordinator's office is located on the first floor of Founders Hall.

Police Academies

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

1. The student must submit proof of police academy training.
2. The student must submit letters of documentation from employers/supervisors indicating dates of service and positions held.
3. A \$100.00 non-refundable filing fee may be assessed for the evaluation process.

The decision to accept credit for police academy training will be made by the Justice Studies advisor, and the evaluator of non-traditional academic credit.

Public Safety Administration

Students majoring in Public Safety Administration may be eligible to obtain up to a maximum of twelve (12) semester hours upper-division academic credit for experience and advanced professional certification. Academic credit may be awarded for official professional certification in a public safety field and/or work experience in a public safety supervisory and/or administrative position. Credit for basic certification or credit previously awarded at another level or through another institution will not be duplicated.

Students meeting the qualifications for extra-institutional credit must register for particular courses in which the students' credentials are assessed and appropriate credits awarded. Each course is three (3) semester hours credit, and carries the standard per hour tuition. Students assume the responsibility for registering for the appropriate course(s) credits, and for submitting to their Public Safety Administration Faculty Advisor all appropriate certificate copies and documentation of appropriate work experiences. Students successfully documenting advanced professional skills and administrative experience will be awarded a score of "P" (passing) for appropriate coursework. Students may NOT register for this coursework their first term at Athens State University, but MUST register for this coursework prior to their last term registration.

- **PSA 459D Public Safety Supervisor** (Must provide a letter of appointment from agency)
- **PSA 460D Public Safety Manager/Administrator** (Must provide a letter of appointment from agency)
- **PSA 461D Paramedic** (Must provide a copy of certificate)
- **PSA 462D Haz-Mat Technician** (Must provide a copy of certificate)

The decision to award credit for Public Safety Administration evaluations will be made by the Public Safety Administration advisor.

Other Types Of Non-Traditional Academic Credit

Academic credit may be awarded from other professional organizations, Certification Boards, Associations, Government Agencies, and institutions provided proper documentation is submitted and accepted as appropriate and valid by the evaluator and respective college dean(s). There is a \$100.00 non-refundable filing fee that will be assessed for the evaluation process.

For additional information on Non-Traditional Academic Credit, students should contact the Executive Assistant to the Vice President for Enrollment and Student Support Services at 256-233-8175. The office is located upstairs in the Sandridge Student Center.

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

COUNSELING AND CAREER SERVICES

Counseling and Career Services is located in Room 230, upper floor of the Sandridge Student Center and includes: Personal and Career Counseling, Career Services, Cooperative Education, Student Employment Services, and Services for Students with Disabilities. Appointments may be made by calling 233-8140 between 8:00 a.m. and 4:30 p.m., Monday through Friday; other hours by appointment only. The office website is www.athens.edu/counseling.

COUNSELING

The Office of Counseling Services supports the educational mission of the University through a series of mental health support services aimed at enhancing academic and personal success, thus increasing student retention. Through confidential counseling sessions, the Office assists students with developmental or personal adjustment issues, impediments to academic success, and career transition concerns. All services are provided with strict guidelines mandated by institutional and regulatory policies to ensure students' right to privacy.

Counseling is provided through one-on-one counseling interviews, and, by using assessment instruments, when appropriate, to promote self understanding and self management. All counseling services are confidential. A licensed professional counselor is available. (www.athens.edu/counseling/counseling)

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

CAREER SERVICES AND COOPERATIVE EDUCATION

The Office of Career Services and Cooperative Education provides high quality services and resources to assist students as they choose and prepare for careers, learn job searching skills, and find employment. In addition, the Office provides cooperative education opportunities for students. The Office operates as a one-stop resource center hosting and participating in job fairs, disseminating job availability listings, and providing instruction and assistance on career planning, resume writing, and interviewing techniques. Contact the office at 256-233-8140. The office is located on the 2nd floor of the Sandridge Student Center. Information and assistance can be

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

Student Employment (JLD) is a program referring currently enrolled students to part-time job positions available in northern Alabama and southern Tennessee. Eight job bulletin boards, which are updated bi-weekly, are located outside the Career Services Office (second floor of the Student Center), in Chasteen Hall, Founder's Hall, Waters Hall, in the Library, in the Classroom Building, Carter P.E. Building, and in McCain Hall. Job announcements are posted on Blackboard. Registered students are contacted via email.

Professional Referral Services will establish a credentials file for each graduating student and refer job candidates to employers who make requests for qualified job candidates. A credentials file consists of a registration form, signed authorization form and five copies of a resume. Education majors are additionally required to submit an unofficial transcript and three recommendations. Students are encouraged to register in Career Services at least six months before graduation. Students are encouraged to register on-line at www.athens.edu/counseling, under "Career Services." Registered students will receive job announcements via email.

Job Search Assistance is available on an individual basis by appointment. Professional staff will help with resume development and will assist individuals develop a personal job search plan.

Job Fairs

1. **The Career Connections "Fall" Job Fair** is held each October on the main campus and is open to the public. The employers invited are primarily business and government.
2. Athens State University participates as one of sixteen colleges in the ***Nashville Area College to Career Fair*** and the ***Nashville Area Teacher Recruitment Fair*** offered each spring semester to prepare students for a pro-active job search. Over 200 employers participate annually. Information on these events may be obtained at www.nashvillefairs.org.
3. Students and Alumni are invited to participate in the ***North Alabama Connection: Professional Employment Day (NACPED)*** scheduled in Huntsville each February. This event began in 1985 and annually attracts over 100 employers seeking liberal arts, science, computer science, behavioral science, business and education graduates. Information on this event may be obtained at www.athens.edu/counseling/NACPED/index.html.
4. The **Education/Community Service Job Fair** is held each spring semester on the main campus and is open to the public. A variety of public and private school systems attend, as well as government and social service agencies.
5. **Graduate School Information** is available through the Career Services Office and ASU Library. A **Graduate School Information Day** with national universities is scheduled in Huntsville each October, as part of the Alabama Graduate School Consortium. Local graduate schools are invited to participate in the Fall Career Fair in October on campus. Students are additionally encouraged to meet with their faculty advisor to discuss the planning process for applying to graduate school programs and how to put together a strong graduate school application. Check www.athens.edu/counseling/graduate for helpful links.

COOPERATIVE EDUCATION

The Cooperative Education Program is designed to give students the opportunity to integrate their classroom study with practical work experience in their major field. Alternating, parallel, and special arranged plans are available. A combination of Cooperative Education credit hours earned in CP 301-308, CP 401-404, will not exceed eight semester hours of elective credit toward graduation (See Cooperative Education Course Descriptions).

The Parallel Plan is a series of courses in which students are engaged in a work situation directly related to their academic major and attend classes concurrently. The parallel plan requires that the student work 15-40 hrs/week while attending classes. (One semester hour of elective credit is earned for the parallel plan.)

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

Eligibility and Application Procedure

All students who have chosen a major field of study and enrolled at Athens State University are eligible provided they meet the following criteria.

Student must:

1. Be in good standing and have an overall GPA of 3.0. (Employers may require a higher G.P.A.)
2. Intend to fulfill the requirements of the Co-Op Program and be a prospective candidate for graduation at Athens State University.
3. Complete a "Cooperative Education Application" which is available online.
4. Provide a copy of the latest unofficial college transcript, a current resume, and one letter of recommendation.
5. Arrange for a preliminary interview with a member of the Cooperative Education staff to discuss career goals and preferred work assignments.

The Cooperative Education Office will nominate qualified students to employers based on employer requests and requirements.

Grading:

Grades are based on the employer's evaluation of the student's acquired knowledge and skills, the student's work report evaluation, and class attendance.

SERVICES FOR STUDENTS WITH DISABILITIES

Disability Services aims at ensuring that all academic programs, services and facilities are accessible to persons with disabilities. The Disability Services office advances equal opportunities for students with disabilities by providing a welcoming environment and the opportunity for academic success with as few deterrents as possible through reasonable and appropriate academic accommodations. The Disability Services Office (DSO) supports the University's retention and graduation goals through its attempt to retain and graduate students registered with Disability Services at the same rate as non-disabled students.

Athens State University fully supports and complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008 (ADAAA).

A disability is defined as a mental or physical impairment that substantially limits a major life activity, which includes learning. Some of the types of disabilities for which students have requested accommodations in the past include: visual, auditory, mobility, speech, LD, ADD/ADHD, closed head injury, psychological, and various chronic health issues.

A student with a disability who requires academic accommodations must schedule an appointment to see DSO staff prior to the start of the first semester at Athens State (256-233-8140). An interview will be conducted to determine the extent of the disability and the types of academic accommodations provided by the University will be discussed in detail at that time.

The DSO provides individual assistance for students with disabilities: assistance with registration, counseling, auxiliary equipment, audio books, assistance locating notetakers and readers, interpreters, classroom accommodations, and liaison with faculty, Admissions, Financial Aid, and community resources. The type of academic accommodations provided varies with each individual's unique situation and specific needs. All information is handled confidentially.

Students needing accommodations must be able to provide recent written documentation on letterhead from a physician, certified vocational rehabilitation counselor, psychologist or LPC, or prior postsecondary institution attended regarding the nature and extent of the disability, including recommendations for accommodations. This professional documentation will help the DSO determine those accommodations that will be most beneficial in an academic environment. The Self-Evaluation Plan and Transition Plan for the campus are available through the University Library, as required by the ADA.

STUDENT ACTIVITIES

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 the development of leadership skills. Through its sponsorship and support of student extracurricular activities, the Office fosters a campus community within the context of a primarily commute and distance learning-strong University. The Office also promotes student representation in University governance via its strong support of the Student Government Association and oversees publication of the student newspaper, *The Athenian*.

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

See Student Handbook for "Clubs and Organizations."

STUDENT PUBLICATIONS

The Athenian. The university newspaper is *The Athenian* and 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 assistant and editor positions. Please feel free to submit articles to the paper for publication. Check with *The Athenian* office in Student Activities for deadline dates and office hours.

DRUG AND ALCOHOL ABUSE PREVENTION POLICIES

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 action 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 any 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.

LEGAL SANCTIONS REGARDING UNLAWFUL USE, POSSESSION, OR DISTRIBUTION OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS

State Offenses

Activities which violate Alabama laws concerning illicit possession, use, and distribution of alcoholic beverages or drugs include, but are not limited to, the following. (Those provisions which refer to drug "Schedules" are making reference to the authorization by the State Legislature for the State Board of Health to classify drugs in terms of their potential for abuse and their current usage in medical treatment. Schedule I consists primarily of "street drugs" such as heroin, morphine, marijuana, LSD, Mesaline, etc. Schedule II includes opium, cocaine, and methadone, among other illicit drugs. Schedule III drugs include those which have less potential for abuse than Schedule I or II, and those substances with the least potential for abuse are included in Schedules IV and V. The Schedules may be found at Code of Alabama (1975), Sec. 20-2-23, et. seq.)

1. Public intoxication is punishable by up to 30 days in jail. (Code of Alabama 1975), Sec. 13A-11-10.
2. Possession, consumption, or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by a fine of \$25.00 - \$100.00 or a 30-day jail term. (Code of Alabama, Sec. 28:1-5).
3. Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50.00 - \$100.00 and, in the discretion of the judge, a jail sentence of up to six (6) months. (Code of Alabama, Sec. 28-4-20, et. seq.)
4. Possession of an alcoholic beverage illegally manufactured or illegally brought into the state of Alabama is punishable by a fine of \$100.00 - \$1,000.00 plus, in the discretion of the judge, a jail sentence of up to six (6) months. (Code of Alabama, Sec. 28-01-1).
5. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable, upon the first conviction, by a fine of \$250.00 - \$1,000 and/or one year in jail plus suspension of driver's license for 90 days. (Code of Alabama, Sec. 32-5A-191.)
6. Possession of marijuana for personal use is punishable by a fine of up to \$2,000.00 and/or a jail sentence of up to one year. (Code of Alabama, Sec. 13A-12-214.)
7. Possession of marijuana for other than personal use is punishable by a fine of up to \$5,000.00 and a prison sentence of not more than ten years. (Code of Alabama, Sec. 13A-12-213.)
8. The selling, furnishing, or giving away, manufacturing, delivery or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$10,000.00 and/or a prison term of not more than 20 years. (Code of Alabama, Sec. 13A-12-211.)
9. The selling, furnishing or giving by a person 18 years or older to a person under the age of 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine up to \$20,000.00 and a prison term of up to \$20,000 and/or a prison term of up to life. (Code of Alabama, Sec. 13A-12-215.)
10. Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than \$5,000.00 and/or a prison term of not more than 10 years. (Code of Alabama, Sec. 13A-12-212.)
11. Conviction for an unlawful sale of a controlled substance or, within a three mile radius of, an educational institution brings with it an additional penalty of 5 years of imprisonment with no provision for parole. (Code of Alabama, Sec. 13A-12-250.)

12. The use or possession with intent to use, of drug paraphernalia is punishable by up to three months in jail and/or a fine of up to \$500.00. (Code of Alabama, Sec. 13A-12-260.)
13. The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by not more than 10 years in prison and/or a fine of up to \$5,000.00. If the delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to \$10,000.00 (Code of Alabama, Sec. 13A-12-260.)

Penalties for subsequent violations of the above-described provisions are progressively more severe than the initial convictions.

Federal Offenses

Activities which violate federal laws concerning illicit possession, use, and distribution of alcoholic beverages and drugs include, but are not limited to, the following: 21 U.S.C. 841 makes it a crime: (a) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or (b) to create, distribute, or dispense, or possess with intent to distribute or dispense, or counterfeit substance.

(The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five ‘schedules,’ Schedule I being comprised essentially of “street drugs” and Schedule V being comprised of drugs with a “low potential for abuse” when compared with drugs in Schedules I-IV. Examples of Schedule I drugs are heroin and marijuana. PCT, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams.)

The penalties for a first offense conviction of violating the laws described in items (a) and (b) above are:

1. In the case of a Schedule I or II drug which is a narcotic drug, not more than \$25,000, or both.
2. In the case of a Schedule II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than \$15,000.00, or both.
3. In the case of a Schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000.00 or both.
4. In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than \$5,000.00 or both.
5. Notwithstanding subparagraphs 91) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than \$5,000.00.
6. Notwithstanding subparagraph 91) through (4) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phenethylamine (PCP, “angel dust”) is punishable by up to ten (10) years in prison and/or a fine of not more than \$25,000.00.

Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

Local Ordinances

The local authorities abide by the federal laws concerning illicit possession, use, and distribution of alcoholic beverages and drugs.

LIST OF HEALTH RISKS AND SYMPTOMS OF DRUG AND ALCOHOL USE AND ABUSE

The following is a list of some of the health risks and symptoms associated with the following categories of substances. It is not intended to be the final word on such health risks, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

A. Cannabis

1. Includes marijuana, hashish, hashish oil and tetrahydrocannabinol (THC).
2. Regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high”. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana smoke contains more cancer-causing agents than tobacco.

Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

B. Cocaine

1. Includes cocaine in powder form and a “crack” in crystalline or pellet form.
2. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can accelerate the mucus membranes of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

Crack of freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

C. Other Stimulants

1. Includes amphetamines and methamphetamines (speed); phenmetrazine (Preluding); methylphenidate (Ritalin); and "anorectic" (appetite suppressant) drugs such as Didrex, PreSate, etc.
2. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

D. Depressants

1. Includes such drugs as barbiturates, methaqualone (Quaaludes), and tranquilizers such as valium, librium, equanil, miltown, etc.
2. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physical dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

E. Narcotics

1. Includes such substances as heroin, morphine, opium, and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin), and such drugs as Percocet, Percodan, Darvon, Talwin, etc.
2. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, water eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

F. Hallucinogens

1. Includes phencyclidine (PCP), lysergic acid diethylamide (LSD), mescaline, peyote, and psilocybin.
2. Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders--depression, anxiety, and violent behavior--also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, or psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

G. Inhalants

1. Includes such substances as nitrous oxide (laughing gas), amyl nitrite, butyl nitrite, chloro hydrocarbons (used in aerosol sprays), and hydrocarbons (found in gasoline, glue, and paint thinner).
2. Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates, and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage.

Deeply inhaling the vapors, or using large amounts over a short period of time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

H. Designer Drugs

1. Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as "Ecstasy"), and analogs of phenylethylamine.
2. Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

The narcotic analogs can cause symptoms such as those seen in Parkinson's disease - uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phenylethylamine cause illusions, hallucinations, and impaired perception.

I. Alcohol

1. Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer, and distilled spirits.
2. Ethyl alcohol can produce feelings of well-being, sedation, intoxication, unconsciousness, or death, depending on how much is consumed and how fast it is consumed.

Alcohol is a "psychoactive" or mind-altering drug as are narcotics and tranquilizers. It can alter moods, cause changes in the body, and become habit-forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech, and unconsciousness.

Chronic use of alcohol has been associated with such diseases as alcoholism, and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys; high blood pressure, heart attacks, and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility; and premature aging. Abuse of alcohol has been linked to birth defects and Fetal Alcohol Syndrome.

WHERE TO GET ASSISTANCE

There is help available for persons who are in need of counseling or other treatment for substance abuse. Listed below are several agencies and organizations which can assist persons in need of such services.

On-Campus Assistance: The Director of Student Activities at Athens State University is available to students and employees of the University concerning information on substance abuse as well as information on, and assistance in obtaining counseling or other treatment.

National Toll-Free Hot Lines:

1. 1-800-662-HELP (M-F, 8:30 a.m. - 4:30 p.m.)
2. 1-800-241-9746 (M-F, 8:30 a.m. - 5:00 p.m.)
3. 1-800-COCAINE (M-F, 9:00 a.m. - 3:00 p.m.); (Sat.-Sun., 12:00 Noon - 3:00 p.m.)
4. 1-800-622-2255 National Council on Alcoholism
5. 1-800-SOBER-90 (24 hours) Council on Substance Abuse

STUDENT FINANCIAL SERVICES

Athens State University provides aid through various federal, state, and private sources. The Student Financial Services Office has two major objectives:

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

The Office of Student Financial Services supports the University goal of providing postsecondary education opportunities by assisting qualified Athens State University students pursue their educational goals with funds from grants, scholarships, loans, and Work Study from federal, state, and private sources. The Office is committed to meeting the following goals:

1. ensure compliance with federal, state and institutional regulations and policy requirements governing student financial aid services,
2. maintain funding sources by ensuring program integrity through ongoing staff training and continuing education, external audits, and self evaluations,
3. maximize funds available for Athens State University students to meet their costs of attendance, supplementing the efforts of students and parents in meeting educational goals, and
4. providing quality financial assistance services effectively and efficiently.

The Student Financial Services Office of Athens State University is located in the Classroom Building, Suite 105, first floor, East entrance. Phone: 1-800-522-0272, ext. 122, or 256-233-8122.

APPLYING FOR AID

The student must apply for aid each academic year. The recommended process is to apply online using a US Department of Education PIN as a signature. These steps will ensure timely processing:

Apply for a U.S. Department of Education PIN Number

Apply for a PIN number at www.pin.ed.gov. This is your electronic signature for the FAFSA, renewal FAFSA, Master Promissory Note, etc. The PIN is also your access to your online financial aid history and your access to correct your FAFSA online. You may choose to create your own PIN or allow the PIN site to create a PIN for you. PINs are available for use upon activation.

Apply for Federal Aid

Apply for Federal Aid at www.fafsa.gov. This application is required to determine a student's eligibility for federal grant and loan programs. The results of this application are mailed to the student and electronically transmitted to each institution listed on the student's application.

Apply for a Direct Student Loan

Students requesting loan funding must also meet the one time requirements of Entrance Counseling and Complete a Master Promissory Note online. Students must link to the online sites to meet these requirements. The Master Promissory note requires a PIN number to complete. The Financial Aid Office will receive electronic confirmation of completion of these requirements.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

All undergraduate students must comply with the Federal Requirements for Satisfactory Academic Progress as outlined below:

- The student must maintain a 2.0 GPA at Athens State University (ASU) and Overall.
- The student must successfully complete 67% of all ASU coursework attempted. All W's, I's, F's and audited coursework count as unsuccessful completions. When unsuccessful completions exceed 33% of all coursework attempted, financial aid will be suspended.
- The student must complete first bachelor's degree requirements within 150% of the usual time frame for degree completion. ASU requires up to 128 semester hours to earn a first undergraduate degree. Therefore, financial aid will be available for no more than 192 semester hours of credit.
- Students seeking an additional degree must complete the requirements within 130% of the time frame for the degree. An advisor's plan of study is required to be on file in Financial Aid for all students pursuing an additional degree. The student must follow this plan. Therefore, if the plan of study calls for an additional 66 hours of study, financial aid will be available for no more than 86 semester hours of credit beyond the first degree. The additional undergraduate degree must be one in which ASU will award an additional degree. This may not be an additional major or minor, but must be for a new degree program. For example, if the student has a B.S. degree, the additional degree must be for a B.A. or B.S.Ed. to be eligible for additional financial aid. The student must maintain a 2.0 on all coursework beyond the most recent bachelor's degree.

- Students seeking a state required teaching certification or certificate program must complete the requirements within 130% of the time frame for the certification. An advisor's plan of study is required to be on file in Financial Aid for all students pursuing course work toward a certification. The student must follow this plan. Therefore, if the plan of study calls for an additional 24 hours of study, financial aid will be available for no more than 31 hours of credit. The student must maintain a 2.0 on all coursework beyond the most recent bachelor's degree.

All accepted transfer work will be counted in this calculation. Noncredit remedial courses are not included in the calculation. Repeated courses and courses for which the student has been granted academic bankruptcy are included in the calculation of both attempted and earned hours. Students changing majors will not have additional time allowed for goal accomplishment. Students are considered to be on probation the first term of enrollment. Compliance is checked at the end of each term. Students not in compliance are suspended. Students are notified via the student email account of suspension and steps for appeal and/or reinstatement of aid.

Student Appeals/Reinstatement Process:

Students failing to meet satisfactory academic progress standards may benefit from a one-time appeal process. The student may appeal financial aid suspension by writing a letter of appeal to the Office of Student Financial Services. The appeal must state the reasons the student did not achieve the requirements AND what has changed that will allow the student to meet the requirements at the end of the next aid term. In addition, the student must submit a plan of study (an outline of remaining courses necessary to complete the degree), from *the student's faculty advisor*. An answer to this appeal will be provided in writing to the student within one week under normal circumstances.

An approved appeal has two possible outcomes:

A first time suspension student may be granted a WARNING status for one term if it is possible the student may achieve good standing within one additional term of enrollment. If it is not possible for a student to regain satisfactory academic standards with one additional term of enrollment, the student may be granted a one term WARNING status to enable the student to apply for a PROBATIONARY STATUS. WARNING status is at the discretion of the Office of Student Financial Services.

A suspension student that cannot meet the terms of satisfactory academic progress with one additional term of enrollment may be placed in a PROBATIONARY STATUS. PROBATIONARY STATUS will include a student specific set of criteria which must be met each term to continue aid funding until the standards are met or graduation. PROBATIONARY STATUS is at the discretion of the Office of Student Financial Services.

Other than by appeal, Financial Aid is reinstated when the Student Financial Services Office has reviewed documentation of compliance with the Satisfactory Academic Progress Policy. Generally, the student must self pay for courses required to regain compliance with the Satisfactory Academic Progress Policy.

FINANCIAL AID PROGRAMS

Federal Pell Grant Program

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

Federal Supplemental Educational Opportunity Grant

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

Federal TEACH Grant Program

The TEACH Grant Program provides up to \$4,000 a year in grant aid to Athens State University undergraduate students with majors in:

- Bachelor of Science in Education - Collaborative Teacher (K-6)
- Bachelor of Science in Education - Collaborative Teacher (6-12)
- Bachelor of Science in Biology/Licensure (6-12)
- Bachelor of Science in Chemistry/Licensure (6-12)

Bachelor of Science in General Science/Licensure (6-12)
Bachelor of Science in Mathematics/Licensure (6-12 or;

***Students pursuing an additional bachelor's degree or a post baccalaureate certification will not be eligible for the TEACH grant program.

Eligible undergraduate students may not receive more than \$8,000 in total TEACH Grants at Athens State University. Please select this link: <http://studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp> to go to the U. S. Department of Education's website to view Conditions, Student Eligibility Requirements, High-Need Fields, Schools Serving Low-Income Students, and TEACH Grant Agreement to Serve.

IMPORTANT REMINDER: If you receive a TEACH Grant but do not complete the required teaching service, as explained above, you will be required to repay the grants as a Federal Direct Unsubsidized Stafford Loan, with interest charged from the date of each TEACH Grant disbursement.

Federal Work-Study Program

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

Federal Direct Loan Program

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

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

Federal Direct PLUS Loans-provides parents the opportunity to borrow funds for their dependent undergraduate student enrolled at least half time in an eligible program at an eligible school. PLUS loans **require an acceptable credit history**. Parents may borrow up to the cost of education less other financial aid offered to the student. Repayment for PLUS loans begins 60 days after the last disbursement.

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

STATE PROGRAMS

Alabama Assistance Grant Program

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

TRA -- Trade Readjustment Allowance

This program is a State Aid program designed to assist individuals who became unemployed as a result of increased imports to return to suitable employment. Students must be referred by a state employment office.

WIA -- Alabama Workforce Investment Act

This program is a State/Federal Aid program designed to prepare youth and unskilled adults for entry into the labor market and to provide dislocated workers with retraining opportunities that will facilitate their re-entry into the labor market. Students must be referred by a state employment office.

ELIGIBILITY REQUIREMENTS FOR FEDERAL AID PROGRAMS

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

STUDENT RESPONSIBILITIES

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

1. review and consider all information about a school's program BEFORE enrolling.
2. pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent receiving aid.
3. know all the deadlines for applying or reapplying for aid and meet them.

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

STUDENT RIGHTS

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

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

TESTING INFORMATION

The Office of Testing Services supports the educational mission of the University by providing a unique blend of personal service and customized technology to meet student testing and university admission informational needs. In addition to providing proctored exams in a collective or individual setting, the Office provides services for the following tests: College Level Exam Program (CLEP), Defense Activities for Non-Traditional Education Support (DANTES), Miller Analogies Test (MAT). The Office also offers testing services for certain program exit exams.

Athens State University offers certain testing opportunities for the convenience of Athens State University students and the community. For information about these opportunities, contact the Testing Office in Founders Hall, 233-6540.

Tests or information provided by Athens State University Testing Center include:

ADAI	Tests administered for Alabama Department of Agriculture and Industries licensure
CLEP	Tests administered for College Level Examinations Program
DANTES	Tests administered for Defense Activity for Non-Traditional Educational Support
GRE, GMAT	Information and registration bulletins are available
LSAT, MCAT	Information and registration bulletins are available
MAT	Test administered for Miller Analogies
Proctored Exams	Proctored exams for Distance Learning courses for ASU and other colleges, universities, and agencies

Contact Kim Troupe in the ASU Office of Records for information concerning the following:

APTT	Assessments administered for Alabama Prospective Teacher
PRAXIS I & II	Content Knowledge Exams by College of Education

TRANSFER CENTER

The Transfer Center serves as a centralized service office providing credit transfer advice to incoming students. The Center has vested authority to determine the acceptability of any given course to satisfy a general education requirement and clear students for graduation in the area. Given the unique nature of Athens State University as the baccalaureate degree granting institution of the Alabama Community College System, offering coursework exclusively at the junior and senior level, the Center is instrumental in providing consistency to the transfer eligibility of general education courses. In coordination with the Admissions and Records Office, Transfer Center counselors assist students with transfer credit, complete unofficial plans of study, and assign faculty advisors in the student's chosen major area. In supporting the University mission, the Transfer Center is committed to the achievement of the following goals:

1. fulfill the intent of the statewide articulation agreement;
2. provide timely and accurate information to incoming students regarding the transferability of credits; and
3. ensure student satisfaction with the services provided.

All students transferring to ASU should contact a Transfer Center Counselor upon completion of an application for admission. Transfer Center Counselors can work with students who provide an unofficial student copy of transcript(s), however, the Office of Admissions must have an **official** transcript(s) from all colleges attended mailed to them before the students first semester at ASU.

The Transfer Center is located in the Sandridge Student Center. Regular office hours are 8:00 a.m. to 4:30 p.m. Walk-ins are welcome, however, appointments are recommended.

The Transfer Center can work with students by appointment, phone, fax, email or regular mail. Contact any Transfer Center Counselor for assistance; however, each Counselor specializes in the general education requirements for their specific area. Students who have decided on a major should contact the designated Counselor:

- College of Arts and Sciences: Barry DeVine, 256-233-8277.
- College of Business: Vicki Johnson, 256-233-8276.
- College of Education: Wanda G. Pryor, (located in the College of Education, Certification) 256-216-6603.

Secretary Transfer Center/Veterans Affairs: Jean Martin, 256-233-8271.

Director, Transfer Center/Veterans Affairs: Lisa C. Payne, 256-233-8274.

- The **fax number** for the Transfer Center is 256-233-8279.

VETERANS' AFFAIRS

The Veterans' Educational Assistance Program at Athens State University is based on the rules, regulations, policies and procedures of the Veterans' Administration and as such is subject to change without notice.

VETERANS EDUCATIONAL ASSISTANCE PROGRAMS:

- **Montgomery G.I. Bill - Active Duty Educational Assistance Program (Chapter 30 of Title 38, U. S. Code).**
- **Montgomery G.I. Bill - Selective Reserve Educational Assistant Program (Chapter 1606, formerly Chapter 106, of Title 10, U.S. Code).**
- **Post 9/11 GI Bill - Chapter 33**
- **Vocational Rehabilitation - Chapter 31**
This program provides educational assistance to disabled veterans who are in need of vocational rehabilitation. To be eligible a veteran must have a service-connected disability entitling him/her to these benefits. An award authorization must be received by the Office of Veterans' Affairs before benefits can be used.
- **Survivors' and Dependents' Educational Assistance Program (Chapter 35 of Title 38, U. S. Code).**
Paperwork for state benefits (tuition, fees, books) should be processed through the Business Office. Federal benefits (monthly checks) should be processed through the Office of Veterans' Affairs.
- **Reserve Educational Assistance Program (REAP) - (Chapter 1607).**
- **Fry Scholarship - a provision of the Post 9/11 GI Bill.**

SELECTION OF PROGRAM

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

COURSE LOAD

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

REPEATED COURSES FOR VETERANS RECEIVING EDUCATIONAL BENEFITS

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

STANDARDS OF PROGRESS

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

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

WITHDRAWAL POLICY

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

VETERAN PAYMENTS AND RESPONSIBILITIES

Receipt of Checks

A student who completes an Application for Education Benefits or Change of Place of Training Form at the beginning of the semester should expect a VA processing period of about six weeks. If the estimated time has elapsed, the student should contact the Office of Veterans' Affairs immediately and, if the case warrants, an inquiry will be made to the Regional Office.

Payment

Athens State University does not participate in the advance payment plan for veterans, therefore, tuition and fees must be paid in full by the published payment date. Veterans receiving Vocational Rehabilitation are eligible to register without payment of tuition and fees providing that an award authorization from the VA Vocational Rehabilitation office has been received prior to the registration period. Post 9/11 veterans must provide a letter from the Department of Veterans Affairs showing the percentage that he or she is eligible for. This percentage will determine if the veteran will need to pay any tuition and/or fees.

Overpayments

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

Responsibilities

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

- Periods of enrollment (class schedule each semester)
- Major change
- Catalog changes
- Prospective graduation date
- Changes (Drop and/or adds, credit level)
- Course substitution (approval must be obtained prior to enrolling in course)
- Address change

FINANCIAL AFFAIRS

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

TUITION

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

Alabama Residents

The Alabama resident tuition is one hundred and fifty-three dollars (\$153.00) per semester hour. Payment due dates are posted in the schedule.

Out-of-State and Foreign Students

The out-of-state residents or non-U.S. citizens who do not meet Alabama residence requirements tuition is three hundred and six (\$306.00) per semester hour.

Senior Adult Scholarship Program

This program allows any student 60 years or older (meeting admissions requirements) to receive a tuition waiver for college credit courses. All other fees are the responsibility of the student. This is on a space available basis and requires registration during the late registration process.

SCHEDULE OF FEES

Facilities Renewal Fee	\$9.00/semester hour
Technology Fee	\$9.00/semester hour
Special Building Fee	\$6.00/semester hour
Reserve Fund Fee.....	\$1.00/semester hour
Auditing Fee per hour	1/2 of current tuition rate
Distance Learning Fee	\$35.00
Application/Transfer Fee	\$ 30.00
Teaching Internship.....	\$ 180.00
Lab Fee (as specified per course)	\$ 53.00
Late Registration Fee	\$ 25.00
Transcript of Grades (after first request)	\$ 5.00
Graduation Fee	\$ 50.00
Late graduation application fee	\$ 25.00
Diploma reorder	\$ 13.00
Replacement Diploma	\$ 25.00
Graduation Reapplication Fee	\$ 13.00
Returned Check Fee	\$ 30.00
I.D. Card (picture) replacement	\$ 5.00
Student parking	\$ 10.00

All Fees and rates are subject to change. New rates and fees will be posted on the ASU website @ www.athens.edu.

REFUND POLICY

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

The Refund Policy 803.02 stated below became effective June 1, 2009. This policy was revised by the Alabama State Board of Education which defines refund rules relating to student drops and withdrawals effective for Fall Semester 2009. As part of this revision, the following wording was adopted to address multiple parts of term. The policy states: "The 'first day of class' is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms, and weekend terms." It is not an institutional policy but is mandated by the Alabama Department of Postsecondary Education for all colleges and universities under its control. Athens State University is under the control of Alabama Department of Postsecondary Education and must comply with this policy.

1.1 Refund for Complete Withdrawal

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

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

Prior to the first day of the semester:

100% refund for any and all classes dropped

Drop/Add period

1st Week of Semester:

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

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

2nd Week of Semester:

Partial withdrawal - NO REFUNDS DUE.

Complete withdrawal - 50% refund, less 5% administration fee.

3rd Week of Semester:

Partial withdrawal - NO REFUNDS DUE.

Complete withdrawal - 25% refund, less 5% administration fee.

No Refund Due after the end of the 3rd Week of Semester.

IMPORTANT: “The ‘first day of class’ is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms, and weekend terms.”

For calculating refunds during the fall and spring sixteen-week terms, a “week” is defined as seven calendar days. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms, mini-terms, split terms, and weekend terms, will reflect a prorated week based on the number of days in the term.

1.2 Administrative Fee

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

1.3 Late Registration Fee

Students who register after classes begin will be charged a \$25.00 Late Registration Fee.

2.1 Refund for Partial Withdrawal

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

3.1 Refund in Compliance With Federal Regulations

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

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

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

REFUND POLICY FOR STUDENTS RECEIVING FEDERAL TITLE IV AID (FinancialAid)

Title IV funds are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student fails to complete the term, the student may no longer be eligible for the full amount of Title IV funds he or she was scheduled to receive.

The Title IV Programs included in this policy are Pell Grant, Federal Supplemental Education Opportunity Grant, Smart Grant, TEACH Grant or Federal Direct Loans. Federal Work- Study funds are not included in this policy. The federal refund regulations require Athens State University to determine the amount of aid “earned” by each Financial Aid Student receiving title IV aid and withdrawing from all of his or her classes prior to the 60% point in the term. Students completing 60% of the term are considered to have “earned” 100% of the Title IV funds he or she was scheduled to receive during the period.

Any student earning a passing grade in at least one course for the term are not subject to the Return to Title IV Funds Policy. Students are encouraged to check with the Office of Student Financial Services prior to withdrawing or dropping out of the term.

Calculations are performed based on the student's official withdrawal date or for unofficial withdrawals, the last date of an academically related activity that the student participated in, the mid point of the term, or the date the school determines the student ceased attendance due to illness, accident, grievous personal loss or other circumstances beyond the student's control. Unofficial withdrawals dates are determined by the faculty, identifying the last date of activity for courses where a student earned an 'F', 'I', or 'W'.

The withdrawal date must be determined within 30 days of the end of the term, academic year or student's program, whichever is earlier.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal. Athens State University offers all degree programs in a credit hour, term based format. As a credit hour, term based degree program, the following formula is used to compute aid to be returned:

$(\text{Days Enrolled} / \text{Days in Term}) \times \text{Title IV Aid Awarded and Disbursed} = \text{Aid Earned}$

$\text{Aid Disbursed} - \text{Aid Earned} = \text{Aid to be Returned}$

(Any break of five days or more is not counted as part of the days in the term.)

Order of Funds to Return

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal PLUS Loans
- Federal Pell Grant
- National SMART Grant
- Federal TEACH Grant
- Federal Supplemental Education Opportunity Grant

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower will owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution will owe the student a post-withdrawal disbursement, to be paid within 120 days of the student's withdrawal.

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

RETURNED CHECKS/RETURNED ACH PAYMENTS

If your check is not paid on presentment or is dishonored, you agree to pay a bad check fee of \$30.00, or any higher amount allowed by law. We may electronically debit or draft your account for this charge. Also, if your check is returned for insufficient or uncollected funds, your check may be electronically re-presented for payment. Returned checks cannot be redeposited by the Office of Financial Affairs. After the second returned check, the Office of Financial Affairs WILL NOT accept a personal check for tuition payment. Payment must be made with cash, money order, credit card, or cashier's check.

GRADES/TRANSCRIPTS WITHHELD

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

The Student Financial Services Office of Athens State University is located in the Classroom Building, first floor, east entrance. Phone: 1-800-522-0272, ext. 170, or 233-8170, or 233-8122. FAX: 233-8178.

SCHOLARSHIP PROGRAMS

UNIVERSITY, ALUMNI, AND FOUNDATION SCHOLARSHIPS

Athens State University, the Alumni Association and the Foundation have numerous scholarships available. Applicants are required to submit two letters of recommendation, copies of transcripts from all colleges and universities attended, and write a short essay addressing your financial need, including the scholarships and financial aid you have already received, what you have to offer Athens State University, and state any extracurricular activities and honors. Scholarships available, deadline dates, and application forms are available on our website at <http://www.athens.edu/financial/scholarships.php>.

Endowed Scholarships

Darryl Allen Allfrey Memorial Scholarship
AmSouth Bank Endowed Scholarship
Jerry and Jill Bartlett Endowed Scholarship

Hunter Bauer Endowed Scholarship
J. E. Beasley, Jr. Memorial Scholarship
Coach Oba Belcher Memorial Scholarship

Kenneth Black Marine Corps Endowed Scholarship
 ASU Foundation Board of Directors
 Edward Burgreen Memorial Scholarship
 Rep. Tommy Carter Distinguished Scholarship
 James and Melba Chasteen Scholarship
 Jonny and Victoria Clendenon Endowed Scholarship
 Jane Mitchell Coffman Endowed Scholarship
 Dr. Curtis D. Coleman Athens Rotarian Memorial Scholarship
 Compass Bank Endowed Scholarship
 Sarah Day Corder Scholarship
 Mary Corum Endowed Scholarship
 Frank Crumbley Memorial Scholarship
 Elizabeth Davis Endowed Scholarship
 Group Dekko Endowed Scholarship
 Delta Mu Delta/Robert L. & Mildred Smoot McCall Scholarship
 Charlie H. Donald Endowed Scholarship
 Naomi and Andy DuBois Endowed Scholarship
 Jessica Elkins Endowed Scholarship
 Martin W. "Buddy" Evans Scholarship
 Athens State University Faculty/Staff Scholarship
 ASU Foundation Scholarship
 Garth-Gish-Shaw Endowed Scholarship
 Mary Frances Allen Gladney Endowed Scholarship
 Glasgow Endowed Scholarship
 Graham - Hicks - Rosenau Endowed Scholarship
 Herman Griffin Memorial Scholarship
 Hemingway Accounting Scholarship
 Daniel-Hightower Memorial Scholarship
 Hobbs/Horton Memorial Scholarship
 Athens Hospital Employee Scholarship
 The H. Joe Johnson Memorial Scholarship
 Harry M. and Suzanne B. Joiner Endowed Scholarship
 Dan Jones Endowed Scholarship
 Tim and Linda Jones Public Safety and Health Administration
 Endowed Scholarship
 Ena Johnson Kennedy Memorial Scholarship
 Penne Jones Laubenthal/Sigma Tau Delta Scholarship
 Laura Baugher Lovell Scholarship
 Martin Endowed Scholarship
 John C. Maund Memorial Scholarship
 Terry McCormick Endowed Scholarship
 Elva Bell McLin/Sigma Tau Delta Scholarship
 Acton E. Middlebrooks Memorial Scholarship
 Harry Miller Memorial Scholarship
 Dr. Mabry Miller Endowed Scholarship
 Attie J. Ming Endowed Scholarship
 Bob and Billie Murphree Endowed Scholarship
 George B. and Ruby L. Murphy Scholarship
 Julia Woodroof Nelson Endowed Scholarship
 James M. Newby Endowed Scholarship
 Martha A. Newby Endowed Scholarship
 Parapsychology Endowed Scholarship
 George Partin Endowed Scholarship
 Mayme Pitts Boys and Girls Ranch Memorial Scholarship
 Martha Jo Leonard Athens Rotary Club Endowed Scholarship
 The Dr. Joe H. Slate Scholarship for the Arts
 Harold Smith Memorial Scholarship
 Dr. Jenita Smith Memorial Scholarship
 John and Julia Smith Endowed Scholarship
 Stanford Scholarship
 The Steele Family Scholarship
 The Steve Woodruff Endowed Scholarship
 Randy York MACS Scholarship

Endowed Scholarships Under Development

Al Elmore / Sigma Tau Delta Scholarship
 Jerry L. Camp Endowed Scholarship
 Athens State University Faculty/Staff Scholarship #2
 Holly Ryan Ferguson Endowed Scholarship
 Dale and Cindy Hutchens Endowed Scholarship
 The Dr. Joe H. and Rachel Slate Psychology Endowed Scholarship

Eileen Millican Terry Endowed Scholarship
 Dr. Carl and Carolyn Witty Endowed Scholarship

Tennessee Valley Old Time Fiddlers Association Scholarships

ASU Maintenance Department Scholarship
 Jamie & Gloria Cooper Scholarship
 Gayle Davis Scholarship
 Alton and Rabon Delmore Endowed Scholarship
 Mike Dowell Scholarship
 Dave Fitzsimmons Scholarship
 Joe Gambill Memorial Scholarship
 Greater Limestone County Chamber of Commerce
 Jodie Hall Memorial Scholarship
 Bill Harrison Memorial Scholarship
 Randy Howard Memorial Scholarship
 The T. A. Hudson Memorial Scholarship
 Vicki Johnson Scholarship
 Jake Landers Scholarship
 Bill Lowery Scholarship
 Sam McCracken Scholarship
 Jerry McGlocklin Scholarship
 Doug Moss Scholarship
 Rick Mould Scholarship
 Leo Mudd Endowed Scholarship
 J. T. Perkins Memorial Scholarship
 George Rose Endowed Scholarship
 Tom Rost Scholarship
 Bill Sandlin Scholarship
 Frank Schrimsher Endowed Scholarship
 Mary Wiley Simpson Scholarship
 Ewell Smith Scholarship
 Gordon Terry Scholarship

Annual Scholarships

Athens Ladies Civitan Scholarship
 B.P.O.E - Huntsville Lodge No. 1648 Scholarship
 Allstate Brewer & Associates Scholarship
 Councilor John Rolfe Chapter Colonial Dames XVII Century #
 18 Scholarship
 Virginia Miller Dekle Scholarship
 Grady E. Easterling Excellence in the Sciences Scholarship
 John Colby Eledge Memorial Scholarship
 James Garino Scholarship
 Raymond & Oddlee Hamilton Scholarship
 Rev. Clarence Johnson Scholarship
 North Alabama International Trade Association Scholarship
 National Space Club Scholarship
 Pi Kappa Phi Annual Scholarship
 Redstone Federal Credit Union Scholarship
 Reliance Bank/J. Emmett McClary Scholarship
 Reliance Bank/Homer Dunnivant Scholarship
 Reliance Bank/Mary Ann T. Woodroof Scholarship
 WHNT Student Scholarship
 Wanda and Jerrod Young Scholarship

Alumni Annual Scholarships

Golf Scholarship

Alumni Endowed Scholarships

Dr. James Ballew Scholarship
 Judy Douthit Scholarship
 Mary Moore McCoy Scholarship
 Mary Moore McCoy/Exxon Scholarship
 Dr. Angie Nazaretian Scholarship
 Dr. Loraine Pabst Scholarship
 Louise Steele Scholarship
 Carlton Whitt Scholarship
 Geraldine Whitt Scholarship
 Vanity Tag Scholarship

UNIVERSITY SCHOLARSHIPS

Academic Scholarships
Athens State University Need Based Scholarship
Presidential Scholarships
Student Activities Leadership Scholarships
Athenian Newspaper Scholarships
J.J. & Dottie Donahue SGA President's Scholarship
Senior Adult Scholarship Program - State of Alabama
North Alabama International Trade Assoc. Scholarships
Redstone Federal Credit Union Scholarship
Phi Theta Kappa Scholarship
All-Alabama Team for the Alabama Community College System Scholarship

ACADEMIC POLICIES AND PROCEDURES

DEGREE OPTIONS

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

GENERAL EDUCATION (GEN. EDS) REQUIREMENTS (Curriculum Core Areas I-IV):

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

GENERAL UNIVERSITY REQUIREMENTS

A student expecting to receive a degree from Athens State University must start the graduation process at the beginning of the expected semester of graduation. Deadline dates are published in the schedule. A student must satisfactorily meet all University requirements and financial obligations before the degree is awarded.

Each student must meet all Athens State University financial obligations before the degree is awarded:

1. Thirty-three of the last thirty-nine semester hours of study or twenty-five percent of the degree requirements with Athens State University.
2. Complete a minimum of sixty semester hours at upper level college/university credit (300-400 level courses).
3. Complete a minimum of fifteen semester hours of upper (300/400) level coursework in his or her major at Athens State University, not including courses taken by consortium arrangement. School or departmental regulations may require more than fifteen semester hours of coursework in the major at Athens State University.
4. Complete all course requirements for major(s).
5. Complete all course requirements for minor (if applicable).
6. Complete all of the general education requirements for the degree.
7. Attain an overall grade point average of 2.0, a 2.0 on all coursework attempted at Athens State University and at least a 2.0 in the major field. School or departmental regulations may require more than a 2.0 grade point average (see major requirements in each discipline).
8. Complete the total degree requirements at a minimum of 124 semester hours.
9. Complete the teacher certification requirements (if applicable).
10. Apply no more than sixty-four semester hours of non-traditional/non-graded college credit applicable toward the degree.

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

ACADEMIC ADVISING

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

ACADEMIC CREDIT

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

Correspondence Credit

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

Continuing Education Units

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

ACADEMIC HONESTY

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

ACADEMIC DISHONESTY

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

A. Academic Dishonesty

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

1. **Plagiarism**-Plagiarism consists in taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. Examples of plagiarism include:
 - a. Submitting a term paper, examination, or other work created by someone else.
 - b. Failure to give credit in a footnote for ideas, statements of facts, or conclusions derived by another.
 - c. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof.
 - d. Close and extended paraphrasing of another.
2. **Cheating**-Cheating consists in the use of unauthorized notes, study aids, or information from another student or student's paper in an in-class examination; altering a graded work after it has been returned then submitting the work for regrading; and allowing another person to do one's work and to submit the work under one's name. This definition includes copying computer files or listings from another student. During examinations, cheating includes referring to information not specifically condoned by the instructor.
3. **Fabrication**-Fabrication consists in presenting data in a piece of work and failing to include a substantially accurate account of the method by which the data were generated or collected. Data gathered in accordance with guidelines defining the appropriate methods for collecting or generating data should be documented by a reference to the guidelines used. Fabrication specifically includes submission of data purporting to be the results of an experiment not actually performed by the student.
4. **Aiding and Abetting Dishonesty**-Aiding and abetting dishonesty includes the providing of material or information to another person with knowledge that these materials or information will be used improperly. This includes taking an examination or doing any work and submitting it under another student's name.
5. **Collusion**-Collusion consists in the unauthorized collaboration of students, one with another, in preparing work to be submitted.
6. **Unauthorized Possession or Disposition of Academic Materials**-Unauthorized possession or disposition of academic materials includes the selling or purchasing of examinations or other academic work, taking another student's academic work without permission, possessing examinations or other assignments not formally released by an instructor, and submitting the same paper for two or more different classes without the specific authorization of all instructors involved.

B. Corollary Actions

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

C. Procedural Steps

1. When an instructor sees cause to charge a student with academic dishonesty, the instructor will first discuss the matter with the student. The instructor will explain both the specific charge and the proposed penalty including any grade adjustment.
2. To facilitate consistency throughout the University in the application of sanctions for academic dishonesty, all instructors shall notify, in writing, the dean of the appropriate academic college and the chief academic officer for the University, of any academic penalty which has been imposed on a student for reasons of academic dishonesty. This notification shall occur within five (5) instructional days from the date of the alleged academic dishonesty.
3. Within 20 instructional days of the allegation of alleged dishonesty, the student may appeal the instructor's decision to the dean of the appropriate academic college. The dean of the appropriate academic college will confer with the student and the instructor in an attempt to reach an acceptable agreement. At that time, the dean of the appropriate academic college will present the student with a written statement of the charges and the proposed penalty. This notice will also inform the student of the right to appeal to the chief academic officer and the steps involved in that process if an agreement is not reached. A copy of this notice, along with supporting documentation, will be sent to the chief academic officer who will maintain records of all proceedings. If the dean of the appropriate academic college is the instructor who charges the student with academic dishonesty, then the dean of the appropriate academic college must appoint another faculty member from the college who will assume the duties of the dean of the appropriate college for the purposes of any action regarding this specific case.
4. If the charge is not resolved at the college level, the student may request an appeal at the University level within ten instructional days. Upon receipt of a written request from the student, the chief academic officer will appoint and convene a University-wide committee on academic honesty. This committee will consist of a minimum of two students, except those students involved in the case, and faculty from all colleges in the University, except those faculty directly involved in the case.
5. It is the responsibility of the committee to insure that the student's basic rights of due process are upheld. The accused student has the basic rights of:
 - a. proper written notification of the accusation including a complete explanation of the proposed penalties and the effect of such penalties on the student's academic life.
 - b. proper written notification of the time and place of any hearings held by the committee regarding the case.
 - c. fair hearings in the committee with the opportunity to meet the accuser and to hear all the materials being offered in evidence.
 - d. the opportunity to present evidence or witnesses.
 - e. the opportunity to appoint a faculty member, not serving on the committee, to be present during all committee meetings and to offer advice and counsel. This opportunity in no way precludes the student's right to retain other counsel.
 - f. a full explanation of all policies relating to the proceedings being brought against the student.

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

D. Academic Penalties

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

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

E. Possible Additional Penalties

The following is a list of penalties which may be imposed by the chief academic affairs, in addition to those imposed by the instructor or School Dean:

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

ACADEMIC HONORS AND AWARDS

Highest Scholastic and Outstanding Academic Achievements Awards

Graduates with outstanding academic achievements are recognized in the Spring of each year. To be eligible for nomination for special outstanding academic recognition students must have 18 semester hours credit in residence on record at Athens State University. All students in a given academic year are eligible for consideration.

President's List

The President's List is published each semester and includes the names of students who have attained a 4.0 grade point average on at least 12 semester hours of course work for that specific term. Transitional (non-collegiate level) courses carrying grades A-F will be calculated in the semester GPA. However, transitional courses will not count toward the minimum course load requirements.

Dean's List

The Dean's List is published each semester and includes the names of the students who have attained a 3.5 or above but below 4.0 on at least twelve semester hours of course work for a specific term. Transitional (non-collegiate level) courses carrying grades of A-F will be calculated in the semester GPA. However, transitional courses will not count toward the minimum course load requirements.

Degrees With Honor

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

Summa Cum Laude

Awarded to the student who earns a grade point average of 3.9 to 4.0 during his or her academic career.

Magna Cum Laude

Awarded to the student who earns a grade point average of 3.70 to 3.89 during his or her academic career.

Cum Laude

Awarded to the student who earns a grade point average of 3.50 to 3.69 during his or her academic career.

ACADEMIC RECORD

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

AUDITED COURSES

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

CATALOG REQUIREMENT

A student may complete requirements for graduation as specified in the Athens State University catalog for the year of entry provided he or she does so within a period of five years from the original date of entry. One exception to the previous statement is the College of Education. The student considering the B.S.Ed. degree should check the College of Education guidelines due to the "No

Child Left Behind Federal Act of 2001” which states the programs listed may have changed. A student who does not complete requirements for the undergraduate degree within a period of five years from the date of entry must adhere to the undergraduate requirements of the catalog under which they begin the sixth year of enrollment. This process is repeated every five years until the student graduates.

CHANGE OF MAJOR FORM

A Change of Major Form is the form that a student completes if they want to change what degree major or minor they are pursuing which can be downloaded from the Forms link located under the Admissions Link.

CLASS ATTENDANCE

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

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

CLASS HOUR LOAD

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

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

COURSE CANCELLATION

Athens State University reserves the right to cancel any course.

DIRECTED STUDY/RESEARCH COURSES

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

DISTANCE LEARNING

Athens State University offers a variety of courses in distance learning format through Blackboard. Students may apply for admission, register for classes, obtain financial aid information and attend classes online. The College of Business currently offers all of its majors online and many online courses are also offered through the College of Education and the College of Arts and Sciences. Students should consult an advisor or counselor before registering for an online course to ensure that they meet the specifications indicated by the necessary technology and also the course requirements. Requirements are posted online under Blackboard on the Athens State University website and a tutorial is available for the student to prepare for the course. All courses offered via a distance learning format meet the same requirements and quality standards, as those that are offered in the traditional classroom format. All services of the University are offered to Distance Learning students, as well as to those taking classes on campus, such as library services, bookstore services and available lab services.

NEW STUDENT ORIENTATION FOR ONLINE COURSES

Upon registration for their first semester, all students new to Athens State University will be automatically enrolled into a self-paced orientation to familiarize themselves with **Blackboard Learn** - the university’s primary platform for delivery of all online course content. While completion of this non-credit course is completely voluntary, it is highly recommended to all new students, especially those who may be intimidated by classroom technology or less confident in their computer skills.

For further information regarding distance learning, please consult the “[Online Degree Programs](#)” page on the ASU website. Students planning to enroll in distance learning classes should first complete the “Should I Take an Online Course” questionnaire and review the “[Helpful Hints](#)” document on the College of Business page of the ASU website.

INFORMATION FOR NEW STUDENTS REGARDING ONLINE TECHNOLOGY:

Blackboard Learn™ is a course management system used at Athens State University to provide online access to course materials for every course we offer, including traditional, distance, and blended courses. It provides online tools such as class email, chat, discussion boards, quizzes, etc., that instructors can use to facilitate Internet courses or enhance classroom courses. All active students are assigned a Blackboard Learn™ account.

If you plan to take a distance learning class, it is imperative that you become familiar with the Blackboard Learn™ software and understand procedures, computer requirements, and expectations before the start of your class. Please review the technical requirements, configuration settings and links to support resources available on the “[Blackboard](#)” page on the ASU website. A self-paced, non-credit orientation to Blackboard Learn™ will be available to all new students during their first semester. In addition, students can visit the [Blackboard On Demand Learning Center for Students](#) to watch short videos describing the features of Blackboard Learn™.

To access Blackboard Learn™, either:

- a. click on the “Blackboard” icon on the ASU home page, then click on “Login to Blackboard”, or
- b. type “<https://athens.blackboard.com>” into the address bar of your web browser and press the [Enter] key.

Your Blackboard username is your full ASU email address (*userid@my.athens.edu*) and your password is your PIN from your ASU Online account. To determine your ASU email address, log into your ASU Online account by clicking the “ASU Online” button on the ASU home page and use your Student ID for your username and your PIN for your password. Your email address can be found in the “Personal Information” section.

GRADING

Grading Policy

Letter grades of “A”, “B”, or “C” represent levels of accomplishment sufficient to allow students to make satisfactory progress toward graduation. “D” level work is considered inferior and the minimum-level accomplishment that will allow the students to continue their studies at Athens State University. A grade of “F” is assigned to the student who (1) fails to meet minimum course requirements, or (2) voluntarily discontinues class attendance without officially withdrawing. A grade of “W” will be assigned to a student who officially withdraws before a date that is two (2) weeks prior to the date established for the first final exam for the semester. Specific dates for withdrawal will be included in the schedule each semester. A “W” cannot be assigned after the official date established for withdrawal from a course. Absence from class does not constitute an official withdrawal. Students can initiate the withdrawal process by emailing the Office of Admissions at Drop.Admissions@athens.edu using their Athens State email account, by FAX, by downloading the drop form from the Athens State website, or by coming into the Admissions office. Information in the withdrawal request MUST include: Name; Student ID number; the course reference number, course abbreviation and number; and the instructor’s name. A reason for withdrawal from a course must be included. The instructor MUST be included as a “copy to” on the email. A “W” cannot be changed to a grade, nor can a grade be changed to a “W”. A student who enrolls in a course and does not complete the course will receive a grade of “F” unless this withdrawal process is followed.

Withdrawal from a class is not complete until the student has been cleared through the Office of Admissions. Special regulations pertain to those receiving veteran’s benefits or financial aid, and those individuals should confer with the Coordinator of Veteran’s Affairs or the Director of Student Financial Services prior to initiating a withdrawal action.

A grade of “I” (incomplete) will be given only under extenuating circumstances. To obtain an incomplete you must complete at least 50% of the work for a given class. If an “incomplete” is given, the time allotted for a student to complete the course is at the discretion of the instructor. However, a student receiving an “I” in any semester should be aware that the “I” must be completed before the end of the next semester. The Incomplete (“I”) automatically becomes an “F” unless extended by the instructor. For purposes of computation an “I” is always evaluated as “F” until a grade change is made.

Quality Points for Letter Grades

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

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

Grade Review

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

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

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

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

All appeals to the dean of the appropriate academic college or to the chief academic officer shall be answered by the respective dean in writing within 21 instructional days of receipt of the appeal by the student.

The appeal form may be obtained from the office of a dean of an academic college or from the office of the chief academic officer.

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

GRADUATION APPLICATION

To apply for graduation students must:

- Initiate the graduation process at the beginning of the semester they expect to graduate.
- Complete the Graduating Senior Exit Survey.
- Apply for graduation by completing the online Graduation Application.

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

GRADUATION COMMENCEMENT

Commencement ceremonies are held at regularly scheduled times as determined by the University.

PETITION FOR ADJUSTMENT OF CURRICULUM FORM

The following adjustments of a student's curriculum necessitate completion of a Petition for Adjustment of Curriculum Form which is available online:

1. Change of degree OR
2. Substitution for required course OR
3. Waiver of required course

REPEATED COURSES

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

SECOND (DOUBLE) MAJOR

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

SECOND DEGREE

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

STUDENT CLASSIFICATION

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

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

Non-Degree Seeking - Student not seeking a degree.

TESTING/ASSESSMENT

Students seeking admission to the Teacher Education Program will take the Alabama Prospective Teacher Test (APTT). There are three parts to the APTT, reading, writing, and mathematics. All three parts must be passed in order to apply for admission to TEP. The PRAXIS II Content Area/Subject Area test must be taken and passed prior to admission to internship/student teaching.

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

Athens State University honors credit earned through the College Level Examination Program (CLEP), provided appropriate scores are achieved. Students enrolling or enrolled at Athens State University who are interested in attempting the College Level Examinations should consult the Testing Coordinator.

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

Credit earned under the Defense Activity for Non-Traditional Education Support (DANTES), and the United States Armed Forces Institute (USAFI) may be granted by Athens State University.

Official transcripts of CLEP and DANTES scores must be mailed directly to the Office of Admissions.

WITHDRAWAL

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

Students can initiate the withdrawal process by emailing the Office of Admissions at Drop.Admissions@athens.edu using their Athens State email account, by FAX, by downloading the drop form from the Athens State website, or by coming into the Admissions Office. Information in the withdrawal request MUST include: Name; Student ID number; the course reference number, course abbreviation and number; and the instructor's name. A reason for withdrawal from a course must be included. The instructor MUST be included as a "copy to" on the email. Withdrawal from a class is not complete until the student has been cleared through the Office of Admissions. Special regulations pertain to those receiving veteran's benefits or financial aid, and those individuals should confer with the Coordinator of Veteran's Affairs or the Director of Student Financial Services prior to initiating a withdrawal action. A "W" cannot be changed to a grade, nor can a grade be changed to a "W."

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