THE PILOT

OFFICIAL STUDENT HANDBOOK
OF
ALABAMA STATE UNIVERSITY

Alabama State University

05052006
## TABLE OF CONTENTS

1. Foreword 6
2. Welcome 7
3. People to Know 8

   Academic Calendar 18
   Brief History of ASU 21

4. STUDENT LIFE 24
   The Division of Student Affairs 25
   Career Services 25
   University Counseling Center 25
   Learning Disabilities Services 26
   University Health Services Center 26
   Housing and Residential Life 27
   Minority and International Student Affairs 27
   John G. Garrick Hardy University Center and Student Activities 28
      Student Media 28
      Student Media Board 28
      *The Hornet Tribune* 29
      *Hornet* 30
      Requirements for *The Hornet Tribune* and the *Hornet* 30
   Traditions, Customs and Practices 32
      College Orientation 32
      University Fall Convocation 32
      Miss Alabama State University Court Coronation 33
      Homecoming 33
      Founders Day 33
      Parents Day 33
      Honors Day 33
      Commencement 33
      Hornet Pride 33
      Prohibited Practices 34
   Student Organizations 34
      Faculty and Staff Involvement in Student Organizations 34
      Requirements for Membership in a Student Organization 35
      Organizational Chartering 36
      Annual Registration for Student Organizations 36
      Responsibilities and Prohibited Practices for
         Student Organizations 37
   Student Government Association (SGA) 37
   Miss Alabama State University 37
   The Golden Ambassadors 38
   The University Cheerleaders 39
   Guidelines for Greek Letter Organizations 39
5. STUDENT RIGHTS AND RESPONSIBILITIES

Preamble
Student Responsibilities
Code of Conduct

Article I — Introduction
Article II — Zero Tolerance
  Alcohol Policy
  Alcohol Sanctions

Article III — Prohibited Conduct
  Prohibited Offenses against the University Community
  Prohibited Offenses against Individuals
  Prohibited Offenses against Property
  Other Prohibited Offenses

Article IV — Judicial Authority
  University Hearing Officer
Article V – Procedures and Student Rights Relating to
   The Adjudication of Student Misconduct  60
   Charges and Hearings 61
   Responsible Plea 62
   No Contest Plea 62
   Not Responsible Plea 62

Article VI – Sanctions 64
Article VII – Organization Misconduct 65
Article VIII – Summary Suspension 65
Article IX – Judicial Appeal Procedures 65
Article X – Student Grievance Procedure 66

6.  THINGS TO KNOW ABOUT ACADEMICS  68
   Registration 68
   Accurate Address Information 68
   Student Load 68
   Classification of Student 68
   Examinations, Grades & Grade Points 69
   Grade Point Average 69
   Withdrawal from Course 70
   Withdrawal from University 70
   Honors Program 70
   Air Force ROTC 71
   Academic Rights and Responsibilities 71
   Academic Dishonesty 71
   Procedures in a Case of Academic Dishonesty 72
   Academic Sanctions 72
   Academic Appeals Procedure 72
   Student Expectations of Faculty and Staff Members 73

7.  POLICY STATEMENTS  75
   University Policy on Non-Discrimination 75
   Policy on Gender Equity
      Definitions of Terms 76
      Filing A Title IX Grievance 76
   University Policy on Access to and Release of Student Records 78
   Committee on Privacy of Student Records 78
   University Policy on Sexually Transmitted Diseases 78
   University Policy on Acquired Immune Deficiency Syndrome (AIDS) 79
   University Policy Regarding Student Pregnancy 79
   University Policy on Sexual Assault and Rape 80
      Alabama State Criminal Laws 80
   University Policy on Sexual Harassment 81
      Sexual Harassment Defined 82
      Reporting Incidents of Sexual Harassment 82
      Investigating Reported Incidents of Sexual Harassment 82
University Policy on Absence Excuses 83
Drug-Free Campus and Workplace Policy 83
Drug Awareness Program 84
Sanctions Applicable to Students 84
Policy Dissemination and Evaluation 84

8. FEDERAL AND STATE POLICIES 87
   Drug Policy 87
     Federal Legal Sanctions Concerning Drugs and Alcohol 87
     Controlled Dangerous Substances 87
     Summary of State of Alabama Drug Laws 88
     Health Risks Associated With the Use of Drugs and Alcohol 88
     What Are The Effects Of Alcohol and Drug Use? 88
   Alabama Law Prohibiting Hazing 89
   Alabama Clean Indoor Air Act 90
   Montgomery City Noise Abatement 95
   Section 504 of the Rehabilitation Act of 1973 100
   Public Law 101-336 – The Americans with Disabilities Act of 1990 (ADA) 100

9. DEFINITIONS 101
10. NOTES 103
FOREWORD

The Division of Student Affairs is pleased to provide you with this newly revised student handbook -- The Pilot. This publication contains a new format and updated information for you, the student, relative to the rules and regulations and the customs and traditions of the University as well as some tips on the "right" way to perform your duties and responsibilities so as to successfully complete your courses of study in four to five years.

The Pilot is a return to the format that was successfully used during the restructuring of the University in the 1960s. This handbook contains information that will assist you in understanding the expectations of this University and to prepare you for the world of work. It will also serve as a resource to guide you to successful completion of your college career.

It is hoped that this handbook will be used to enhance your appreciation for the history of the University and improve your human relations skills in our global society.

Acknowledgment is also made to the several handbooks that were used in the compilation of this work--the Student Rights and Responsibilities Handbook, 1981-82; The Pilot, 1971-72; the legislative statutes; Montgomery City Council ordinances; and documents from other institutions whose ideas are incorporated in this edition.

As time passes, it is recognized that this handbook will be updated to meet the changing needs of the University and its student body. Members of the faculty, staff, administration and students are encouraged to make recommendations for these changes and improvements to the Office of Student Affairs, McGehee Hall, Room 108, by telephone at (334) 229-4241, or through the student affairs homepage (www.alasu.edu).

---

The Pilot is the official handbook for students. It contains information that will help students make wise choices and satisfactorily complete their courses of study in a timely manner. This handbook has been developed through the cooperation of faculty, staff, students, committees of the Faculty Senate, the President's Administrative Council and the Board of Trustees. We acknowledge the use of pertinent papers and other materials of professional organizations, state and federal governmental agencies and publications from other colleges and universities.

At the time of this printing, every effort has been made to describe accurately the services, rules and regulations and pertinent public laws affecting students; however, the University does not assume any responsibility for editorial or printing errors. Alabama State University reserves the right to change the contents of this handbook subject to circumstances or changes in the rules and regulations within the University, changes in the policies of the Board of Trustees and changes in public law. A copy of this handbook is available to each registered student through the Office of Student Affairs, McGehee Hall, Room 108. Questions or comments about The Pilot should be directed to that office. This is not a contractual document.
Dear Student:

On behalf of the faculty, staff, students and alumni of Alabama State University, it gives me great pleasure to welcome you and express how excited we are that you have chosen Alabama State University to continue your education.

Alabama State University is a community of learners committed to excellence and success. We believe that every student is an important member of the community and is to be respected and appreciated for his or her uniqueness. Learning is a lifelong process and the faculty and staff are here to assist you in participating in this process and reaching your educational goals. The process of learning is not confined to the classroom but is inherent in your everyday experience. Your classroom work, time spent in the library, informed group discussions, participation in clubs and organizations, attendance at workshops and seminars, and the development of interpersonal relationships that often become lifelong treasures are all components of the learning process. Everything you do while attending the University should be to enhance your learning and move you closer to your goals.

Your college experience will be filled with challenges that you will have to face and conquer. All the challenges you face will enhance your ability to be a productive member of society and make a worthy contribution to the world. I encourage you to take full advantage of all the opportunities that the University environment provides for learning and enjoying life as a student. This is the time for you to learn, question, research, and develop new ways of looking at yourself and at the world. There will be many demands for your time and you must decide how best to utilize your time and energy and make decisions that are in your best interest as a student. Your life at Alabama State University will be enhanced by your understanding and adherence to all of the University’s policies and procedures and by the relationship that you develop with the University.

Remember “EDUCATION IS A JOURNEY AND NOT A DESTINATION.” In order for you to get something out of this journey, you must be an active participant, giving of yourself and willing to serve others.

Sincerely,

Charles N. Smith
Vice President for Student Affairs
PEOPLE TO KNOW

ADMINISTRATIVE COUNCIL
OF THE UNIVERSITY

President
Dr. Joe A. Lee
130 Councill Hall

Vice President for Academic Affairs
Dr. Evelyn White
118 Councill Hall

Vice President for Fiscal Affairs
Mr. Freddie Gallot, Jr., Esquire
124 Councill Hall

Vice President for Student Affairs
Dr. Charles N. Smith
108 McGehee Hall

Vice President for Administrative Services
Dr. Leon Frazier
112 Councill Hall

Vice President for Institutional Advancement
Dr. William Brock, Sr.
301 Councill Hall

ACADEMIC AFFAIRS

Vice President for Academic Affairs
Dr. Evelyn White
118 Councill Hall

Assistant Vice President for Academic Affairs
Dr. Alfred Smith
118 Councill Hall

Dean, College of Education
Dr. Gwendolyn Trotter
235 Councill Hall

Acting Chair, Department of Health, Physical Education & Recreation
Dr. Patricia Floyd
W-243 Joe L. Reed Acadome
Chair, Department of Curriculum and Instruction  
Dr. Allen Stewart  
212 Councill Hall  
229-6829

Chair, Department of Foundations and Psychology  
Dr. Tina Vazin  
209 McGeehee Hall  
229-4853

Acting Chair, Department of Instructional Support Programs  
Dr. Allen Stewart  
212 Councill Hall  
229-6829

Dean, College of Arts and Sciences  
Dr. Thelma Ivery  
110-A Paterson Hall  
229-4316

Acting Chair, Department of History & Political Science  
Dr. Dorothy Autrey-Harris  
209 G. W. Trenholm Hall  
229-5144

Acting Chair, Department of Languages and Literatures  
Dr. Ralph Bryson  
314 McGeehee Hall  
229-4377

Chair, Department of Sociology and Criminal Justice  
Dr. Jerald Burns  
207 Beverly Hall  
229-4366

Department of Physical Sciences  
Dr. Thelma Ivery  
314 Science Building  
229-4458

Chair, Department of Mathematics and Computer Science  
Dr. Wallace Maryland  
104 Science Building  
229-4465

Chair, Department of Communications  
Dr. Ayoleke Okeowo  
529 Levi Watkins Learning Center  
229-4493

Chair, Department of Biological Sciences  
Dr. Karyn Scissum-Gunn  
12 Science Building  
229-4467
Interim Chair, Department of Social Work
Ms. Voncile Gowdy
105 Beverly Hall

Dean, College of Business Administration
Dr. Percy J. Vaughn, Jr.
201 Business Administration

Chair, Department of Accounting and Finance
Dr. Jean G. Crawford
112-D Business Administration

Chair, Department of Business Administration
Dr. Robin Self
311 Business Administration

Acting Chair, Department of Computer Information Systems
Dr. Kamal K. Hingorani
209-D Business Administration

Dean, College of Visual and Theatre Arts
Vacant

Acting Chair, Department of Music
Dr. Pamela Burns
103 Tullibody Music Hall

Chair, Arts Department
Mr. Stephen C. Cappelli
207 Tullibody Fine Arts Center

Chair, Theatre Department
Dr. Tommie Stewart
202 Tullibody Fine Arts Center

Dean, University College
Dr. Evelyn Hodge
101 G. W. Trenholm Hall

Chair, Department of Advancement Studies
Dr. Ann Marie Depas-Orange
147 Paterson Hall

Acting Chair, Department of Humanities
Dr. David A. Iyegha
106 G. W. Trenholm Hall
Acting Chair, Department of Mathematics and Science
Dr. Sandra Walker
310 Science Building

Dean, School of Graduate Studies
Dr. Nathaniel Sheppard
106 Councell Hall

Dean, College of Health Sciences
Dr. Denise Chapman-Winn
101-B John L. Buskey Health Sciences Center

Chair, Department of Physical Therapy
Dr. Senobia Crawford
108-B John L. Buskey Health Sciences Center

Chair, Department of Health Information Management
Ms. Nina Vick-Abro
201-B John L. Buskey Health Sciences Center

Acting Chair, Department of Occupational Therapy
Dr. Angela Davis
211-B John L. Buskey Health Sciences Center

Commander, AFROTC Det. 019
Lt. Col. Kenneth Singleton USAF
115 Paterson Hall

Director, Libraries and Learning Resources
Dr. Janice R. Franklin
200 Levi Watkins Learning Center

Director, Academic Advisement Center
Mrs. Mary P. Mitchell
200 G. W. Trenholm Hall

Acting Director, Admissions and Recruitment
Dr. Martha Pettway
Kilby Hall

Assistant Director, Continuing Education
Dr. Willie Thomas
1030 West University Drive
Director, Instructional Development Center
Dr. Lisa James
203 Levi Watkins Learning Center

Director, Records and Registration
Mrs. Ruby Wooding
27 Councill Hall

Director, Testing Center
Mrs. Peggy Jones
105 McGehee Hall

FISCAL AFFAIRS
Vice President for Fiscal Affairs
Mr. Freddie Gallow, Jr., Esquire
124 Councill Hall

Assistant Vice President for Fiscal Affairs/Comptroller
Ms. Angela Dixon
128 Councill Hall

Director of Financial Aid
Mrs. Dorenda Adams
#1 G. W. Trenholm Hall

Budget Director
Mr. Rick Arrington
124 Councill Hall

Director, Payroll
Mrs. Debra McDaniel
14 Councill Hall

Director, Student Accounts
Mrs. Arnetta Arnell
16 Councill Hall

Bursar
Mrs. Luellen Peagler
22 Councill Hall

STUDENT AFFAIRS
Vice President for Student Affairs
Dr. Charles N. Smith
108 McGehee Hall
Assistant Vice President for Student Affairs  
Mr. Rick Drake  
108 McGehee Hall  
229-5104

Director, University Counseling Center  
Mrs. Jessyea M. Darrington  
109 McGehee Hall  
229-4382

Director, J. G. Hardy University Center/Student Activities  
Mr. Keith Edwards  
2nd Floor, University Center  
229-4151

Director, Minority & International Student Affairs  
Dr. Stephen Havron  
Suite 106, University Center  
229-4713

Director, Housing and Residential Life  
Mrs. Gloria Julius  
Dorm-A Peyton Finley  
229-4860

Director, Health Services  
Mrs. Gwendolyn Mann  
Simpson Hall Basement  
229-4436

Director, Career Services  
Ms. M. Kathryn Williams  
Kilby Hall  
229-4156

ADMINISTRATIVE SERVICES  
Vice President for Administrative Services  
Dr. Leon Frazier  
112 Councill Hall  
229-6994

Assistant Vice President for Administrative Services  
Mr. Willie McCladdie  
112 Councill Hall  
229-6995

Director, MIS and Academic Computing  
Mr. Larry Cobb  
315 Councill Hall  
229-4560

Director, Joe L. Reed Acadome  
Mr. James Parker  
W-235 Joe L. Reed Acadome  
229-4529
Director, Purchasing
Mrs. Antoinette Smith 229-4406
Physical Plant Building

Director, Graphic Services
Mr. Gerald L. Cobb 229-4216
12 Beverly Hall

Acting Director, Inventory Control
Mr. Stratford Moore 229-7460
Physical Plant Building

Director, Transportation
Mr. Lewis Black 229-4413
Physical Plant Building

Acting Director, Physical Plant
Mr. Dorsey Smith 229-6955
Physical Plant Building

Acting Chief of Police
Mrs. Vicki Arrington 229-4400
Beverly Hall Basement

Telecommunications
Ms. Mary Winston 229-4100
35 Council Hall

INSTITUTIONAL ADVANCEMENT

Vice President for Institutional Advancement
Dr. William Brock, Sr. 229-4431
301 Council Hall

Director, Development
Dr. William Brock, Sr. 229-4431
301 Council Hall

Director, Title III
Mr. Marcus Bell 229-4429
16 Beverly Hall

Director, Grants and Contracts
Vacant 229-6974
335 Council Hall
Director, Alumni Relations
Mr. Remwick Jones 229-4280
1023 Tuscaloosa Street

SPECIAL ASSISTANT TO THE PRESIDENT
EXECUTIVE DIRECTOR OF MARKETING
& COMMUNICATIONS
Mr. John F. Knight, Jr. 229-4286
119 Council Hall

Director of University Relations
Ms. Janel Bell 229-4238
312 Council Hall

Center for Leadership & Public Policy
Dr. Bernadette Chapple 229-6020
Incubator, 600 South Court Street

SPECIAL ASSISTANT TO PRESIDENT FOR
DEVELOPMENT/FEDERAL & STATE RELATIONS
Mr. Ron Dickerson 229-5056
Buskey Building

ATHLETICS
Director of Athletics
Mr. Patrick Carter 229-4507
W-222 Joe L. Reed Acadome

Head Football Coach
Mr. Charlie Coe 229-4444
Football Complex

Men’s Basketball Coach
Mr. Lewis Jackson 229-4635
W-217 Joe L. Reed Acadome

Women’s Basketball Coach
Mrs. Freda Freeman-Jackson 229-4509
W-218 Joe L. Reed Acadome

Women’s Softball Coach
Ms. Telma O’Neal 229-4503
Lockhart Gym
Baseball Coach
Mr. Larry Watkins 229-4228
1004 University Drive

Women’s Soccer Coach
Mr. Kendall Phillips 229-7639
W-225 Joe L. Reed Acadome

Bowling Coach
Ms. Shenetria Wyche 229-7626
W-225 Joe L. Reed Acadome

Volleyball Coach
Ms. Sonia Price 229-7618
Lockhart Gym

Tennis Coach
Mr. Bernard Sewell 229-4581
Tennis Center

Track Coach
Mr. Horace Crump 229-4583
Tennis Center

Golf Coach (Part-time)
Mr. Bennie Loftis 229-4558
1004 University Drive

Director, Personnel and Human Relations
Mr. Olan L. Wesley 229-4667
1 Council Hall

Director, Institutional Research
Ms. Brenda Bryant 229-6859
16 Beverly Hall
BOARD OF TRUSTEES

GOVERNOR BOB RILEY, President
Montgomery

ELTON DEAN, Chair
Montgomery

CATHERINE W. WRIGHT, Vice Chair
Montgomery

JAMES C. COX
Bay Minette

OSCAR CRAWLEY
Lanett

BUFORD CRUTCHER
Huntsville

THOMAS H. FIGURES
Mobile

BOBBY JUNKINS
Gadsden

LAWRENCE J. LEMAK
Birmingham

PATSY B. PARKER
Opelika

JOE L. REED
Montgomery

MARVIN WIGGINS
Greensboro

HERBERT YOUNG
Hoover
# Academic Calendar

## Fall Semester 2005

<table>
<thead>
<tr>
<th>Event</th>
<th>Day(s)</th>
<th>2006-2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/Testing/New Student Registration</td>
<td>Sunday-Friday</td>
<td>August 13-18</td>
</tr>
<tr>
<td>Faculty Conference</td>
<td>Wednesday</td>
<td>August 16</td>
</tr>
<tr>
<td>General Registration</td>
<td>Monday-Tuesday</td>
<td>August 21-22</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Wednesday</td>
<td>August 23</td>
</tr>
<tr>
<td>Late Registration Begins</td>
<td></td>
<td>August 23–September 28</td>
</tr>
<tr>
<td>Notification of Intent to Complete Graduation Requirements – Spring Semester 2006 (Filing for Graduation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day to Validate and Complete Registration, including fee assessment, adding classes and validation</td>
<td>Friday</td>
<td>August 25</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Monday</td>
<td>September 4</td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive 80% Refund</td>
<td>Tuesday</td>
<td>September 12</td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive 60% Refund</td>
<td>Tuesday</td>
<td>September 19</td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive 40% Refund</td>
<td>Tuesday</td>
<td>September 26</td>
</tr>
<tr>
<td>Last Day to Pay Promissory Notes in Full or Fall Registration Will Be Canceled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University-Wide Fall Convocation – 11 a.m.</td>
<td>Thursday</td>
<td>September 28</td>
</tr>
<tr>
<td>Mid-Semester Examinations</td>
<td>Monday-Friday</td>
<td>October 9-13</td>
</tr>
<tr>
<td>Last Day to Apply for Admission to Spring Semester 2006 Student Teaching</td>
<td>Friday</td>
<td>October 13</td>
</tr>
<tr>
<td>Student Instructional Report (SIR) Surveys</td>
<td>Monday-Friday</td>
<td>October 16-20</td>
</tr>
<tr>
<td>Last Day to Drop Courses</td>
<td>Tuesday</td>
<td>October 19</td>
</tr>
<tr>
<td>Last Day to Register for Graduate Comprehensive Exam</td>
<td>Friday</td>
<td>November 3</td>
</tr>
<tr>
<td>Advisement Week</td>
<td>Monday-Friday</td>
<td>November 6-10</td>
</tr>
<tr>
<td>Graduate Comprehensive Exam</td>
<td>Saturday</td>
<td>November 11</td>
</tr>
<tr>
<td>Early Registration: Non-Center Advisees</td>
<td>Monday-Tuesday</td>
<td>November 13-14</td>
</tr>
<tr>
<td>Thanksgiving – Homecoming</td>
<td>Wednesday Noon-Sunday</td>
<td>November 22-26</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Monday 8 a.m.</td>
<td>November 27</td>
</tr>
<tr>
<td>Early Registration: Advisement Center Advisees</td>
<td>Monday-Friday</td>
<td>November 27-December 1</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Friday</td>
<td>December 8</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Saturday-Thursday</td>
<td>December 9-14</td>
</tr>
<tr>
<td>End of Semester</td>
<td>Friday</td>
<td>December 15</td>
</tr>
<tr>
<td>Deadline for Grades</td>
<td>Monday</td>
<td>December 18</td>
</tr>
</tbody>
</table>

## Spring Semester 2006

<table>
<thead>
<tr>
<th>Event</th>
<th>Day(s)</th>
<th>2006-2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/Testing/New Student Registration</td>
<td>Wednesday and Thursday</td>
<td>January 4-5</td>
</tr>
<tr>
<td>Faculty Conference</td>
<td>Thursday</td>
<td>January 4</td>
</tr>
<tr>
<td>General Registration</td>
<td>Friday-Monday</td>
<td>January 5 &amp; 8</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tuesday</td>
<td>January 9</td>
</tr>
<tr>
<td>Late Registration Begins</td>
<td>Monday</td>
<td>January 15</td>
</tr>
<tr>
<td>Martin Luther King Holiday</td>
<td>Tuesday</td>
<td>January 16</td>
</tr>
<tr>
<td>Last Day to Validate and Complete Registration, including fee assessment, adding classes and validation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive 80% Refund</td>
<td>Tuesday</td>
<td>January 23</td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive 60% Refund</td>
<td>Tuesday</td>
<td>January 30</td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive 40% Refund</td>
<td>Tuesday</td>
<td>February 6</td>
</tr>
<tr>
<td>Event</td>
<td>2006-2007</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>Last Day to Pay Promissory Notes in Full or Spring Registration Will Be Canceled</td>
<td>Tuesday, February 6</td>
<td></td>
</tr>
<tr>
<td>Founder's Day Convocation</td>
<td>Friday, February 9</td>
<td></td>
</tr>
<tr>
<td>Mid-Semester Exams</td>
<td>Monday-Friday, February 26-March 2</td>
<td></td>
</tr>
<tr>
<td>Last Day to Register for Comprehensive Exam</td>
<td>Friday, March 2</td>
<td></td>
</tr>
<tr>
<td>Last Day to Drop Courses</td>
<td>Tuesday, March 6</td>
<td></td>
</tr>
<tr>
<td>Graduate Comprehensive Exam</td>
<td>Saturday, March 10</td>
<td></td>
</tr>
<tr>
<td>Student Instructional Report (SIR) Surveys</td>
<td>Monday-Friday, March 12-30</td>
<td></td>
</tr>
<tr>
<td>Student Teaching: Preliminary Application and Information Semester – Fall/Spring Prospective Candidates</td>
<td>Friday, March 16</td>
<td></td>
</tr>
<tr>
<td>Spring Holidays</td>
<td>Monday-Sunday, March 19-25</td>
<td></td>
</tr>
<tr>
<td>Classes Resume</td>
<td>Monday 8 a.m., March 26</td>
<td></td>
</tr>
<tr>
<td>Advisement Week</td>
<td>Monday-Friday, March 26-30</td>
<td></td>
</tr>
<tr>
<td>Early Registration: Non-Center Advisees</td>
<td>Monday-Tuesday, April 2-3</td>
<td></td>
</tr>
<tr>
<td>Early Registration: Advisement Center Advisees</td>
<td>Monday-Friday, April 9-13</td>
<td></td>
</tr>
<tr>
<td>Honors Convocation</td>
<td>Friday, April 13</td>
<td></td>
</tr>
<tr>
<td>Last Day for Submission of Thesis to Graduate School</td>
<td>Monday, April 16</td>
<td></td>
</tr>
<tr>
<td>Final Exams for Spring Candidates for Graduation</td>
<td>Thursday-Saturday, April 19-21</td>
<td></td>
</tr>
<tr>
<td>Candidates for Spring Graduation Grades Due</td>
<td>Monday, April 23</td>
<td></td>
</tr>
<tr>
<td>Final Day for Academic Clearance Candidates for Spring Graduation</td>
<td>Friday, April 27</td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Saturday-Thurday, April 28-May 3</td>
<td></td>
</tr>
<tr>
<td>Final Exams</td>
<td>Saturday, May 5</td>
<td></td>
</tr>
<tr>
<td>Commencement/Semester Ends</td>
<td>Monday, May 7</td>
<td></td>
</tr>
<tr>
<td>Deadline for Grades</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUMMER SEMESTER 2006**

<table>
<thead>
<tr>
<th>Event</th>
<th>2006-2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/Testing/New Student Registration</td>
<td>Tuesday-Wednesday, May 22-23</td>
</tr>
<tr>
<td>General Registration</td>
<td>Thursday-Friday, May 24-25</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 28</td>
</tr>
<tr>
<td>Notification of Intent to Complete Graduation Requirements – Summer Term 2006 (Filing for Graduation)</td>
<td>Monday, May 29-June 3</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Tuesday, May 29</td>
</tr>
<tr>
<td>Late Registration Begins</td>
<td></td>
</tr>
<tr>
<td>Last Day to Validate and Complete Registration, including fee assessment, adding classes and validation</td>
<td>Wednesday, May 30</td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive 80% Refund</td>
<td>Wednesday, May 30</td>
</tr>
<tr>
<td>Last Day to Withdraw and Receive 60% Refund</td>
<td>Friday, May 15</td>
</tr>
<tr>
<td>Last Day to Pay Promissory Notes in Full or Summer Registration Will be Canceled</td>
<td>Friday, June 15</td>
</tr>
<tr>
<td>Deadline for Applications to Admission to Teacher Education</td>
<td>Wednesday, June 20</td>
</tr>
<tr>
<td>Graduate Comprehensive Examination</td>
<td>Saturday, June 23</td>
</tr>
<tr>
<td>Midterm Exams</td>
<td>Monday-Friday, June 25-June 29</td>
</tr>
<tr>
<td>Advisement Week</td>
<td>Wednesday-Thursday, June 27-July 5</td>
</tr>
<tr>
<td>Last Day to Apply for Admission to Fall Semester 2006 Teaching</td>
<td>Friday, June 29</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>Wednesday, July 4</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Last Day to Drop Courses</td>
<td>July 3</td>
</tr>
<tr>
<td>Early Registration: Non-Center Advisees</td>
<td>July 5-6</td>
</tr>
<tr>
<td>Session I – Pre-College Orientation</td>
<td>July 8-11</td>
</tr>
<tr>
<td>Early Registration: Advisement Center Advisees</td>
<td>July 16-17</td>
</tr>
<tr>
<td>Final Exams for Candidates for Graduation</td>
<td>July 18-19</td>
</tr>
<tr>
<td>Candidates for Graduation Grades Due</td>
<td>July 20</td>
</tr>
<tr>
<td>Last Day for Academic Clearance (Candidates for Graduation)</td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td></td>
</tr>
<tr>
<td>Final Exams</td>
<td></td>
</tr>
<tr>
<td>Commencement / Summer Term Ends</td>
<td></td>
</tr>
<tr>
<td>Deadline for Grades</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>Thursday-Friday</td>
<td></td>
</tr>
<tr>
<td>Sunday-Wednesday</td>
<td></td>
</tr>
<tr>
<td>Monday-Tuesday</td>
<td></td>
</tr>
<tr>
<td>Wednesday-Thursday</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>July 25</td>
</tr>
<tr>
<td>Thursday-Friday</td>
<td>July 26-27</td>
</tr>
<tr>
<td>Saturday</td>
<td>July 28</td>
</tr>
<tr>
<td>Monday</td>
<td>July 30</td>
</tr>
</tbody>
</table>
Brief History of ASU

Alabama State University, located in Montgomery, Alabama was originally founded in 1867 in Marion, Alabama as the Lincoln Normal School. Although in its early years ASU was a teacher-training institution, today it offers more than 50 courses of study through its eight academic units -- University College, College of Arts and Sciences, College of Health Sciences, College of Education, College of Business Administration, School of Music, Division of Aerospace Studies and School of Graduate Studies.

This dynamic full-service institution offers academic programs that range from the four-year bachelor’s degree, the master’s degree and the education specialist degree. In the summer of 1993, the university was authorized to offer doctoral degree programs by the Alabama Commission on Higher Education.

ASU is a publicly supported, coeducational institution with a statewide mission. Its major commitments are to quality programs of undergraduate and graduate instruction, residential life, continuing education, public service and research provided at the most reasonable cost to individual students and taxpayers.

With a mission of developing students’ intellectual skills as well as their social, moral, cultural and ethnic values, ASU is committed to meeting the ever-changing needs of its students and retaining the solid backbone of the traditional college education.

The university has undergone tremendous growth in recent years. The current enrollment is 5,500.

FACTS ABOUT ASU

Date Established: 1867
Type of Institution: 4-year Public Institution
Accreditation: Alabama State University is accredited by the Commission on Colleges and Schools to award degrees at the associate, bachelor, master, doctorate and specialist levels.
Degrees Offered: Bachelor of Arts (B.A.), Bachelor of Science (B.S.), and Bachelor of Music Education (B.M.E.), Bachelor of Social Work (B.S.W.), Master of Arts (M.A.), Master of Science (M.S.) Master of Education, (M.Ed.), Education Specialist (Ed.S.), Doctor of Physical Therapy (D.PT), Doctor of Education (Ed.D).
Traditions: College Orientation, Fall Convocation, Miss Alabama State University Court Coronation, Homecoming, Founders Day, Parents Day, Honors Day and Commencement

Colors: Old Gold and Black

Mascot: Hornet
STUDENT LIFE
(Picture)
Student Life

In his book "College: The Undergraduate Experience in America," Ernest L. Boyer stated:

"The undergraduate college should be held together by something more than plumbing, a common grievance over parking, or football rallies in the fall. What students do in dining halls, on the playing fields, and in the rathskeller late at night all combine to influence the outcome of the college education, and the challenge, in the building of community, is to extend the resources for learning on the campus and to see academic and nonacademic life as interlocked."

Students then, as now, were encouraged to view life both inside and outside the classroom setting as inseparable. The multitude of activities, programs, resources, facilities and offices within the Division of Student Affairs offers opportunities for students to bridge classroom learning with nontraditional academic experiences. At ASU, the Division of Student Affairs is organized into departments with responsibilities for specific aspects of student life.
THE DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is an integral part of the University's structure that helps students grow and develop from the beginning to the end of their enrollment. The aims of the division are (1) to enhance the welfare of students; (2) to assist in the "holistic" development of students by providing powerful learning connections between curricular and co-curricular activities; and (3) to provide teaching and learning experiences which foster an educational environment conducive to the development of cultural and ethical values and an appreciation and respect for student diversity. The Division of Student Affairs performs its functions through the following six departments.

CAREER SERVICES CENTER

The Career Services Center, located in Kilby Hall, is designed for all students and focuses on their academic and career development. The Career Center provides comprehensive career counseling and development, a career resource center, cooperative education and internship program, employment opportunities and referral services for both students and graduates of ASU. In light of growing competition at the national level for jobs after college, students are encouraged to take advantage of the Career Center as early as the freshman year.

The Career Services Center staff stays abreast of career trends and development in the career world, inclusive of employers' expectations, top jobs in demand and expected salaries for occupations. With the help of experienced career counselors, students can obtain a tailor-made career package with their interest at heart. Students can obtain information on how to choose a major and how to develop realistic career goals. Other programs include resume and letter writing, interview techniques, job and teacher fairs, business and table etiquette workshops, mentor and mock interviews, and on-campus interviews.

The Cooperative Education and Internship program is offered through the Career Services Center. Cooperative Education is a plan whereby college students alternate periods of formal classroom study with on-the-job work experience.

UNIVERSITY COUNSELING CENTER

With the guidance of experienced professional counselors, the Counseling Center located in McGehee Hall Room 109 assists students with educational, social, emotional, and personal concerns that may interfere with their academic achievement and personal development. The Counseling Center assists students who need extensive psychological counseling by referring them to the appropriate mental health agency for evaluation and treatment. Additional services include individual and group counseling on a wide variety of topics, such as eating disorders, relationship concerns, issues relating to sexuality, test anxiety and family matters. Students may access services via referrals, walk-ins or appointments, free of charge.

The Counseling Center administers other programs including (1) College Orientation; (2) Commuter Student Association; (3) Alcohol and Drug Awareness Program; (4) Americans With Disabilities Act (ADA); (5) Counselors-In; (6) Supervised Practicum Internship; (7) Anger
Management; and (8) 24-hour On-Call Crisis Counseling. The Center is also responsible for the management of the Class Attendance Policy which is described in another section of this handbook.

LEARNING DISABILITIES SERVICES

Alabama State University offers a variety of support services for students with disabilities. These services are provided to help students make the best possible use of the University’s comprehensive academic resources. Students with disabilities are encouraged to become active participants in the University community and to develop a sense of independence that will help them gain the leading edge when entering the job market. We are further committed to the identification and removal of any and all existing barriers that prevent disabled students from enjoying rights and privileges, advantages or opportunities enjoyed by non-disabled students.

➢ Special instructions are provided during orientation sessions that occur at the beginning of each semester.
➢ In the event a student with a disability finds that an academic program is located in an inaccessible facility, he or she should report it to the office of the dean of his or her college or academic unit. The dean will work with appropriate campus officials to effect reasonable accommodations.
➢ In order to receive ADA accommodations, you must present current documentation of your disability to the ADA liaison located in the University Counseling Center, 109 McGhee Hall, (334) 229-4382.
➢ If you are a student who requires disability accommodations (physical, learning, psychological) you must report these needs to the ADA liaison in the University Counseling Center along with current documentation of your disability and your class schedule. Reasonable accommodations will be provided based on the documentation submitted and services that are available.
➢ Students requesting disability accommodations should report to the University Counseling Center no later than two (2) weeks after classes begin, presenting a copy of your class schedule, names of your instructors and copies of your disability documentation(s).
➢ It is the responsibility of the student to notify the ADA Liaison in the University Counseling Center of any special needs you have or services you require. It is also the responsibility of the student to follow up to ensure that your special needs are being accommodated.

UNIVERSITY HEALTH SERVICES CENTER

The University Health Services Center, located in the basement of Simpson Hall, provides high-level quality care to students based on individualized needs that are cost effective. No appointments are necessary. All patient medical information is confidential and cannot be shared without the student’s written authorization. The Center is staffed with licensed health care professionals who are competent in providing care to sick and injured students. In order to be seen by the physician or the nurse, students must have a validated student identification card
for each visit. In the event of an emergency, when the Center is closed, students living on campus should notify their residence hall supervisor on duty or campus police. Those students who live off campus and require emergency medical attention should call 911 or report to Jackson Hospital, and request the University Physician.

The health care provider determines medical excuses for class absentees and they are not given simply because you visit the Center. Students are urged to attend class and visit the Center between classes when possible. The charge for medicines and supplies are billed to the student’s account. Any surgical procedure performed outside of the University Health Center should be followed-up with the physician who performed the procedure.

University Health Services provide free ongoing informal educational programs. These programs are presented to promote wellness, prevent illness and maintain health of the campus population.

Upon completion of registration to the University, all undergraduate and graduate students are automatically covered under a group sickness and accident insurance policy. This policy may not cover the total hospital cost. Under such conditions, the student is responsible for any excess in hospital charges. The policy also carries a $5,000 life insurance benefit and a $10,000 accidental death benefit. Students should complete appropriate documents in the Health Center for the life insurance beneficiary.

**HOUSING AND RESIDENTIAL LIFE**

Housing and Residential Life is located in Peyton Finley in Building “A.” Residential living at ASU is an integral part of student life. Residence halls are designed to complement a living and learning atmosphere. Through residence hall councils, men and women have opportunities to participate in self-governance and in co-curricular educational and social programs. Because on-campus housing is at a premium, it is important to apply early for one of 11 halls on campus. For information on residence hall policies, consult the Residence Hall Handbook and the Housing Contract. Each residence hall student is required to pay a room deposit and submit an application each academic year.

**MINORITY AND INTERNATIONAL STUDENT AFFAIRS**

Alabama State University strives to provide equal opportunity for all students and to foster an environment conducive to respect and appreciation of racial, ethnic and cultural diversity. Students whose racial heritage is not Black/African-American presently constitute a minority group at ASU. Through the office of Minority and International Student Affairs, located in Room 6 of the John Garrick Hardy University Center, programs and opportunities are established to meet the unique challenges and concerns these students may have.

The office provides services for international students in making the adjustment to ASU, including assistance on matters concerning the maintenance of their student status with the U.S. Department of Homeland Security. In addition, service is provided to international students in adjusting to problems relating to instruction, career goals, financial matters, and interpersonal
and intergroup relations toward the goals of continuing enrollment as ASU and successfully completing a degree program. Through the International Students Association, programs are implemented to stimulate sensitivity toward minimizing racial, ethnic and cultural biases. The office is also responsible for the National Student Exchange Program.

JOHN G. HARDY UNIVERSITY CENTER AND STUDENT ACTIVITIES

The John G. Hardy University Center Director's Office is located on the 2nd floor, room 1. The University Center accommodates social and cultural events and banquets sponsored by various organizations. The attire ranges from informal to formal. The John G. Hardy University Center houses the following offices: Office of Student Activities, Student Media, Miss ASU and Court, University Hearing Officer, Minority and International Student Affairs, Alabama Room, ALAR Room, Sports Page, Student Government Association, University Post Office and Dining Hall.

The Office of Student Activities is located in the John G. Hardy Center. The Coordinator of Student Activities' Office is located on the 2nd floor, room 3, and the Assistant Coordinator is located on the 1st floor. The Office of Student Activities is considered the focal point of student life outside the classroom and laboratory setting. The Office of Student Activities assists students in their growth and development through a variety of planned social, recreational, volunteer and cultural activities. Additionally, opportunities are provided to promote individual initiative, leadership skills and personal character. Movies are shown regularly under the supervision of the Office of Student Activities. The Office of Student Activities coordinates and lends support to numerous organizations registered with ASU in planning, executing and evaluating student-sponsored events and activities.

STUDENT MEDIA

The Hornet Tribune (student newspaper) and HORNET (the student yearbook) shall be under the management and control of the Student Media Board. Though both publications are subsidized by the university, it is the intent that both be free of censorship.

STUDENT MEDIA BOARD

The Student Media Board membership consists of:

- Three members of the faculty (two Faculty-at-Large and one faculty from Department of Communications), one of whom shall serve as the chairperson;
- Six student members: Student Government Association President, Chief Editor of Yearbook, Chief Editor of Newspaper, two Student Reps from each medium, and Student Business Manager;
- Ex officio members: Vice President of Student Affairs, University Comptroller, and Coordinator of Student Media, and
- Professional Journalist: One member of the working press from a commercial newspaper or television station.

Except for those who are ex officio, all members and the chairperson are appointed by the president of the University upon the recommendation of the vice president for student affairs for
a term of one year. Appointments are made during the spring semester for the succeeding year. Vacancies shall be filled in the manner of original selection. All members, including the ex officio, shall have a vote providing that no member shall vote on the matter of his or her own nomination for reappointment or his or her removal. Each student publication has a faculty adviser who shall be appointed by the vice president for student affairs.

The Student Media Board shall:

1. Approve the written publications policy of each student publication including such items as purpose, size, quantity, quality controls and time, place and manner of distribution;
2. prepare for consideration by the president a proposed budget for each student publication;
3. recommend for consideration by the president contractual relationships for printing, photography, advertising and other services;
4. set qualifications for and, upon nomination by the adviser of the publication, appoint the editor of each publication who shall serve for a one-year term;
5. set qualifications for and appoint staff members for each publication upon nomination of its editor with concurrence of its adviser, and remove any of these staff members at its discretion; and
6. During the fall of the year sponsor a seminar on reporting, editing and other journalistic techniques.

The Student Media Board may remove any member of the staff of a student publication when, in its judgment, the staff member fails to meet established expectations.

HORNET TRIBUNE

The Hornet Tribune editor shall have the option, but is not required, to secure advanced approval of copy by the adviser. The editor is free to develop his or her own editorial policies and news coverage. The editor should recognize the limits of good taste as a member of the University community.

It is the responsibility of the editor to verify the accuracy of all printed matter and to recognize that he or she will be subject to the legal problems that may arise from improper reporting of news.

In subsidizing The Hornet Tribune through the Student Media Board, the University expects the newspaper to maintain the following three standards of performance:

1. Keep students informed of the routine but important matters on campus.
2. Report accurately and fairly the newsworthy campus events.
3. Investigate important news events and ensure they are actually reported on the editorial pages with additional or necessary comments that add clarity and full understanding of the facts.
Since *The Hornet Tribune* is not an "official" organ of the University, the Student Media Board shall cause to be inserted in the masthead a standing and distinct disclaimer indicating that the views expressed are not necessarily those of the University but rather are those of the named student author, editor or board of editors. In setting qualifications for the editor of the newspaper, the board shall include a sufficiently high academic average or the successful completion of a basic journalism course or both. To ensure that the newspaper is not overwhelmed by ineptitude and inexperience, the board shall require the use of an experienced adviser. In order to meet responsible standards of journalism, an adviser may require changes in the form of materials submitted by students, but such changes must deal only with the form or the time and manner of expressions rather than alteration of its content.

**THE HORNET**

The *Hornet* yearbook is a student medium with responsibility to the University community. A major pictorial chronology of the University and its activities for an entire year, the *Hornet* yearbook serves as a point of reference for history. Published in a 9½ x 12-inch format, the *Hornet* yearbook combines the best techniques of print journalism, photojournalism, and visual journalism resulting in comprehensive and interesting stories for the students of Alabama State University.

**REQUIREMENTS FOR THE HORNET TRIBUNE and HORNET**

To become eligible, a student must be a U. S. citizen or a permanent U. S. resident, must be enrolled as a full-time college freshman, sophomore, junior, senior or graduate student and must be a serious student who desires to make a significant difference on the campus of Alabama State University.

The Support Staff Selection Committee will determine which students to consider and accept, keeping in mind the Student Media Board's purpose is to offer ASU students a work experience that is fulfilling and second to none.

The Student Media Board makes a special effort to attract applicants who are members of minority groups because of the desire of the board to infuse diversity among the staffs so that the voices of the underrepresented are heard.
TRADITIONS, CUSTOMS AND PRACTICES
(Picture)
TRADITIONS, CUSTOMS AND PRACTICES

Getting involved in student life at ASU is more than participation in the formal and informal programs and activities offered through the Division of Student Affairs and other areas on campus. Students are encouraged to get involved in the University’s traditions, customs and practices.

There are important customs and practices surrounding the University’s colors, mascot and hymn. The official colors of Alabama State University are old gold and black. Whenever they are used in any way, for decorative or other purposes, care should be taken to secure the exact and official colors. The University mascot—the Hornet—calls attention to Hornet pride in and identification with the institution. The University Hymn, or Alma Mater, conveys the historical ideology of the institution. During the hymn, men are expected to remove their hats, and at no time are students to behave in a disruptive manner during the singing or playing of the Alma Mater.

COLLEGE ORIENTATION
(FRESHMAN/TRANSFER STUDENT ORIENTATION)

Student Orientation Services coordinates the University’s Orientation Program. This program is sponsored through the University Counseling Center in the Division of Student Affairs. The administration, faculty, staff and students are responsible for the implementation of this program. A planned program is conducted prior to official registration. The program seeks to acquaint beginning freshman and transfer students with (1) the University environment in which they will live and study; (2) the aims and objectives of the University; (3) the educational and cultural opportunities offered; and (4) the numerous student services offered by the University; (5) students will receive their class schedules during this program. During the Orientation Process students who have not completed their placement exams will be required to take them at this time.

This program is assisted by a select group of student leaders known as SOS Leaders. These students are recruited, screened and selected to be members of this organization in the fall semester. These students must be sophomores and must meet and maintain the criteria for membership in a campus organization.

UNIVERSITY FALL CONVOCATION

The University Fall Convocation is a University-wide event which officially opens the academic year and provides an opportunity for the University President to give the “State of The University” Address. The Fall Convocation is held during the first full month of the academic year as an introduction for all students, faculty and staff to become acquainted with new and/or existing activities at ASU.
MISS ALABAMA STATE UNIVERSITY
(MISS ASU) AND COURT CORONATION

Miss ASU is elected by the student body and must satisfy all requirements for completion of the junior year before assuming office in the fall following the election. She is presented formally to the University community in a coronation held during the fall semester.

HOMECOMING

Homecoming is celebrated on Thanksgiving Day each year. It is significant because alumni, students, faculty, staff and friends of the community gather together for reunions and other exciting festivities throughout the week. During this occasion, the ASU National Alumni Association convenes.

FOUNDERS DAY

Founders Day is celebrated on the Friday nearest February 9 of each year. The day is set aside for the purpose of honoring the revered founders of the University. Founders Day was instituted to honor Dr. William Burns Paterson, the University’s second president.

PARENTS DAY

Parents Day is an annual occasion when parents, guardians or spouses of students are invited to the campus for special recognition. During this occasion, the Parents of the Year and the Student of the Year are recognized. It is usually held in conjunction with Honors Day.

HONORS DAY

Honors Day is an annual occasion established to recognize excellence in academics and leadership and is sponsored by the Division of Academic Affairs. Academic awards and honors are presented to deserving students for their achievements.

COMMENCEMENT

Commencement ceremonies are held twice each year during the months of May and August.

“HORNET PRIDE”

Alabama State University is a community of distinctive values, beliefs and assumptions related to the intellectual, personal and moral development of human beings. At ASU, it is a well-established practice for students to demonstrate social responsibility, personal honor, morality and good citizenship. Hornet Pride is designed to improve campus life and encourage University spirit. The ultimate purpose of Hornet Pride is to stimulate within each student pride in both the University and him or herself.
Listed below are sound practices that facilitate Hornet Pride, in both ASU and students.

1. Learn the Alma Mater.
2. Keep informed of interesting events and happenings.
3. Present a friendly attitude and win friends. One way to have a friend is to be one.
4. Bring to the attention of the appropriate University official conditions that you feel need to be addressed.
5. Accept the responsibilities which are placed upon you, and do not offer excuses for your shortcomings.
6. Make decisions for yourself. Following others blindly is a dangerous habit.
7. Respect yourself, respect others and take pride in your surroundings.

PROHIBITED PRACTICES

The University prohibits and will not tolerate traditions, customs and practices that involve hazing of any kind, that interfere with the academic and personal development of students, that are antisocial or that compromise students’ morals and values.

STUDENT ORGANIZATIONS

The University takes seriously its commitment to student learning and development. Recognizing that students learn in class as well as outside of class, ASU seeks to provide opportunities that help to integrate curricular and extracurricular experiences. One such way is through student organizations. Students’ personal learning and development is often facilitated by a student organization’s ability to engage in educationally purposeful activities and events and through meaningful faculty/staff involvement. Given the importance of such organizations on student learning and development, the vice president for student affairs serves as the ex officio adviser for each approved student organization.

The honor societies, professional organizations, departmental organizations, fraternities and sororities and service clubs are among the numerous student organizations recognized by the University. Student organizations and clubs at ASU reflect the diversity of interests on campus. A list of University-recognized student organizations is found at the end of this chapter. For more information on how to join such groups, contact the Office of Student Activities.

FACULTY AND STAFF INVOLVEMENT
IN STUDENT ORGANIZATIONS

Student-faculty and staff interaction plays an important role in what students gain from college, particularly the extent to which students are satisfied with their collegiate experience. Faculty and staff involvement in student organizations sends strong messages about the University’s commitment to students. For this reason, faculty and staff are highly encouraged to become involved in student organizations. It is considered helpful for members of the faculty and staff to understand the goals and objectives of student organizations. Much of the
information may be obtained by studying University publications relating to student organizations, such as, but not limited to, The Pilot. There are six guiding principles for faculty and staff advisers:

1. Ensure that the student organization’s purposes are consistent with the aims of the University and the national organization.
2. Promote student learning and development primarily by helping students integrate classroom learning with co-curricular activities.
3. Inform the student organization of its rights, privileges and obligations.
4. Ensure that the student organization adheres to University rules and regulations. In cases where the organization is affiliated with a national group, the adviser must ensure that all applicable rules and regulations are followed.
5. Act as a chaperone for social events sponsored by the student organization.
6. Attend the student organization’s meeting.

Faculty and staff members desirous of sponsoring new organizations or assuming sponsorship of established organizations are advised to consult with the Office of Student Activities. Students may recommend to the vice president for student affairs, faculty or staff members they wish to be considered as advisers. Such persons being considered as an adviser of an organization shall be a full-time faculty or staff member and shall have been in residence for at least one academic year. The vice president for student affairs will appoint all faculty and staff advisers to student organizations. (Additional information on student organizational advisers is available in The Faculty and Non-Academic Staff Handbooks, respectively.)

**REQUIREMENTS FOR MEMBERSHIP IN A STUDENT ORGANIZATION**

Alabama State University encourages student involvement in educationally and socially purposeful organizations and clubs. Such groups play an important role in what students gain from the college experience. In essence, meaningful involvement in student organizations and clubs contributes to the quality of student life at ASU. These groups provide cultural, personal, social, vocational and spiritual enrichment to those who participate in them.

In order to become a member of a student organization, the University requires that:

1. Each student must meet established academic standards and must be free of disciplinary sanction and financial obligations in order to qualify for and maintain active membership in a student organization.
2. Each student who applies for a position in the Student Government Association must meet the qualifications for the office as stated in the SGA Constitution.
3. Each student who applies for membership in a fraternity or sorority must be a full-time student, must have been in residence at the University for at least two consecutive semesters and must have completed 32 semester hours of college work. Each student must have earned a cumulative minimum GPA of 2.50.
National Student Exchange Students are governed by the same rules and regulations of Alabama State University listed above.

ORGANIZATIONAL CHARTERING

For the University to grant recognition as a chartered student organization, the purposes of the organization must be consistent with the purposes of the university and conform to established regulations and public laws. The organization shall submit a request for a permit to become a chartered organization to the Office of Student Activities. The request must include the following:

1. A letter of application stating the organization’s purposes and objectives accompanied by letters of support from three faculty members.
2. A copy of the proposed constitution and/or bylaws.
3. A list of proposed officers and members. Such list must contain the names of not fewer than seven individuals. Each student on the list must have a cumulative minimum GPA of 2.50.

The vice president for student affairs shall appoint a Student Organization Committee (SOC) comprised of faculty and staff members and representatives of the Student Government Association. The SOC will (1) determine whether the proposed organization meets established standards and (2) make the appropriate recommendation to the vice president for student affairs. Upon the positive recommendation of the SOC, the vice president for student affairs will approve and grant a charter to the organization.

ANNUAL REGISTRATION FOR STUDENT ORGANIZATIONS

Each student organization must register each year with the Assistant Coordinator of Student Activities and receive approval for operation. Student organizations will furnish semi-annual and annual reports of their operations and achievements to the vice president for student affairs through the director of student activities. Such reports shall include the following:

1. A roster of its current officers, members, faculty advisers and prospective members.
2. A calendar of proposed educational, cultural and social activities.
3. Any revised constitutions or bylaws.
4. A compilation of the cumulative GPA of the organization, which must be a minimum of 2.50. Whenever the group GPA of a given semester falls below 2.50, the vice president for student affairs shall place the organization on probation for one semester. If at the end of the semester of probation the organization has not regained the group average of 2.50, permission to function as an organization shall be withdrawn until such time as the group average of 2.50 has been regained.

The vice president for student affairs, with the approval of the University president, may prescribe additional reasonable rules, regulations and procedures for recognition of student organizations.
RESPONSIBILITIES AND PROHIBITED PRACTICES FOR STUDENT ORGANIZATIONS

Regardless of the period of time for which an organization has been chartered at ASU, the goals and objectives of the organization must remain consistent with the aims and purposes of the institution. All student organizations must adhere to and be accountable for the following:

1. All organizations shall be open to all students meeting reasonable established organizational qualifications, and such qualifications shall not be based on race, age, religion, national origin or physical disability, except in cases where sex or physical condition are bona fide qualifications.

2. All organizations will ensure that prospective students are not subjected to hazing; cruel horseplay; harassment; punishment by imposition of excessively heavy or disagreeable tasks; beating; scolding; frightening activities; or annoyance by playing abusive or humiliating tricks. (For greater detail on hazing, see “Alabama Law Prohibiting Hazing” in the Federal and State Policies section of this handbook.)

3. All organizations shall hold meetings in campus facilities, unless the use of other facilities is approved in writing by the Director of Student Activities or other responsible student affairs officials. Organizations must conduct all induction activities during hours after the close of the normal class day at 5 p.m. Induction ceremonies must be approved through the Office of Student Activities.

4. The organization shall be responsible for its members’ behavior when:
   a) They are acting as members of the organization (with or without official approval) rather than as individual students. The member is deemed to be acting as a member of the organization when his or her actions draw attention to the organization rather than to himself or herself.
   b) An event is held (officially or unofficially) in the name of the organization.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The official representatives of the student body of Alabama State University, student government was created to be, and still acts as, the liaison between administration, the faculty, staff and the student body. The SGA seeks to be the student advocate in all areas of campus life.

The Student Government Association (SGA) provides a particularly rich array of student activities and events. The SGA, which is the overall representative for ASU students, is open to all students upon enrollment at the University. The SGA takes precedence over all other student organizations in matters relating to the general welfare of the student body. As the representative for all students, the SGA is encouraged to make reports and recommendations to the vice president for student affairs on matters related to student life at ASU.

MISS ALABAMA STATE UNIVERSITY

Eligibility Requirements - Miss ASU and Court must be female and have a 2.7 cumulative G.P.A. They must have the status of a senior by the end of the semester in which office is sought in order to be eligible to hold office during the elected term. They must be full-time (12 credit
hours) enrolled students at the time of the election and must maintain full-time status throughout their reign.

Miss ASU and Court must have never been married or become married, pregnant or become pregnant during the time of their reign. In addition, they must have never been convicted of a felony and must maintain this status throughout their reign.

Miss ASU and Court must be in good academic standing with the University and have not been found guilty of any student conduct violation resulting in penalties of probation, suspension, or expulsion as stipulated in the Code of Conduct in the official student handbook. They must have one academic year (two semesters) of continuous full-time enrollment at ASU immediately prior to the semester in which office is sought.

Selection of Candidates – Each candidate for Miss ASU and Court must attend the official workshops, sponsored by the Student Election Committee and the Office of Student Activities. These workshops detail the responsibilities of Miss ASU and Court and are mandatory for those interested in the position.

Election - Miss ASU and Court must be elected annually, in a University-wide election by the student body. No student is eligible to be placed on the official ballot as a candidate for Miss ASU and Court who does not participate in the pre-election activities for that office (i.e., the Miss ASU Pageant, forum, etc.) as prescribed by the Student Election Committee.

Term of Reign - When a female student accepts the position of Miss ASU, she will, for the one-year period of her reign, enjoy celebrity status that is tantamount to being on call. Miss ASU, by virtue of the title, sacrifices much of her personal life and former commitments for the common good of the University and the crown. She is, at all times, Miss ASU, a public figure.

Impeachment - Miss ASU and Court may be removed from office by a recommendation from the Director of Student Activities if their behavior, conduct or demeanor reflects unfavorably on the office, the student body or the University, subject to a right of appeal to the Vice President for Student Affairs.

Should the Office of Miss ASU become vacant for any reason, the order of succession is as follows: First Runner-Up and Second Runner-Up. Should the order of succession fail to produce a replacement, or if there is no qualified runner-up, a special election shall be held during the fall or spring semester to replace the vacant position for the remainder of the term.

THE GOLDEN AMBASSADORS

The Golden Ambassadors are a highly select group of outstanding students who are the official greeting body for Alabama State University. The Golden Ambassadors provide that extra measure of hospitality so that visitors go away with a warm feeling and a lasting, positive impression of Alabama State University. The Golden Ambassadors also act as an extension based on a secondary foundation program which is to develop and hone leadership skills and to be of service to the community through outreach activities. Membership in Golden Ambassadors
is open to all undergraduate students. The requirements for becoming a Golden Ambassador are as follows: must have a cumulative 2.5 GPA, must have good leadership qualities, must be involved in civic and community service programs and must complete an interview process.

THE UNIVERSITY CHEERLEADERS

The University Cheerleaders direct and lead the student body in cheers at all designated athletic events and pep rallies in order to promote and encourage athletics at Alabama State University. The squad is expected to serve as student representatives at various University related and community events. The requirements to become a cheerleader are as follows: must have 2.3 GPA, must have prior cheerleading experiences and must be free of disciplinary sanction and financial obligations.

GUIDELINES FOR GREEK LETTER ORGANIZATIONS

As with other organizations at ASU, fraternities and sororities are expected to achieve high standards of scholarship, student citizenship, leadership, and service. Additionally, students should be in good academic, financial and social standing with the University. At the end of each semester, the Office of Records and Registration will furnish to the vice president for student affairs a scholastic report, the Office of Student Accounts will furnish the financial records and the Office of the Assistant Vice President for Student Affairs will furnish citizenship records of all fraternities and sororities. Whenever the group GPA for a given semester falls below 2.50, the Office of Student Affairs will place the fraternity and/or sorority on probation for one semester and shall notify the national office of the organization. If at the end of the semester of probation the organization has not regained the group average of 2.50, permission to function as an organization shall be withdrawn until such time as the group average of 2.50 has been regained.

In addition to University rules and regulations, fraternities and sororities are expected to meet the requirements described below.

REQUIREMENTS FOR CURRENT/ACTIVE MEMBERS AND CHAPTERS

To meet the requirements for current/active members and chapters:

1. Each organization must submit a list of all possible new members to the Office of Student Activities for student citizenship clearance. Students free from disciplinary sanctions are considered in good citizenship standing with the University.
2. Each organization is required to submit a list of current/active members to the Office of Student Activities by the third week of school during each semester.
3. Each current/active member is required to attend and complete the Risk Management Seminar before the fraternity/sorority is granted approval for membership intake activities.

REQUIREMENTS FOR MEMBERSHIP INTAKE
After receiving approval by the Office of Student Activities, each fraternity and sorority shall conduct its membership intake procedures in strict compliance with University and national rules and regulations. Such membership intake activities are prohibited except at the time and under the regulations stipulated by the University. The following guidelines govern the membership intake activities:

1. Each fraternity and sorority will be granted one membership intake program during the spring semester. The vice president for student affairs may grant approval to a fraternity and/or sorority to conduct a fall semester membership intake, provided that the organization submits a request that articulates special circumstances under which additional new members are needed.

2. Each fraternity and sorority is required to submit to the Office of Student Activities the policies and regulations of the national organization that govern new member recruitment and initiation. No fraternity or sorority will be permitted to recruit and initiate new members without having such national regulations available.

3. Each prospective member is required to attend and complete the Risk Management Seminar before he or she is cleared for membership intake activities.

4. Each new member must complete and sign all ASU forms related to membership intake. (The forms are available through the Office of Student Activities.)

5. Each prospective member must have been enrolled in the University for two consecutive semesters and have a minimum cumulative GPA of 2.50 in at least 32 semester hours before he or she can be recruited and inducted into a fraternity or sorority. No person shall be recruited and inducted into a fraternity or sorority until he or she has met their financial obligations and is free of any disciplinary sanction imposed by the University.

6. Each fraternity and sorority is prohibited from engaging in membership intake activities during mid-semester examinations. All membership intake activities must be concluded not later than two weeks prior to the week of final examinations in any semester.

7. Fraternity and sorority membership intake activities must be adequately supervised by the approved faculty/staff adviser of record in the Office of Student Activities. No membership intake activities shall take place in the absence of an adviser.

8. Each fraternity and sorority is subject to additional guidelines as may be issued from time-to-time by the vice president for student affairs.

**STUDENT ORGANIZATIONS**

**Student Government**
Student Government Association
Freshman Class
Sophomore Class
Junior Class
Senior Class
Miss Alabama State University
Miss Alabama State University
Miss Senior
Miss Junior
Miss Sophomore
Miss Freshman
Residence Hall Queens

Greek Letter Organizations
Pan Hellenic Council
Alpha Phi Alpha Fraternity, Inc.
Alpha Kappa Alpha Sorority, Inc.
Delta Sigma Theta Sorority, Inc.
Iota Phi Theta Fraternity, Inc.
Kappa Alpha Psi Fraternity, Inc.
Omega Psi Phi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.
Sigma Gamma Rho Sorority, Inc.
Zeta Phi Beta Sorority, Inc.

Residence Hall Organizations
B. S. Estell Hall Council
B.W. Benson Hall Council
Bibb Graves Hall Council
C. J. Dunn Tower Hall Council
G. N. Card Hall Council
J. W. Abercrombie Hall Council
M. L. King Hall Council
Peyton Finley Dorm Council
W. H. Benson Hall Council
W. R. Simpson Hall Council
Willetta McGinty Apartments Hall Council

Student Media
The Hornet Tribune
Hornet

Religious Organizations
Campus Outreach Ministries
Hype 4 Christ
Nation of Islam

Departmental Organizations
Alpha Kappi Psi Business Fraternity, Inc.
American Marketing Association
Association of Social Workers
Arnold Air Society
Art Club
Bio Med Club
Kappa Kappa Psi
Levi Watkins Learning Club (Library)
National Association for Black Accountants
Phi Beta Lambda Business Fraternity, Inc.
Phi Mu Alpha
Public Relation Student Society of America
Sigma Alpha Iota
Society for Advancement of Management
Student Health Information Management Association
Student Occupational Therapy Association
Student Physical Therapy Organization
Tau Beta Sigma
Whitney Young Social Work

**Honor Societies**
Alpha Chi
Alpha Kappa Mu
Beta Kappa Chi Scientific Honor Society
Delta Mu Delta National Honor Society in Business Administration
Financial Management Association
Kappa Delta Phi International Honor Society
Phi Alpha Honor Society
Phi Eta Sigma National Freshman Honor Society
Tau Beta Sigma National Honorary Band Sorority
W. E. B. Du Bois Honor Council

**Musical Groups**
Jazz Ensemble
Phi Mu Alpha Sinfonia
Symphonic Band
Tribe of Judah
University Band
University Choir

**Dance Groups**
“Final Notice” Dance Troop
House Arrest 2 Championship Dance

**Special Interest Groups**
Alabama State University Hype Squad
Black Collegiate
Commuter Student Association
Cornerstone Society
Golden Ambassadors
Hype Squad
International Student Association
National Association for the Advancement of Colored People
SIFE
Student Alabama Educational Association
Student Orientation Services
Students Taking Action Today Implementing Change (STATIC)
The Dramatics Guild
Trio Programs Student Support
Voices of Visions

INTRAMURAL SPORTS

Intramural Sports is located in Lockhart Gymnasium, Room 306. This program has been restructured by extending the different programs for our students and increases participation during the evening and weekend hours.

The different types of recreational activities are as follows: Recreational swimming, Aerobics, Karate Class, Flag Football, 3 on 3 Basketball, Morning Basketball, 5 on 5 Basketball, Softball, 4 on 4 Volleyball, Chess, Spade Tournament, and many other activities.

INTERCOLLEGIATE SPORTS

Alabama State University Intercollegiate Athletics is a Division I program. ASU has a strong athletic program and is a member of the Southwestern Athletic Conference (SWAC). All collegiate programs are affiliated with the National Collegiate Athletic Association (NCAA).

The University fosters the idea that intercollegiate sports are of considerable significance in the total development of a student’s responsibility, leadership, and general effective citizenship. Several HORNET athletes have been outstanding in their field(s) of endeavor, and some have been drafted to professional teams.

Alabama State University sponsors sports that are available to both men and women. The following sports are included in the program: baseball, basketball, cross-country, football, soccer, softball, tennis, track and field, and volleyball.
GUIDELINES FOR STUDENT SAFETY AND SECURITY

Listed below are certain special regulations designed to ensure the safety and security of all students as members of the University community.

ILLNESS

Sick or injured students should report to the Health Center before seeking services off campus. If the Center is closed, students who live in a residence hall should contact the Residence Hall Supervisor and/or Campus Police and Security. Students who live off campus and have a condition that requires emergency medical attention, call 911 or report to Jackson Hospital, and request the University physician. Students should not go to an emergency room in the city unless it is a serious health emergency that can cause lasting injury or death.

POLICE AND SECURITY

Campus Police and Security is located in Beverly Hall.

Fire and Safety - This unit provides several services to the University community, such as fire drills, fire safety inspections and crime prevention seminars.

Investigation and Crime Prevention - This unit is staffed by officers who specialize in crime prevention duties and conducting investigations. Some of the programs available through this unit include sexual assault prevention presentations and drug and alcohol abuse prevention seminars. Pamphlets are available.

University Escort Service - It is generally safer after hours of darkness for students to walk in groups and to carry their University IDs at all times. However, we also offer an escort service from dusk until dawn for those students who must walk alone on campus at night. This service is available only on campus. There is no off-campus escort service.

Access Gates - One feature of our continuous efforts to keep the ASU Family safe and secure is through the use of gates for traffic control. These gates are at various locations and provide restricted entrance into the campus between 6 p.m. and 5 a.m. All faculty, staff and students entering the main entrance of the ASU campus during these hours must show a valid campus ID card. Anyone who isn't currently enrolled must get a visitor's pass from either of the two officers posted at the main entrance on Tullibody Drive. One gate is located on West University Drive, and the other gate is on Tullibody Drive. To get a visitor's pass, guests must present a photo ID.

Boot -- A boot is an immobilizing device that is attached to the wheel of unregistered, unauthorized vehicles parked on the ASU campus. These devices are used Monday through Friday, 7:30 a.m. to 5:30 p.m., except on official holidays. To have the immobilizing device removed from your vehicle, you must pay $25 at the Cashier's Window from 8:15 a.m. to 4:45 p.m. (located in the basement of Councill Hall).
**Housing Security** - Alabama State University maintains residence halls and apartments on campus that are supervised 24 hours per day by residence hall supervisors. The ASU Police Department and the Housing and Residential Life office are jointly responsible for developing procedures and programs to promote the safety and security of the halls. Campus police officers have police power in these facilities, as in any other building on campus.

**Off-Campus Students** - The ASU Police Department has police power over those off-campus facilities leased or owned by the University, but not over those facilities owned and controlled privately. Students living off campus in privately owned and controlled accommodations should contact the local police department, if needed. The Montgomery Police Department can be reached by calling 241-2651 or 911.

**Drugs and Alcohol** - Alabama State University does not allow the possession, sale or consumption of alcoholic beverages by students on its campus. The same policy applies to illegal drugs. Violation of this policy will lead to disciplinary and legal action up to and including dismissal from the University and/or arrest and imprisonment. ASU provides useful and informative prevention education programs throughout the year. A variety of departments sponsor workshops and lectures on alcohol-and-drug-related issues to support and encourage healthy, productive lifestyles. For more information, call the ASU Counseling Center at 229-4354/4380 or 4382. You may also contact the Student Health Services at 229-4436 or 229-4438.

**Weapons** - The University does not allow the discharge of firearms on its campus. Further, it does not allow the possession or use of firearms, look-alike firearms, weapons, explosives or devices commonly intended to be used as weapons. Violation of this policy will lead to disciplinary and legal action up to and including dismissal from the University and/or arrest and imprisonment.

**STUDENT AND VISITOR IDENTIFICATION**

1. Each student in the University is furnished an identification (ID) card which must be carried at all times, presented upon request by University officials and reported immediately if lost or found to the Police and Security Department. A replacement fee is charged if a duplicate identification or meal card is issued.
2. An identification card is required for a student to check out books and materials from the Learning Resources Center; to visit residence halls; to obtain meals in campus dining facilities; to obtain medical services in the Health Center; for access to areas in the University Center and for access to other University functions.
3. Visiting hours in the residence halls are from 5:00 p.m. to 1:00 a.m. During this period, all visitors and students who do not reside in the hall must deposit a current student pictured identification card or current pictured drivers license with the residence hall official on duty in order to gain access to the building. The identification items will be returned to the departing individuals upon their exit.
MOTOR VEHICLE OPERATIONS

1. Students who operate motor vehicles on the campus are required to register each vehicle with the Police and Security Department and to obey all parking and traffic regulations. Vehicles that are not registered with ASU will be ticketed, towed and/or immobilized at the owner's/operator's expense.

2. The five principal parking and traffic flow regulations are described below:
   a) Between the hours of 7:30 a.m. and 5:30 p.m., students must park in areas designated for students.
   b) Restrictions pertaining to parking in reserved and handicapped areas will be strictly enforced.
   c) Parking on campus is prohibited after 1:00 a.m., except for registered vehicles of campus residents and patrons at University-approved events. However, motor vehicles may be parked for brief periods for loading and unloading passengers in designated areas.
   d) Entrance to and exit from the University will be through designated areas from dusk to dawn.
   e) All visitors who drive to the University campus and expect to park for any purposes must report to the Police and Security Department and must be issued a visitor's permit. Accordingly, students expecting visitors who drive vehicles must advise such individuals to report to the Police and Security Department to receive a parking permit.
HOUSING AND RESIDENCE LIFE

RESIDENT STUDENT RIGHTS AND RESPONSIBILITIES

The Housing and Residence Life Department is an integral part of the educational experience. The Housing and Residence Life program strives to create and maintain an environment which is supportive of and responsive to you in the pursuit of your educational goals. Efforts are made to integrate academic and out-of-class learning and help you to develop a balanced and realistic approach to life after you leave the University. The Housing and Residence Life staff will assist you in the developmental process, but they do not assume a parental role.

The Housing and Residence Life program also strives to provide convenient and secure living-learning communities, based on the understanding that each member of the community has both rights and responsibilities. It is your responsibility to respect the rights of all other community members regardless of their background, interest, beliefs, values or attitudes. Your compliance with the following expectations contributes to the creation and maintenance of a productive residence hall environment.

YOUR RIGHTS

1. Students are expected to respect the rights of others and to assert their own rights. Any time individuals feel their rights are being violated, they should consult with the Housing and Residence Life Staff members. Any member of the University community who knows about a violation of the code of conduct may report the violation, whether or not the reporter was affected by the violation.

2. Students have the right to sleep, read, and study free from undue interference, unreasonable noise, and other distractions. Stereo equipment should be played with consideration for others, particularly students who are sleeping or studying. Socializing should not interfere with academic activities of others.

3. Students have the right to personal privacy within the limits of the residence hall and respect from others for your personal belongings.

4. Students have the right to a clean and safe living environment. Any activity that endangers others will not be tolerated in the residence halls. This includes the possession and/or use of firearms or explosives, including fireworks, threats to do bodily harm, and tampering with fire equipment, including pulling false alarms or unwarranted discharging of fire extinguishers, or starting fires in trash cans.

5. Students have the right to freedom from harassment, especially acts of ethnic or racial prejudice, hazing or discrimination for reasons of race, color, creed, religion, national origin, sex, sexual orientation, age, handicap, etc.

6. In exercising visitation privileges, the rights of roommates must not be violated. Guest must not interfere with the roommate's use of the room.

7. Students have the right to receive assistance and support from Housing and Residence Life staff.
YOUR RESPONSIBILITIES

1. It is your responsibility to express your understanding of your individual rights to fellow residents in a calm and diplomatic manner.
2. It is your responsibility to treat fellow residents and housing and residence life staff with respect, consideration and consistent cooperation.
3. It is expected that students will abide by the laws of the State of Alabama and make careful and independent decisions regarding their own use of alcohol. In all situations, students may not allow their behavior, under the influence of alcohol or not, to violate the rights of others. Alcohol is viewed as an aggravating rather than a mitigating circumstance in any policy violation situation. The illegal possession and/or use of alcohol and the possession and/or use of illegal drugs are prohibited and can lead to civil arrests.
4. It is your responsibility to make every effort to understand and comply with all University and Housing and Residence Hall and Dining Hall policies and regulations.
5. It is your responsibility to be constructive contributors to a positive residence hall community. Involvement in hall government is support; upholding building security is required; involvement in developing and attending programs is encouraged; and exercising responsibility for a clean and undamaged hall is expected.
6. It is your responsibility to accord every resident the personal dignity he or she deserves and report incidents of racial or other discrimination or harassment to hall staff.
7. It is your responsibility to search for solutions to problems. Students should de-escalate residence hall problems through the Office of Housing and Residence Life, i.e., Resident Assistant, Residence Hall Director, Residence Hall Assistant Director, Residence Hall Night Coordinator, Assistant Director of Housing and Residence Life or Director of Housing and Residence Life.

HOUSING APPLICATIONS

Admission to Alabama State University does not automatically reserve or guarantee on-campus housing. Admission must be granted and a completed housing application received by the University before housing can be considered. A $200 non-refundable room deposit is required. All students must pay a one-time property damage fee that, if no damages occur, is refundable upon withdrawal or graduation from the University. Housing is available to students with disabilities. For additional information, please contact the Director of Housing and Residential Life, (334) 229-4357.

RESIDENTIAL LIFE PERSONNEL

Professionally trained and experienced hall supervisors are available in the residence halls. Resident Assistants (student RAs) are also available to make living a more positive experience. These individuals perform supervisory duties, direct residential life activities and provide guidance and incidental counseling as needed. The student staff — Resident Assistant or RA — who has experience in residence hall living is available to assist the residents in any possible way in matters pertaining to life in the residence halls.
ROOM RESERVATIONS

Room reservation applications are available before the beginning of each semester. After the housing contract is signed, the reservations will be held until the second day of general registration, unless otherwise indicated. Telephone calls will not be accepted to hold rooms for arrival. Unclaimed rooms that were canceled will be reassigned on a first-come, first served basis.

ROOM OCCUPANCY

Occupancy is defined as having signed a housing contract, received a room assignment and received a key to assigned room. Charges will begin upon receipt of the room key. Only the contracted student is permitted to live in the assigned room; the student may not, under any condition, sublet the room to another party or move to another room without authorization from the Housing Office and residence hall supervisor. The Housing Office reserves the right to change a student’s room assignment or residence hall at any time during a contract period, especially when only one student occupies a room when occupancy is below capacity, or when misconduct or other problems are apparent.

ROOM CONSOLIDATION POLICY

When room changes and/or withdrawals leave two students in separate rooms, Housing reserves the right to reassign the two students to one room.

If a student refuses to move, he/she may be subject to disciplinary action.

Each occupant is responsible for all damages to the room, including all furnishings.

KEYS TO UNIVERSITY RESIDENCE HALLS

A student is fully responsible for assigned residence hall keys and any use or misuse of such keys. A student who loses or misplaces such keys is required to report the incident promptly to the residence hall supervisor. Residence hall officials should promptly report the lost or stolen key to replace the lock on the affected room. The Residence Hall officials on duty should notify the Police and Security Department should evidence suggest that a theft has occurred. Residence hall keys must be returned to the Office of Housing and Residential Life through the residence hall supervisor on duty upon withdrawal from the University or during officially designated time periods (e.g., Christmas recess). A replacement fee is assessed when a lost or stolen key requires a lock to be changed of $50 and $200 for C. Johnson Dunn Tower.

INSPECTION AND SEARCHES

1. The university reserves the right of its officials to make fire, health, safety and energy conservation inspections of residence hall rooms.
2. Should the vice president for student affairs have “reasonable cause to believe” that there is activity taking place in a residence hall room that violates the educational mission of the University, a warrantless search to maintain good order, safety and discipline may be conducted by the vice president or his or her designee.

3. University police officers are authorized to enter any room in any University building, including any residence hall room, to eject trespassers and/or unauthorized persons, and may, without warrant, arrest any person guilty of disorderly conduct or trespassing upon the property of the University or for any public offense committed in their presence.

4. Students owning ears parked on University property or having other items that may conceal weapons, drugs or other illegal substances may be searched if it is deemed necessary under law by University Police.

**STUDY PERIOD AND QUIET HOUR**

Specific times for study period or quiet hour are designated from 7:00 p.m. to 7:00 a.m. in each residence hall. During this period, students are expected to refrain from playing loudly radios, television sets, CD players and tape players. Horseplay in the halls is prohibited at all times. Excessive disturbances or noise may result in the loss of privileges or denial of residence hall accommodations.

Musical instruments, such as drums, trombones, flutes, etc., must never be played in the residence hall except at special functions. Playing basketball, skating, bicycle riding and other similar activities are strictly prohibited in the halls.

**APPLIANCES**

The City of Montgomery fire ordinance prohibits cooking in campus residence hall rooms. Also, the increase in utility fees has made it necessary for ASU to enforce the following regulations:

1. The use of hotplates and other cooking appliances in students’ residence hall rooms is strictly prohibited. Cooking outside of the residence hall units is also prohibited.

2. Refrigerators with a larger than 4 cubic-foot interior space and all freezers are strictly prohibited and will not be permitted in residence hall rooms; violators will be penalized.

The following electrical appliances are permitted: radio/television, iron and table lamps. A fee of $40 per semester will be charged for the utilization of additional electrical appliances, such as stereos and refrigerators. Hotplates, toasters, deep fryers, crockpots, and microwave ovens are strictly prohibited. Students in possession of illegal appliance(s) in residence hall rooms may receive a financial fine and be subject to disciplinary action.
If students elect to live on campus, it is expected that they will abide by regulations established for the comfort and safety of the campus community. Students found guilty of violating these regulations will be subject to disciplinary action and/or termination of their housing contract.

VACATING RESIDENCE HALLS

All students must vacate the residence halls on the last day of final examinations or at the end of the contract period unless participating in commencement exercises. When leaving the halls for the Christmas holiday, all personal belongings must be removed from the room. Rooms are to be left clean, or a service charge of $50 will be assessed to students. Students are requested to turn off all lights, unplug all electrical appliances, empty wastebaskets, lock windows and doors, turn off faucets and leave draperies and/or blinds open.

The University reserves the right to close residence halls during holiday periods. All keys must be returned to hall offices when halls officially close. A fee of $50 will be charged to those students who do not return their keys during the Christmas holiday. When residence halls reopen after a holiday period, students are expected to check in at the office before proceeding to their rooms.

WITHDRAWING FROM RESIDENCE HALLS

A student permitted to live in a residence hall is assigned by a housing contract. This binding agreement specifies the period and charges for which the student is responsible. When a room is accepted, the room rental is payable for a minimum of one semester/term, but is committed for the year.

A student who has withdrawn from the University must vacate the halls within 24 hours of withdrawal date; otherwise, he/she will be considered a trespasser and subject to prosecution.

If for some valid reason a student must move out of the residence hall, he/she must complete a withdrawal form in the Housing Office. This form must be presented to the proper offices, as stated on the form, for the termination of charges. The ID/meal card and room key must be turned in upon withdrawal. The student is charged full room rent for the contract period (academic year) when he/she withdraws; board (food) charges are prorated. A student withdrawing from the residence hall is not officially terminated from the hall until the room key and ID/meal card have been returned. If a student moves out of the residence hall without withdrawing, the charges will not be terminated.

FOOD SERVICE

Food service is available to all students on a board plan. This service consists of 19 well-balanced meals per week. The board plan is required of all students who live in University residence halls with the exception of Willetta McGinity Apartments. Single meals may be purchased on a cash basis (Breakfast - $2.00; Lunch - $3.00; and Dinner - $4.00). An optional 15 meals per week board plan is available for juniors and seniors.
Commuter students may purchase a meal card through the Housing Office with a validated class schedule.

**BASIC MEAL HOURS**

Breakfast: 6:30 – 8:30 a.m.  
Continental Breakfast: 8:30 – 10:30 a.m.  
Lunch: 11:00 a.m. – 1:00 p.m. (North Dining Hall)  
11:30 a.m. – 1:30 p.m. (South Dining Hall)  
Dinner: 4:00 – 6:00 p.m. (North Dining Hall)  
4:30 – 6:30 p.m. (South Dining Hall)

**WEEKEND HOURS**  
Brunch: 9:30 a.m. – 1:00 p.m.  
Dinner: 4:00 – 6:00 p.m.

**SPORTS PAGE**

The Sports Page (Snack Bar) is located in the J. Garrick Hardy University Center. Purchases can be made on a cash basis.

Hours of Operation: Monday-Friday 9 a.m. – 11:00 p.m.  
The Sports Page is open on the weekend only for Special Events that occur i.e., New Student Orientation and ASU Connection Day.

**BOOKSTORE**

The University Bookstore is located at 1235 Carter Hill Road on the southwest section of the campus and offers for sale all required textbooks and reference books, a wide variety of school and art supplies, office supplies, greeting cards, souvenirs, imprinted clothing and toiletries. All major credit cards are honored for charge sales.
STUDENT RIGHTS AND RESPONSIBILITIES

CODE OF CONDUCT
(Picture)
STUDENT RIGHTS AND RESPONSIBILITIES

PREAMBLE

Attending an institution of higher learning is a privilege that many people cannot enjoy.

Students are expected to respect this privilege while attending Alabama State University on and off campus. Students will conduct themselves with propriety, conforming to the high standards of the University, and respect the rights and opinions of others. They are expected to comply with the University’s policies, regulations, and rules, such as visitation policies of the residence halls, academic regulations, drug possession and use policy, pledging and hazing policy, alcohol policy, missing property policy, search and seizure policy, disruptive behavior policy, weapons policy, illegal possession or unauthorized use of keys policy.

Students are expected to conform to recognized University standards of conduct, behave with decency, and dress appropriately while on and off campus and in academic settings, social events, extracurricular activities, and other public functions. Male students are expected to remove hats when the Alma Mater is being sung or played, and prior to entering any building on campus including the dining hall, library, classroom buildings, residence halls, and other buildings. All students are expected to stand when the Alma Mater is being sung or played.

Integrity must be practiced in all endeavors and relationships on and off campus. Students found to be dishonest and indulging in acts of serious misconduct including cheating on tests and examinations, plagiarism, alteration or misuse of college documents, records or identification cards, forgery, misrepresentation, unauthorized use of another’s property, lying, fighting, theft, or receiving stolen goods will be subject to dismissal from Alabama State University. Students must refrain from using four-letter words and other obscenities that are not accepted standards of decency at Alabama State University to parents, students, visitors, professional staff, and others. Violations may be subject to judicial action under the category of verbal abuse.

STUDENT RESPONSIBILITIES

Attending an institution of higher learning is a privilege that many cannot enjoy. Students are expected to respect this privilege while attending Alabama State University.

1. Students are responsible for using their time effectively in pursuit of educational goals and maintaining high standards of academic achievement.
2. Students will conduct themselves with propriety conforming to the high standards of the University.
3. Students will respect the rights and opinions of others.
4. Students are expected to preserve healthful, wholesome physical and hygienic conditions.
5. Students should actively participate in life at the University.
6. Students have the responsibility to comply with the University’s policies, regulations, and rules that apply to students and student conduct.
7. Students have the responsibility to uphold the reputation and high standards of the University.
8. Students have the responsibility to attend classes punctually and regularly and to devote themselves earnestly to their studies in order to learn.
9. Students have the responsibility to assist and take pride in the maintenance and preservation of University property.
10. Students have the responsibility to adopt positive patterns of behavior and values in order to develop a wider understanding of themselves and society.
11. Students are expected to use their varied abilities to make their years at Alabama State University a meaningful experience.

CODE OF CONDUCT

ARTICLE I

INTRODUCTION

Regulations affecting students as members of the University community apply throughout all aspects of campus life, whether in the classroom, on University property or at an organization-related activity off-campus.

The University regards all acts of unethical, immoral, dishonest, disruptive or destructive behavior as serious offenses and has established regulations that govern certain conduct. Any charges under these categories must cite a specific alleged offense or offenses.

The University hearing procedures are not set up to enforce criminal or civil laws or to operate in place of civil authority. Their use is limited in instances of student misconduct which distinctly and adversely affect the University's educational purposes and processes. It should be noted that when student conduct warrants involvement of civil authorities, the University shall notify said authorities. When feasible, the University will advise students before notifying civil authorities. A student shall be held accountable for disciplinary offenses committed while enrolled, even though he or she may have completed his or her course work.

ARTICLE II

ZERO TOLERANCE

ZERO TOLERANCE means the University prohibits all illegal and unauthorized possession and/or use of weapons or drugs and/or fighting/assault and battery that directly contributes to the emotional or physical detriment of University personnel or enrolled students. The zero tolerance policy is effective as it relates to on-campus activities and University sponsored off-campus activities. Any student found responsible for violating a Zero Tolerance Policy may receive the maximum sanction of suspension or expulsion from the University. Students who violate the Zero Tolerance Policy may be summarily (temporarily) suspended pending a hearing.
ALCOHOL POLICY

Although the legal drinking age in Alabama is 21, University regulations prohibit any student from possessing or consuming alcohol in the residence halls, dining hall, at student functions and at off-campus University-sponsored or supervised functions, regardless of age. Any student found responsible for violating this policy will be subject to University disciplinary and/or criminal action.

ALCOHOL SANCTIONS

Under age 21 possession and/or consumption
- Open container of alcohol in public
- Hosting a party involving illegal use of alcohol
- Dispensing alcohol to minors
- Intoxication
- Constitution of a public nuisance by being offensive to public order or decency

FIRST OFFENSE
- Disciplinary probation for one year
- Alcohol education
- $50 fine
- Parent notification

SECOND OFFENSE
- Deferred suspension from Residence Halls for one year
- Substance abuse referral
- $100 fine
- Parent notification

THIRD OFFENSE
- Suspension from Residence Halls for one year. The student will be held responsible for the full cost of the residence hall for the remainder of the academic year
- Suspension from University for one year
- Parent notification

Over age 21 possession and/or consumption
- Open container of alcohol in public
- Hosting a party involving illegal use of alcohol
- Dispensing alcohol to minors
- Intoxication
- Constitution of a public nuisance by being offensive to public order or decency

FIRST OFFENSE
- Disciplinary probation for one year
- Alcohol education
- $50 fine

SECOND OFFENSE
- Deferred suspension from Residence Halls for one year
- Substance abuse referral
- $100 fine

THIRD OFFENSE
- Suspension from Residence Halls for one year.

ARTICLE III

PROHIBITED CONDUCT

Any student found to have committed the following, including but not limited to, misconduct is subject to the disciplinary sanctions articulated under Article V, Sanctions.

PROHIBITED OFFENSES AGAINST THE UNIVERSITY COMMUNITY

1. Acts of dishonesty, including but not limited to, the following:
   a. Plagiarism: Intentionally or knowingly using sources of another in an academic exercise without proper identification of the source(s).
   b. Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; helping or attempting to help a student commit an act of dishonesty, including buying, selling or transmitting a copy of any examination or test before it shall have been administered; allowing another to copy information during an examination or other academic exercise.
   c. Fabrication: Intentional falsification or invention of information or citation in an academic exercise.
   d. Forgery, alteration or misuse of any University document, record or instrument of identification.
   e. Tampering with the election process of any University-recognized student organization.
   f. The willful furnishing of false or misleading information to University officials or on University records pertaining to names and addresses, information related to drug use or possession, weapons, assault, and other prohibited acts including affidavits for financial
aid; or the altering or tampering with such records, including official identification cards.

g. Falsification of a signature.

2. Disruption of academic activities (including classroom teaching) and/or disruption or the attempt to disrupt the peace of the University.

3. Misuse of identification card, failure to present identification card for inspection or failure to surrender identification card upon lawful request of a University police officer.

4. Failure to comply with regulations relating to the use of campus buildings and other University-owned or operated facilities and services.

5. Failure to obey a lawful order of University officials, including student officials, acting in line of official duty.

6. The obstruction of or interference with or aiding and abetting others in the obstruction of and/or interference with the ongoing activities of the University.

5. PROHIBITED OFFENSES AGAINST INDIVIDUALS

a. The use of coercion, threat of violence, physical and/or verbal abuse, riot or other interference with the legitimate rights of any member or guest of the university community.

b. Hazing as defined by “Alabama Law Prohibiting Hazing.”

c. Endangering or the threat of endangering the safety, health or life of any person or persons on University property or at University-sponsored activities.

6. PROHIBITED OFFENSES AGAINST PROPERTY

a. Theft of or damage to (including the defacing of) property of the University or property of a member of the University community or the property of a visitor of the University.

b. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to and/or use of University property, including residence halls.

7. OTHER PROHIBITED OFFENSES

a. Possession or use of alcohol on campus except as expressly permitted by law or specifically approved for academic research programs. Consumption of alcohol off campus that places one under the influence of such substances when he or she returns to campus is prohibited.

b. Possession for sale or distribution of alcohol.
c. Possession or use of drugs or controlled substances on campus except as expressly permitted by law or specifically approved for academic research programs. Consumption of drugs or controlled substances off campus that places one under the influence of such substances when he or she returns to campus is prohibited.

d. Possession with the intent to distribute drugs or other controlled substances.

e. Possession, use or storage of firearms, explosives or instruments classified as weapons. Such items are treated as contraband and will be confiscated.

f. Gambling, disorderly or offensive behavior not specifically described herein but impermissible by civil law.

g. Violation of University regulations concerning the operation of motor vehicles.

h. Misuse of University property to commit or induce another to commit a violation of local, state or federal laws or of University regulations.

i. The intentional false reporting of a fire, bomb or other explosives having been placed in any building or elsewhere on University property; unauthorized setting of fires on University premises; or the tampering with fire extinguishers, fire alarms, door-locking mechanisms, elevators and safety equipment.

j. Any conduct which is a misdemeanor or felony under public law or is a violation of established University regulations as published in this handbook and in other University bulletins, handbooks and executive memoranda.

k. Abuse of the judicial system or disciplinary procedures, including but not limited to:

   i. Failure to appear as a witness or for other reasons when summoned by the Office of Student Affairs.

   ii. Disruption or interference with the orderly conduct of a disciplinary proceeding.

   iii. Falsification, distortion or misrepresentation of information before a judicial body.

   iv. Filing a false complaint.

   v. Harassment (verbal or physical) before, during and/or after a judicial proceeding.

   vi. Failure to comply with sanction(s) imposed under Article V, Sanctions.

   vii. Influencing or attempting to influence another person to commit an abuse of the judicial system.

   viii. Any other act which is intended to have or has the effect of delaying or interfering with the orderly operation of the judicial process.

ARTICLE IV

JUDICIAL AUTHORITY

The vice president for student affairs is responsible to the president for the supervision, administration, and operation of University policy related to student discipline. The assistant
vice president will receive complaints on student conduct, direct such investigations as may seem appropriate and determine the disposition of cases within the University's jurisdiction. As discussed below, cases with merit may be resolved either administratively or through a formal hearing.

UNIVERSITY HEARING OFFICER

The University hearing officer, appointed by the vice president of student affairs, has authority (a) for the conduct of hearings on charges of alleged offenses as related to student conduct; (b) for the investigation of grievances involving employee-student relations; and (c) for the adjudication of contested violations of University motor vehicle regulations. The hearing officer will record all hearings and maintain the taped records for any possible future proceedings.

For the purpose of investigation, he or she has entry to all University offices and access to pertinent records as permissible by law. He or she also has authority to summon witnesses. Upon investigation of grievances, the hearing officer may pursue various roles to assist in resolving problems but may do no more than recommend action or redress. He or she may also recommend a change in procedures and policies where change is considered necessary.

The hearing officer has original and exclusive jurisdiction for hearing all cases where suspension of a student is considered the sanction for violation of a University regulation. He or she also has authority to summon any member of the University community as a witness. He or she may also impose any sanction deemed appropriate in a given case subject to the policy of the University and the board of trustees.

In matters of motor vehicle regulations, the hearing officer may render judgments, impose sanctions, waive and adjust citations. He or she has the power to condition, restrict or deny further use of parking facilities and/or operation of motor vehicles on the campus based upon the gravity or frequency of offenses. His or her decisions in matters of motor vehicle regulations and operations are final with the University.

ARTICLE V

PROCEDURES AND STUDENT RIGHTS RELATING TO THE ADJUDICATION OF STUDENT MISCONDUCT

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. In the matter of developing responsible student conduct, primary reliance is placed on student development, guidance, counseling and admonition. In circumstances where these preferred means fail, the University will use the disciplinary authority inherent in its responsibility to protect its educational purpose. In the exercise of this authority, safeguards shall be observed to protect the students from unfair imposition of penalties.
A. CHARGES AND HEARINGS

1. The assistant vice president for student affairs shall be responsible to the vice president for student affairs for the administration of University policy with respect to student discipline. He or she will receive complaints on student conduct, direct such investigations as may seem appropriate, and determine the disposition of cases within the University’s jurisdiction. It is the assistant vice president’s responsibility to determine whether to take no action, resolve the case administratively, or schedule the case for a formal hearing with the University Hearing Officer. The sanctions issued administratively or through a formal hearing are not limited to the sanctions listed under Article V of this student handbook. In the performance of these duties, the assistant vice president may request the assistance of appropriate officers of the Student Government Association.

2. Any member of the University community may file charges against a student for violating any provision of the Code of Conduct. Charges shall be in writing and submitted to the Office of Student Affairs and/or to the University Police and Campus Security. Upon request, students being charged with alleged violations are allowed to review the written charges filed against them.

3. In presenting his or her defense at a pre-hearing meeting or hearing, the student may be advised by any member of the University community. While the accused student may choose his or her adviser, no person shall be obligated to serve in such capacity. When the accused student elects to be advised by professional legal counsel, he or she must inform the assistant vice president for student affairs in writing at least 48 hours before the hearing date. In such an instance, the University may exercise the option to contact and arrange for the attendance of the University legal counsel at any or all judicial proceedings. Attorney(s) will not be allowed to address the Hearing Officer or any other tribunal. He or she may not cross-examine witnesses, raise questions or objections, or make opening or closing statements. Attorney(s) may serve in an advisory capacity only. The alleged offender is solely responsible for any and all fees incurred as a result of employing his or her attorney.

4. The assistant vice president for student affairs shall conduct an investigation into the alleged misconduct to determine if the charges have merit. Depending on the nature of the allegation, the assistant vice president for student affairs will determine if the misconduct should be dismissed or disposed of administratively by mutual consent of the parties involved. The assistant vice president for student affairs may administratively impose sanctions up to but not including permanent suspension or expulsion from the University.

5. If there is no mutual consent to resolve the charges administratively, the assistant vice president for student affairs will review the written charges with the alleged offender. Upon request, the alleged offender may receive a copy of the written charges. The written charges will be thoroughly explained by the assistant vice president for student affairs. The notice of charges will (a) be in writing and sufficiently precise to enable the student to understand the grounds upon which
the University seeks to justify the imposition of sanction and to enable him or her to adequately prepare any defense which may be available to him or her; (b) state the alleged misconduct; and (c) state the date and time for a pre-hearing meeting and/or hearing.

6. During the pre-hearing meeting, the alleged offender may ask any questions he or she desires about the student discipline process. The student shall be given the right to review all statements and evidence submitted against him or her and the names of those presenting the evidence. He or she will have an opportunity to present his or her interpretation of the alleged incident. He or she may also call witnesses to verify his or her interpretation of the alleged incident. The assistant vice president for student affairs, having heard the interpretation of the alleged offender and/or witnesses, will decide whether to proceed with the case or drop the charges against the alleged offender or adjourn the pre-hearing meeting pending further consultation with the complainant. Should the assistant vice president for student affairs decide to drop the charges, the pre-hearing meeting will end, and the student will receive such notification.

7. If the assistant vice president for student affairs decides to bring the case to a hearing, the student will be informed of the pleas available through the student discipline system. The alleged offender may then decide to plead or may request a maximum of one academic day in which to plead. The pleas which are available to students and the subsequent outcomes are described below:

a) **Responsible:** A student who pleads responsible waives his or her right to a hearing and accepts the sanction(s) offered by the University Hearing Officer. The responsible plea will be given in writing to the University Hearing Officer and in the presence of two witnesses. Should the offender perceive that the sanctions are too severe, he or she may appeal to the vice president for student affairs in writing within five class days of the date the sanction is received.

b) **No Contest:** The alleged offender may plead no contest and accept the sanctions by the University Hearing Officer. (This plea is for students who are involved in either civil or criminal proceedings arising out of the same incident.)

c) **Not Responsible:** A student who pleads not responsible will have his or her case heard by the University Hearing Officer. A date and time shall be set for a hearing. The student may elect to waive his rights to the two class day notification. This waiver must be given in writing to the assistant vice president for student affairs and/or the hearing officer in the presence of two witnesses. Conditions permitting, the assistant vice president for student affairs will make every effort to schedule the hearing within 10 class days after the student has made his or her “not responsible” declaration.

8. During the hearing, the burden of proof is on the University or the individual presenting the charges.

9. The role of the hearing officer is to receive evidence and to hear arguments and other testimony and to make rulings on procedural matters. A verbatim record in
the form of a tape recording shall be made of each hearing which could possibly lead to suspension or expulsion as a sanction. At the conclusion of the hearing, the hearing officer will compile his or her findings of the facts and render a judgment consistent with the weight of the evidence and facts in the case. He or she shall transmit copies of his or her statement of fact and judgment to the accused student and to the assistant vice president for student affairs. If the sanction involves suspension from the University, he or she shall also send a copy to the vice president for student affairs.

10. The statement of the hearing officer shall contain detailed findings of fact and conclusions, including the charges and the basic reasons for the decisions made on all relevant issues raised at the hearings. Unless notice of appeal to the vice president for student affairs is given, the judgment of the hearing officer is final and shall take effect immediately upon the date of issue. If notice of appeal is given to the hearing officer and/or the vice president for student affairs, the assistant vice president for student affairs shall defer the effective date of the sanction pending action of the vice president for student affairs. The right of appeal to the vice president for student affairs shall be forfeited unless written notice is given within five class days of receipt of the sanction. The student must sign an acknowledgement receipt upon receiving the sanction. (For more information related to filing an appeal, see Article VII, Judicial Appeal Procedures).

11. An accused student shall have the right to testify on his or her own behalf, to present evidence and witnesses to hear and question adverse witnesses and to rebut unfavorable statements. A student’s status in the University, including the right to reside on campus and to attend classes, shall remain unaltered while charges are pending, except for reasons relating to his or her physical or emotional safety and well-being, or for reasons relating to the safety of students, faculty, staff or University property. A summary suspension resulting from such reason shall be in effect until the University hearing officer has had a hearing and submitted his or her recommendation to the assistant vice president for student affairs. (See Article VII, “Summary Suspension.”)

12. Hearings are normally conducted privately with the accused party and counsel or adviser; however, admission of any person to the hearing shall be at the discretion of the hearing officer with the consent of the accused student(s).

13. There shall be records of all formal hearings. The record shall be the property of the University.

14. The decision of the University hearing officer of whether a student is responsible or not responsible will be based on the evidence submitted at the hearing. Unless written notice of appeal is given to the vice president for student affairs, within five class days, the judgment of the hearing officer is final and shall take effect immediately upon the date of issue.

Pursuant to the Family Educational Rights and Privacy Act (FERPA), students are permitted to inspect and review their judicial file in the Office of Student Affairs between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. With the exception of the Office of Student Affairs and other University officials with an established need-to-know, the student’s
disciplinary status and disciplinary records may not be released to any outside party without the written permission of the student.

ARTICLE VI

SANCTIONS

1. In order to protect its educational purposes and processes, the University has the authority to impose sanctions on any student found guilty of an offense or breach of regulations. The sanctions listed below may be imposed upon any student found to have violated the code of conduct. This list is not exclusive.
   a) **Reprimand**: an official verbal or written statement to the student that he or she has violated a University regulation. It is a warning that further misconduct may result in a more severe sanction.
   b) **Assessment/Fine**: a forced monetary compensation appropriate to the violation, including a motor vehicle violation.
   c) **Disciplinary Probation**: the placing of a student on social and behavioral restrictions for a specified length of time or until a stated condition is met. Further violations of regulations will result in consideration of his or her suspension from the University.
   d) **Loss of Privileges**: denial of specified privileges for a designated period of time.
   e) **Restitution**: forced compensation to the University or, in the case of private property, to the owner who has suffered the loss. This sanction is applied in cases involving damages to or theft of University or private property.
   f) **Educational Sanctions**: mandatory participation in a specific educational program, work assignment or the completion of a research assignment. The student is responsible for all related expenses.
   g) **Residence Hall Suspension**: separation of the student from the residence halls for a specified length of time, after which the student is eligible to return.
   h) **Residence Hall Expulsion**: permanent separation of the student from the residence halls.
   i) **Suspension (Held in Abeyance)**: student, although suspended, is allowed to remain at the University if he or she adheres to the conditions of sanctions imposed by the University hearing officer. In case of non-compliance with the sanctions, the assistant vice president will notify the hearing officer and the student in writing. Student will be immediately suspended for failing to comply with the imposed sanctions.
   j) **Suspension**: forced withdrawal from the University for a stated period of time, after which readmission may be allowable. Suspension may extend for the remainder of the current semester or more semesters or until a specified condition is met.
   k) **Summary Suspension**: See Article VII
   l) **Expulsion**: permanent separation of the student from the University.
2. Any student found to have violated the code of conduct may receive more than one sanction.

ARTICLE VII

ORGANIZATION MISCONDUCT

1. In the investigation of alleged violations conducted by the Office of Student Affairs, the organization shall be represented by its president or chief student officer and its chief faculty adviser of record in the Office of Student Affairs. In the event a student group or organization violates University regulation(s), sanctions which may be imposed on the organization include, but are not limited to:
   a) **Withdrawal of University Recognition**: permanent loss of all privileges as a student organization affiliated with the University.
   b) **Educational Sanction**: mandatory participation in a specific educational program, work assignment, or the completion of a research assignment. The student organization is responsible for all related expenses.

2. The assistant vice president for student affairs may, for cause, impose sanctions and he or she may summarily suspend a student organization until such time as a hearing takes place.

ARTICLE VIII

SUMMARY SUSPENSION

In cases to protect the physical or emotional well-being of the alleged offender or to protect the safety of students, faculty, staff or University property, the assistant vice president for student affairs may summarily suspend a student or student organization from the university and all of its facilities and grounds pending a disciplinary hearing or medical evaluation. The summary suspension shall be in effect until a hearing has taken place on the charge(s) and a decision has been reached. If the student elects to appeal the decision of the hearing officer, the assistant vice president for student affairs will decide if summary suspension will be lifted or remain in effect until completion of the appeal process.

ARTICLE IX

JUDICIAL APPEAL PROCEDURES

In each case involving imposition of a penalty or sanction, the accused shall have the right to appeal the decision.

1. An appeal shall be in writing and shall be delivered to the vice president for student affairs within 5 class days following the decision by the hearing officer or the assistant vice president for student affairs. A student who fails to file an appeal within the 5 class day period forfeits the right to any appeal.
2. An appeal to the vice president for student affairs may be made only on the following grounds:
   a) Lack of due process, i.e., when a student can show an error in the hearing; or arbitrariness in finding against the weight of the evidence.
   b) Lack of substantial evidence.
   c) Evidence that was not considered or available that would subsequently change the nature of the case.

3. Upon receipt of an appeal, the vice president for student affairs may render a decision within 5 class days. The vice president for student affairs shall review the case and make one of the following determinations:
   a) find no error and affirm the decision of the tribunal which adjudicated the case;
   b) find irregularities, additional pertinent evidence or prejudicial errors sufficient to overturn the decision or remand the case to the appropriate body for further adjudication.

4. The vice president for student affairs will communicate the decision to the adjudicatory body, the student, and the president of the University.

ARTICLE X
STUDENT GRIEVANCE PROCEDURE

Students who have grievances resulting from conflict with officials of the University (administrators, staff, and/or faculty), may seek consultation with the assistant vice president for student affairs. The assistant vice president for student affairs will receive confidential statements during the initial interview and will assist students in clarifying the issue and compiling a summary report of the compliant. With consent of the student, a report of the circumstances will be submitted to the vice president for student affairs for review and appropriate action. The decision in a student’s grievance action may be appealed to the president of the University within three class days following the decision. Complaints concerning grades should follow the policy set forth in this handbook under “Academic Appeals Procedures.” These procedures are available in the Dean’s Office of each college or school.

When a student has a complaint about mistreatment by another student he or she should follow the procedure listed under the section entitled, “Prohibited Offenses Against Individuals.” Students can also report their complaints directly to the assistant vice president for student affairs.
THINGS TO KNOW ABOUT ACADEMICS
(Picture)
THINGS TO KNOW ABOUT ACADEMICS

REGISTRATION

To receive the proper credit for a course, the student must be officially registered for the course in the Office of Records and Registration and the student’s name must be listed on the official class roster. A student who attends a class without officially being registered will not receive a grade for the course. Any student who fails to comply with the official registration rules and regulations will not be allowed to petition for course credit.

ACCURATE ADDRESS INFORMATION

It is a student’s responsibility to make certain that accurate address information is on file at all times. You may update your address at the Office of the Registrar in person, by letter or by faxing the information to (334) 834-0336.

Different addresses can be maintained in your electronic file. However, you must provide specific address data and instructions to ensure accuracy of this information. The most commonly used addresses are:

LOCAL: This is your address in the Montgomery area. Semester specific mailings are sent to this address (e.g., bills, registration information and financial disbursement).

PERMANENT HOME: This is the address to which semester grade reports and bills will be sent. In some cases this may be the same as the local address.

HOUSING (Local): This is the residence hall address if you are living on campus.

PARENT/GUARDIAN: Specific mailings are sent to this address.

STUDENT LOAD

The minimum credit hour load for a full-time undergraduate student is 12 hours per semester. A student who registers for less than the minimum load stated above is classified for academic purposes as a part-time student.

Normal Load – 15 to 18 semester hours of credit.

Maximum Load (for dean’s list students or others with special permission from their dean) 20 semester hours of credit.

Students on Academic Probation – not more than 13 semester hours of credit during the regular academic year and not more than six semester hours of credit during the summer term.

CLASSIFICATION OF STUDENTS

Student classification requires satisfactory performance on basic skills and subject knowledge examinations as are deemed appropriate by the University as well as the successful completion of a required number of semester hours.
To advance from freshman to sophomore, from sophomore to junior, and from junior to senior, a student must demonstrate satisfactory performance on all required examinations and have successfully completed the following number of hours:

**Freshman** – Fewer than 32 Semester Hours  
**Sophomore** – 32 Semester Hours  
**Junior** – 63 Semester Hours  
**Senior** – 93 Semester Hours

**EXAMINATIONS, GRADES AND GRADE POINTS**

Final examinations are held at the end of each semester. Students are graded on the basis of the following guidelines:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>0</td>
</tr>
</tbody>
</table>

- **Excellent**
- **Good**
- **Satisfactory**
- **Minimum Passing**
- **Failure**
- **Incomplete**

The following symbols are substitutes for grades but are not grades themselves:

- **W** Withdrawal in good standing  
- **IP** In progress (see below)  
- **AU** Audit

An “I” (incomplete) grade is assigned in instances in which a student is likely to pass the course upon completion of requirements to change the “I” grade. To yield credit for a course for which a grade of “I” has been assigned, course requirements must be completed by the end of the next semester of enrollment, not to exceed two calendar years. When reporting the “I” grade, faculty will include the alternate grade that the student has earned, factoring in all of the course requirements, e.g., I (B) (C) (D) or (F). If the student does not complete assignments to remove the “I” grade during the next semester of enrollment, the alternate grade will be the final grade.

Students receiving veteran benefits are required to adhere to the regulations of the Veterans Administration in addition to those requirements set by the University for all students.

**GRADE POINT AVERAGE**

The ASU grade point average may be computed by dividing the total number of quality hours into the total number of quality points.
WITHDRAWAL FROM A COURSE

A student may withdraw without penalty from a course prior to midterm. The deadline date for withdrawing from a course (usually the Tuesday after midterm week) is stipulated in the academic calendar.

When a student, as a result of emergency circumstances, is forced to withdraw from a course after the established withdrawal date for the term, the student may petition, in writing, the dean of the school in which the course is offered for approval to withdraw from a course. A student may not withdraw from a course after the deadline if he or she is failing. The dean will contact the student’s instructor to determine the student’s scholastic standing at the time of the request to withdraw.

If the student registers and decides not to attend class, or stops attending classes, the course must be officially dropped through the Registrar’s Office or a grade of “F” may be recorded by the instructor.

If the student improperly adds a course and does not process a drop/add form through the Registrar’s Office, no credit will be allowed and he or she will not receive a grade for the course.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the University must file an official notice with the Office of Records and Registration. One of the following methods may be used:

(3) Completion of the official Withdrawal from the University form in the Office of Records and Registration.
(4) Submission of a letter to the Office of Records and Registration indicating the request to be withdrawn, via mail or fax.

Requests for withdrawal from the University must be received in the Office of Records and Registration by the last day of classes of the semester from which the student wishes to be withdrawn. Students who officially withdraw will receive “W” grade designations for the term of withdrawal.

HONORS PROGRAM

Alabama State University offers an honors program that is designed to challenge the academically strong and talented student. The objectives of the program are:

1. to provide opportunities for capable students to pursue outstanding and independent academic achievement.
2. to offer opportunities for capable students to expand the breadth and depth of their educational experience beyond the standard curriculum.
3. to encourage accelerated students to develop their maximum potential.
Interested students are invited to inquire about the program in the Office of Academic Affairs, Room 118, Councill Hall.

AIR FORCE ROTC

Alabama State University was approved by the Department of the Air Force in April 1971 to offer the Air Force Reserve Officers' Training Corps (AFROTC) program. The nationwide AFROTC program is the major source of Air Force officer procurement. The purpose of AFROTC Detachment 019 at Alabama State University is to offer educational experiences and train students for officership, leadership and management in the U. S. Air Force. To accomplish this purpose, the Division of Aerospace Studies offers two-year and four-year programs leading to a commission in the U. S. Air Force. Through cross-town enrollment agreements, this program is available to students of Auburn University at Montgomery, Troy University in Montgomery, Huntingdon College and Faulkner University. For more information, contact the AFROTC Department, located in Room 115, Paterson Hall.

ACADEMIC RIGHTS AND RESPONSIBILITIES

As members of the Alabama State University community, students have certain rights and responsibilities in the academic area of the University. Faculty and students as members of the University community have shared responsibility for creating an academic atmosphere of mutual respect and consideration of individual dignity.

The University subscribes to the following basic principles of academic freedom for students.

1. On matters of opinion, students are free to disagree with other students and with instructors and to reserve judgment. Each instructor in the University is obligated to encourage free discussion, inquiry and expression and to differentiate between fact and opinion (whether his or her own or that of others). Each instructor is obligated to administer his or her classroom so that the students will express themselves without fear of embarrassment, intimidation or reprisal by the instructor or other students.

2. Students are to be evaluated in courses solely on the basis of their performance in meeting appropriate academic criteria and not on opinions or conduct in matters unrelated to academic standards. They are free to share in the evaluation of the teaching effectiveness of their instructors.

ACADEMIC DISHONESTY

An important goal of ASU is to prepare students as effective and productive professionals and citizens in society. Through an academic environment conducive to free and open discourse, inquiry and expression, this goal can be achieved. Academic dishonesty is a serious offense which is against the important principle of scholarship. Furthermore, academic dishonesty works against the development of students' intellectual abilities; it will not be tolerated by the University. Academic dishonesty includes but is not limited to the following:
1. Plagiarism: Intentionally or knowingly using sources of another in an academic exercise without proper identification of the source(s).
2. Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; helping or attempting to help a student commit an act of dishonesty, including buying, selling or transmitting a copy of any examination or test before it shall have been administered; allowing another to copy information during an examination or other academic exercise.
3. Fabrication: Intentional falsification or invention of information or citation in an academic exercise.

PROCEDURES IN A CASE OF ACADEMIC DISHONESTY

The procedures in cases involving allegations of academic dishonesty are described below:

1. In the event an instructor believes that a student has violated the University’s policies on academic dishonesty, the instructor shall so inform the student immediately.
2. If the evidence sustains the instructor’s original position, the instructor may impose an academic penalty up to including assignment of a failing grade for the course.
3. If the instructor assigns a failing grade, he or she shall notify and give in writing the reason for the failing grade to the department chair and the dean of the college, school or division in which the course is offered.
4. The dean shall report the offense to the vice president for academic affairs and the vice president for student affairs.
5. Should the vice president for academic affairs deem the case of dishonesty warrants more serious action, the dean, with the concurrence of the vice president for academic affairs, may refer the matter to the vice president for student affairs for referral to the assistant vice president for student affairs for investigation and to determine if the charges have merit. (See Article IV, Procedures and Student Rights Relating to the Adjudication of Student Misconduct)

The student may appeal the instructor’s decision of a failing grade in accordance with the policy set forth in this handbook under “Academic Appeals Procedure.”

ACADEMIC SANCTIONS

When a student’s academic performance does not meet the minimum standards of the course, the instructor of the course shall assign to him or her a failing grade for the course. Students who fail to meet certain academic standards as set forth in the ASU Undergraduate Catalog may be placed on academic probation, suspended from the University for a defined period or permanently denied permission to continue as an ASU student. (Students should consult the ASU Undergraduate Catalog for specific standards).

ACADEMIC APPEALS PROCEDURE

If a student feels that the final grade assigned to him or her for work in any course is unfair for any reason, these procedures should be followed:
1. Seeking a satisfactory explanation for the grade earned, the student should consult with the instructor of the course.

2. If the student feels that his or her grievance still exists after conferring with the instructor, he or she may present the complaint in writing to the chair of the department in which the course is offered (or the dean of the college/school, if the instructor is the chair). Such appeal must be presented within 30 days (excluding Saturdays, Sundays and holidays) after the beginning of the next semester. A student who is not enrolled in the summer term must appeal within the first 30 days of the fall semester if the disputed grade came in the preceding spring semester. A student who fails to file an appeal within the 30 day period forfeits the right to any appeal. In cases of appeal, the department chair (or dean of the college/school) shall consider the matter in consultation with the instructor and the student and seek to exercise his or her influence toward mediation.

3. If the department chair or the dean fail to mediate the dispute, the dean shall appoint a committee consisting of the chair of the department, who shall chair the committee, two faculty members (other than the one involved in the dispute) of the department offering the course and two student participants chosen from the honor societies. If the instructor in dispute is the chair of the department, the two faculty members will come from outside of the department and the dean of the college or school will serve as chair of the committee. If the instructor in dispute is the dean of the college/school, the vice president for academic affairs will appoint the committee, and the faculty members will come from outside the college/school.

After consideration of evidence presented by the student and by the instructor the committee shall announce a decision which shall be binding unless a notice of appeal to the vice president for academic affairs is given within five class days of the decision of the student being notified. This decision shall be made by mid-semester only on procedural grounds. The student has a right to appeal the decision of the vice president for academic affairs to the University president by submitting a written notice within three class days following the decision of the vice president.

**STUDENT EXPECTATIONS OF FACULTY AND STAFF MEMBERS**

Students have a right to expect faculty and staff members to be reasonably accessible for conferences, advisement and the University services. Faculty and staff responses to students are expected to be courteous, respectful, caring and helpful. A student who feels mistreated by a faculty or staff members in his or her capacity as a University employee should first register the complaint with the head of the department in which the offending person works. If the student wishes to pursue the matter beyond the level of the department, the normal administrative channel should be followed up to the office of the vice president of the area in which the employee works. Students shall file the complaint in writing with the vice president of that particular division. The vice president may conduct an inquiry into the matter, depending upon the gravity and/or the frequency of such charges against the faculty or staff member. Depending upon the gravity of the vice president's findings, the matter may be handled under specific provisions found in the Faculty Handbook or Non Academic Staff Handbook, whichever is applicable.
POLICY STATEMENTS
(Picture)
POLICY STATEMENTS

The policy statements described below are provided to assist you in better understanding ASU, especially the rules and regulations governing the University. Keep in mind, however, that the university acknowledges and complies with local, state, and federal policies as they are approved, and new institutional policy may be introduced while this handbook is in circulation.

UNIVERSITY POLICY ON NONDISCRIMINATION

Alabama State University is an equal opportunity institution and does not discriminate on the basis of race, religion, color, physical disability, national origin, sex, marital status, political affiliation or age in any of its programs, including admission of students or employment. To file a complaint or for additional information, contact the vice president for student affairs, in 108 McGehee Hall, (334) 229-4241. In matters regarding sex discrimination, the University does comply with Title IX of the Education Amendments of 1982. Information regarding the application of Title IX may be obtained from the director of personnel and human relations (who is the University EEO officer) at (334) 229-4267 and the vice president for student affairs.

Regarding students with physical disabilities, ASU will provide reasonable accommodations for individuals qualifying under the Americans with Disabilities Act (ADA) and other state and federal laws and regulations. The service is dependent upon verifiable student needs. Students with “documented” special needs who intend to enroll in ASU should contact the University Counseling Center Office and the ADA Coordinator at (334) 229-4382.

POLICY ON GENDER EQUITY

Alabama State University takes seriously its commitment to gender equity in employment and education. While the University has in place procedures dealing with sex discrimination, informal mediation is available through the vice president for student affairs or the director of personnel services, depending on the circumstances of the incidents. In the event an individual is not satisfied with the mediation or elects not to pursue the informal process to remedy an alleged discriminatory practice, the student or employee may file a formal grievance.

The purpose of the grievance procedure is to facilitate resolution of a grievance in an orderly and consistent manner as established in the Title IX Grievance Manual of the Office for Civil Rights of the U.S. Department of Education and ASU. Information regarding the application of Title IX may be obtained from the director of personnel services at (334) 229-4267 and the vice president for student affairs (334) 229-4241.
DEFINITION OF TERMS

As a first step in understanding Title IX grievance procedures for sex discrimination, the following definitions are offered:

a. **Grievance:** A complaint alleging any action, policy, procedure or practice which would be prohibited by Title IX.

b. **Title IX:** Title IX of the Education Amendments of 1972, the 1980 implementing regulations and any memoranda, directives, guidelines or subsequent legislation that may be issued or enacted.

c. **Grievant:** A student or employee of ASU who submits a grievance relevant to Title IX or an individual or group submitting a grievance on behalf of a student(s) or employee(s).

d. **(Name of Institution/Agency):** Any reference to Alabama State University means any school, department, subunit or program operated by the University.

e. **Title IX Coordinator:** The employee(s) designated to coordinate ASU’s efforts to comply with and carry out its responsibilities under Title IX and the Title IX implementing regulation.

f. **Title IX Grievance Representative:** Any person designated by ASU or by the Title IX coordinator as a person with whom Title IX grievances may be filed. The Title IX grievance representative may be delegated other tasks by the Title IX Coordinator.

g. **Respondent:** A person alleged to be responsible, or who may be responsible, for the Title IX violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

h. **Hearing Officer:** The representative(s) of ASU, or its governing body, who is delegated authority for hearing/resolving a grievance at a specified level of grievance processing.

i. **Grievance Answer:** The written statement of the respondent regarding the grievance allegations and possible corrective action.

j. **Grievance Decision:** The written statement of a hearing officer on his or her findings regarding the validity of the grievance allegation and the corrective action to be taken, which become effective with the president’s concurrence.

k. **Day:** A class day; the calculation of days in grievance processing shall exclude Saturdays, Sundays and holidays.

l. **Corrective Action:** The action which is taken by Alabama State University to eliminate or modify any policy, procedure or practice found to be in violation of Title IX and/or to provide redress to any grievant injured by the identified violation.

FILING A TITLE IX GRIEVANCE

Any student, employee or any individual or group acting on behalf of a student or employee shall file any grievance alleging sex discrimination in writing with the Title IX coordinator or other designated Title IX grievance representative.
A grievance may be filed by an individual student or an employee or a group that files a complaint on behalf of a student(s) with the Title IX coordinator at ASU as designated by the president of the University. A copy of the grievance shall be sent to the vice president for student affairs. All grievances shall be processed in accordance with the following procedure that follows:

1. A grievance shall be filed in writing within five class days after the event giving rise to the grievance. The written grievance shall contain the action that is being grieved, the alleged violation of what rule, regulation, practice or procedure and the remedy being sought. The grievance shall first be filed with the Title IX coordinator with a copy to the vice president for student affairs. The grievant shall complete a form entitled, “Title IX Grievance Filing Form,” which can be obtained from the Office of Personnel Services.

2. The Title IX coordinator shall respond to the grievant in writing within 10 class days of receiving the grievance.

3. Within two class days of receipt of the complaint the Title IX coordinator shall notify the respondent(s) involved in writing that a complaint alleging violation of Title IX has been filed against him or her with a copy of the complaint with attachments. The respondent must send in writing a grievance answer within 10 class days back to the Title IX coordinator.

4. If the Title IX coordinator fails to respond within the 10 class days or if the response is unfavorable, a grievance petition may be filed with the hearing officer within 10 class days of the date on which the Title IX coordinator(s)’ response was received or should have been received.

5. The Title IX coordinator shall notify the hearing officer of the complaint and shall set up a hearing. The coordinator shall set the date, time and place of the hearing and notify the respondent of the hearing at least five class days before the hearing.

6. Each party may be represented by professional legal counsel. However, if any party elects to be advised or represented by legal counsel, the hearing officer must be notified in writing no later than 48 hours before the hearing. In such a case, the University may exercise the option to present its case through use of legal counsel.

7. At the conclusion of the hearing, the hearing officer shall compile his or her findings regarding the validity of the grievance allegation and the recommended corrective action in a document called the “grievance decision” on the appropriate hearing form. The hearing officer shall transmit written copies of the “grievance decision” to the grievant, vice president for student affairs, and the Title IX coordinator. The Title IX coordinator shall send a copy to the president of the university. A verbatim record in the form of a tape recording shall be made of each hearing. All correspondence sent to the grievant must be by signature or certified mail.

8. The hearing officer’s “grievance decision” shall contain a statement of the facts, finding of fact with respect to the matters at issue and recommended corrective actions.

9. If notice of appeal of the hearing officer’s decision is received by the Title IX coordinator within five class days of receipt of the decision, another hearing shall be scheduled the grievant request an appeal with the University President. In the hearing, the burden of proof is on the grievant.
10. The respondent shall have the right to testify in his or her own behalf, to present evidence and witnesses, to hear and question adverse witnesses, and to rebut administrative or hearing committee by his or her peers. The judgment of the hearing officer shall be based solely on the evidence presented in the hearing.
11. The Title IX coordinator shall do a follow-up and monitor each case brought to a hearing on the designated form.


UNIVERSITY POLICY ON ACCESS TO AND RELEASE OF STUDENT RECORDS

Alabama State University maintains, collects and compiles information on its students in order to enhance University operations. The University fully complies with the Buckley Amendment of the Family Educational Rights and Privacy Act of 1974. The Buckley Amendment requires that students be advised of their rights concerning their educational records. The law guarantees students three important rights: (1) the right to inspect their student records, (2) the right to challenge incorrect information in those records and (3) the right to keep their records private.

Each student may exercise his or her right to inspect and review any and all official records, files and data directly related to him or her by initiating a request in writing with the custodian of the records desired. For request to review or correct records, a student should report to the Office of Records and Registration, 27 Councill Hall, or call the office at (334) 229-4243 during regular business hours.

Students who are or who have been in attendance at the University may challenge in writing, by submitting their request to the University Registrar, the content of the records maintained. They must be provided an opportunity for the correction or deletion of any alleged inaccurate, misleading or otherwise inappropriate data contained in such records and to insert into such records a written explanation respecting the content thereof.

COMMITTEE ON PRIVACY OF STUDENT RECORDS

The Committee on the Privacy of Student Records shall review policies relating to records of students, monitor continuously the security of student record keeping, evaluate requests for research use of student record data and offer consultation on other issues that may occur.

UNIVERSITY POLICY ON SEXUALLY TRANSMITTED DISEASES

Recent reports on Alabama cases of sexually transmitted diseases (e.g., syphilis, gonorrhea, herpes, HIV, AIDS) reveal an alarming increase in infection rates despite educational programs aimed at combating these diseases. Reports show the HIV infection rate is highest among the 25-29 age group, indicating exposure is occurring during the teen years.
In an effort to educate, protect and meet the overall needs of its students, the Division of Student Affairs, in cooperation with the state and county health departments and community agencies, works to provide the following services to ASU students:

1. Educational programs related to sexually transmitted diseases (STDs) and AIDS, Homosexuality, offensive inappropriate touching and sexual assault. Student organizations are encouraged to co-sponsor these programs in order to enhance student participation.
2. Pamphlets, brochures and videos related to STDs, including AIDS.
3. Personal protection, such as condom purchasing.
4. Counseling and appropriate referrals for examinations and treatments.

UNIVERSITY POLICY ON ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Alabama State University endorses the 1988 statement of the American College Health Association’s (ACHA) recommendation and guidelines for institutional policies for higher education on HIV infection and AIDS. Furthermore, the University recognizes and adheres to the confidentiality of information guidelines and standards as recommended and published by ACHA in “Recommended Standards and Practices for a College Health Program,” fourth edition. The University does not discriminate in its practices of admissions, class attendance, access to facilities and campus medical care for those persons with AIDS or HIV infection.

Support services are available to concerned individuals through the University Health Services Center, University Counseling Center and community referral agencies. Interested parties can pick up copies of the AIDS guidelines and other information from the Director of the Student Health Services Center, Simpson Hall Basement. A committee of faculty, staff, and students may be established at the University to organize and oversee an AIDS education program, and to provide a mechanism for making policy decisions as necessary.

UNIVERSITY POLICY REGARDING STUDENT PREGNANCY

For health and safety reasons, a student who is pregnant is encouraged to notify the director of University Health Services or his or her designee of her condition as soon as the pregnancy is confirmed and shall provide the director or his or her designee with the name and address of her prenatal health care provider. Confidential information provided to the director will be utilized only in emergency situations or situations of medical necessity.

Medical services in the University Health Services Center are not available during pregnancy. For that purpose, the student who is expecting is encouraged to consult with her prenatal provider concerning medications she may or may not be able to take, and for complications and illnesses during her pregnancy. If she desires referral information in managing the pregnancy, she should discuss this matter with the center director or his or her designee.

A student may be precluded from living in the residence hall during pregnancy (as with any condition) and for a period of time after delivery, when, in the judgment of the University
health authority, living in the residence halls may compromise the health, safety or welfare of the mother, the unborn child or other residence hall students.

UNIVERSITY POLICY ON SEXUAL Assault AND RAPE

This policy applies to same sex and heterosexual sexual assault and rape. Sexual assault is defined as any unwanted touching of a sexual nature. This includes but is not limited to:

- Unwanted kissing, touching or fondling
- Penetration with a finger or a foreign object
- Rape (vaginal or anal intercourse, oral – genital contact)

These acts constitute sexual assault when they are attempted or committed through force, threat, or intimidation, when the perpetrator has been informed that his/her actions are unwanted: or by taking advantage of the victim’s incapacity or helplessness caused by alcohol or other drugs.

Rape is defined as “unlawful sexual intercourse by force or deception.” A person is responsible of rape in the first degree when one intentionally engages in sexual intercourse with another person without consent.

Alabama State University categorization of rape is as follows:

- Stranger Rape – The sexual assault of an individual by someone the victim does not know.
- Acquaintance Date Rape – the sexual assault of an individual by someone the victim knows, usually an acquaintance or a date. Date rape is the most common type of rape occurring on college or university campuses, but the least frequently reported.
- Group/Gang Rape – the sexual assault of an individual by multiple perpetrators. Many gang rapes on college campuses occur in residence halls, fraternity houses or at off-campus parties and in vehicles.

ALABAMA STATE CRIMINAL LAWS

Rape in the first degree:
A person commits the crime of rape in the first degree if:

- He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
- He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
- He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

Rape in the first degree is a Class A felony.
Rape in the second degree:
A person commits the crime of rape in the second degree if:
- Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
- He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
Rape in the second degree is a Class B felony.

Sodomy in the first degree:
A person commits the crime of sodomy in the first degree if:
- He engages in deviate sexual intercourse with another person by forcible compulsion; or
- He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
- He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.
Sodomy in the first degree is a Class A felony.

Sodomy in the second degree:
A person commits the crime of sodomy in the second degree if:
- He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
- He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.
Sodomy in the second degree is a Class B felony.

Anyone who is a victim of a sexual assault or rape should contact one of the following offices:

- University Police Department – 229-4400
- Montgomery Police Department – 241-2652
- Counseling Center – 229-4382
- Office of the Assistant Vice President for Student Affairs – 229-5104
- Office of the Vice President for Student Affairs – 229-4241

UNIVERSITY POLICY ON SEXUAL HARASSMENT

Alabama State University is firmly committed to providing an environment that is free of discrimination. Sexual harassment is reviewed as a form of sex discrimination and as a most reprehensible offense, whether committed on or off campus. ASU will vigorously investigate and impose sanctions when investigation confirms that sexual harassment has occurred. The University is especially sensitive to this matter where students are involved and will not hesitate to impose the maximum disciplinary sanction where warranted. Deliberate false accusation of
sexual harassment will not be condoned and will result in disciplinary action being taken against anyone who knowingly makes a false report.

SEXUAL HARASSMENT DEFINED

Unwelcomed sexual advances, requests for sexual favor and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic decisions, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academic decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment or the assignment of better academic grades or favorable consideration for academic or social advancement. Sexual harassment may be of a homosexual or heterosexual nature and may consist of the following:

1. sexually suggestive language;
2. derogatory sexual comments;
3. unsolicited touching of the body;
4. outright solicitation of sexual intercourse;
5. subtle pressure for sexual favors or social encounters;
6. demands for sexual favors or social activity accompanied by threats or insinuations that failure to submit will adversely affect one's employment, wages, work conditions or academic advancement;
7. demands for sexual favors or social activity accompanied by implied or direct promises that submission will result in better job treatment or academic advancement; and
8. patting or pinching.

REPORTING INCIDENTS OF SEXUAL HARASSMENT

A student who believes he or she has experienced sexual harassment shall immediately report the allegation to the vice president for student affairs or the Department of Police and Campus Security. A formal investigation of the matter will begin when a written compliant is filed. If charges of sexual harassment are formally filed against any officer of the University who serves at or above the level of an area vice president or the director of intercollegiate athletics, the EEO officer shall within 10 days report that fact and the results of any preliminary investigation to both the president and the chairman of the board of trustees.

INVESTIGATING REPORTED INCIDENTS OF SEXUAL HARASSMENT

Prior to initiating an investigation, the director of Personnel Services and Human Relations will notify the accused person(s) of the sexual harassment charge and of the impending investigation. The investigation will be nonadversarial. Therefore, attorneys for neither side will be permitted. The investigation committee will be composed of three disinterested members. Two members will be appointed by either of two divisional vice presidents. The third member will be selected by the two members appointed by the vice presidents. If the two cannot agree on
naming a third member, the director of Personnel and Human Relations will name the third member. If the sexual harassment charge involves a student, at least one member of the committee will be a student appointed by the vice president for student affairs. All correspondence should be in writing that requires a signature or use of certified mail.

The committee will interview and obtain relevant testimony from any and all persons who may have knowledge of the matter within 30 days of notification. Upon completion of the investigation, the committee will compile its findings, formulate recommendations and forward its report through the director of Personnel Services and Human Relations to the vice president for student affairs.

UNIVERSITY POLICY ON ABSENCE EXCUSES

The University recognizes that students may be faced with circumstances warranting absence from attending class. Official excuses are issued by the University Counseling Center and are granted for the following reasons only:

1. "verified" illness,
2. death in immediate family, with proof (e.g., statement from funeral home, death certificate, obituary),
3. University-authorized business,
4. military duty,
5. civic duty (i.e., time for voting or serving on jury duty, not court appearances for misconduct) and
6. counselor-excused verification.

Excuses will be processed in the University Counseling Center, Room 111 McGhee Hall, during the periods of 2:30 to 4:30 p.m. Monday through Thursday. No official excuse will be issued from the University Counseling Center if the occurrence which gave rise to the absence from class occurred more than 10 class days from the request.

DRUG-FREE CAMPUS AND WORKPLACE POLICY

Alabama State University is committed to fostering a campus environment in which the effects of alcohol and drugs do not interfere with the academic development and work of students and institutional faculty and staff. Furthermore, the effects of drug and alcohol abuse pose a danger to the individual, students, faculty members and the public. Alabama State University acknowledges and complies with the laws of the state of Alabama which prohibit the sale, distribution, manufacture, possession or use of a controlled substance in the state. Therefore, individuals are specifically prohibited from using, selling, distributing or, in any other way, involving themselves with controlled substances except as permitted in relevant legislation.
DRUG AWARENESS PROGRAM

The University has established a Drug Awareness Program administered through the University Counseling Center in cooperation with the University Health Services Center. The program includes the following activities:

- **Alcohol/Drug Education:** Through student workshops, information on drug abuse is provided, including drug effects, signs and symptoms of drug abuse, effects of drugs on personal performance, and the University’s Drug-Free School and Campus Policy.
- **Counseling and Referral:** For students in need of counseling, in-patient treatment or other diagnostic services, a listing of alcohol/drug, self-help and in-patient services is available in the University Counseling Center.
- **Print and Audio-Visual Materials:** An array of brochures, pamphlets, monographs, research reports and audio visuals on Drug Awareness Programs for Alabama State University is available in the University Counseling Center.

Additionally, confidential assistance with substance abuse problems is available through several greater Montgomery area agencies. University counselors must confidentially refer for counseling any student who appears to be having difficulty with substance abuse.

SANCTIONS APPLICABLE TO STUDENTS

The University will enforce sanctions as it relates to illegal use, possession or distribution of controlled substances on its premises or at any of its activities. Specifically, depending upon the facts relating to any drug or alcohol conviction or use, students who violate the University’s drug-free policy may be required to participate in a drug abuse assistance program or may be subject to sanctions up to and including suspension for a specified period of time.

POLICY DISSEMINATION AND EVALUATION

It is the policy of ASU to maintain a drug-free campus. In order to inform University students of this policy as well as the dangers of substance abuse, copies of the University’s policy are made available from the following offices: the University Counseling Center; University Health Center; the library; offices of the vice presidents; and the Student Government Association. At the time of registration, copies of the policy will also be available.

The Office of Student Affairs will evaluate and review various measures to better understand the effectiveness of the university’s Drug-Free Campus and Workplace Policy. These measures include the following:

1. Trends of drug and alcohol arrests by the Police and Security Department.
2. The number of disciplinary actions issued to students related to controlled substance abuse.
3. The number of students referred or required to participate in classes and counseling sessions.
4. The number of reported violations of housing regulations.
5. The amount of vandalism in the residence halls associated with drug and alcohol abuse.
6. The number of incidents of violence influenced by alcohol and drug abuse.
FEDERAL AND STATE POLICIES
(Picture)
FEDERAL AND STATE POLICIES

DRUG POLICY

The University will uphold the federal and state laws concerning the illegal use, possession, consumption, sale, trafficking, manufacturing, dispersing, and/or distribution of drugs, narcotics, controlled substances, counterfeit substances and drug paraphernalia. Any student found in violation of this policy will be referred to the Office of Student Discipline. If found responsible, he/she will be immediately sent to the Office of Student Discipline.

FEDERAL LEGAL SANCTIONS CONCERNING DRUGS AND ALCOHOL

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute and simple possession of drugs ("controlled substances"). Controlled Substances Act 21 U.S.C. Sections 841, 843(b), 844, 845, 846 (1988). The following is a list of punishments prescribed for each crime/offense:

<table>
<thead>
<tr>
<th>Crime/Offense</th>
<th>Jail Time</th>
<th>Fine ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Degree</td>
<td>10-20 years</td>
<td>Max $100,000</td>
</tr>
<tr>
<td>2nd Degree</td>
<td>10 years</td>
<td>Max $100,000</td>
</tr>
<tr>
<td>3rd Degree</td>
<td>5 years</td>
<td>Max $7,500</td>
</tr>
<tr>
<td>4th Degree</td>
<td>up to 18 months</td>
<td>Max $7,500</td>
</tr>
<tr>
<td>Disorderly Persons</td>
<td>up to 6 months</td>
<td>Max $1,000</td>
</tr>
<tr>
<td>(offense)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petty Disorderly</td>
<td>up to 30 days</td>
<td>Max $500</td>
</tr>
<tr>
<td>(offense)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONTROLLED DANGEROUS SUBSTANCES

Controlled dangerous substances are classified into five different schedules (I-V):

Schedule I
- Opiates (Dimepethanol, Hydroxypethidine, Normethadone)
- Narcotics (Acetylcodone, Bensylmorphine, Heroin, Morphine, Nicocodeine)
- Hallucinogenic (LSD, Marijuana, Mescaline, Peyote, Psilocybin)

Schedule II
- Oxycodone (Percodan)
- Fentanyl (Sublimaze)
- Methadone (Dolophine)
- Meperidine (Demerol)

Schedule III
- Amphetamine (Biphetamine)
- Phenmetrazine
- Gluthethimide (Doriden)
- Phencyclidine

**Schedule IV**
- Barbital
- Meprobamate (Equanil, Miltown)
- Chloral hydrate
- Phenobarbital (Donnatal, Bellergal)

**Schedule V**
- Codeine
- Codeine Phosphate (Robitussin)
- Diphenozylate (Lomotil)

**SUMMARY OF STATE OF ALABAMA DRUG LAWS**

See Code of Alabama 1975 Criminal Code or website www.sos.state.al.us under Codes of Alabama

**HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS AND ALCOHOL**

Drug and alcohol abuses are problems of overwhelming proportions in our society today. While alcoholism may develop in anyone, it tends to first appear between the ages of 20 and 40 and may be more prevalent in persons with a family history of alcoholism.

**WHAT ARE THE EFFECTS OF ALCOHOL AND DRUG USE?**

Generally, drugs and alcohol impair how your brain takes in and sorts information. Users may feel they are at their best when in reality they are performing poorly. Use can also motivate crime to finance the use and can leave a criminal record behind, which impairs future activities.

Alcohol abuse is usually characterized by one of three different patterns: (1) regular daily intoxication, (2) drink large amounts of alcohol at specific times, or (3) periods of heavy daily drinking.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Chronic alcohol abuse can produce irreversible changes, including dementia, sexual impotence, cirrhosis of the liver and heart disease. Death can occur either as a complication of one of these chronic problems, or acutely, secondary to alcohol intoxication by poisoning or aspiration of vomitus or as the result of an automobile accident while driving intoxicated.
ALABAMA LAW PROHIBITING HAZING
§16-1-23
HAZING PROHIBITED; PENALTY

(a) Hazing is defined as follows:
   (1) Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or
   (2) Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.
   (3) The term hazing as defined in this section does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. The term hazing does not include corporal punishment administered by officials or employees of public schools when in accordance with policies adopted by local boards of education.

(b) No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending.

(c) No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university, or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section.

(d) Any person who shall commit the offense of hazing shall be guilty of a Class C misdemeanor as defined by Title 13A.

(e) Any person who participates in the hazing of another, or any organization associated with a school, college, university, or other educational institution in this state which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to public funds, scholarships, or awards which are enjoyed by him or by it and shall be deprived of any sanction or approval granted by the school, college, university, or other educational institution.

(f) Nothing in this section shall be construed as in any manner affecting or repealing any law of this state respecting homicide, or murder, manslaughter, assault with intent to murder, or aggravated assault. (Acts 1981, No. 81-824, p. 1466, §§ 1-6.)
ALABAMA CLEAN INDOOR AIR ACT
§22-15A-1

HISTORY

Effective date:
September 1, 2003


This chapter shall be known and may be cited as the “Alabama Clean Indoor Air Act.” (Act 2003-314, p. 770, § 1.)


The Legislature finds as follows:

(1) Numerous studies have found that tobacco smoke may be a major contributor to indoor air pollution and that breathing secondhand smoke may be a cause of disease, including lung cancer, in nonsmokers. At special risk are children, elderly people, individuals with cardiovascular disease, and individuals with impaired respiratory function, including asthmatics and those with obstructive airway disease.

(2) Health hazards induced by breathing secondhand smoke may include lung cancer, heart disease, respiratory infection, and decreased respiratory function, including bronchospasm. (Act 2003-314, p. 770, § 2.)


As used in this chapter, the following words and phrases shall have the following meanings:

(1) BAR AND LOUNGE. Any establishment which is primarily devoted to the serving of alcoholic beverages for consumption by patrons on the premises and in which the serving of food is only incidental to the consumption of beverages. Although a restaurant may contain a bar, the term “bar” shall not include the restaurant dining area.

(2) CHILD CARE FACILITY. Any facility caring for children.

(3) DEPARTMENT. The Alabama Department of Public Health.

(4) EMPLOYER. Any person, partnership, association, corporation, or nonprofit entity that employs five or more persons, including the legislative, executive, and judicial branches of state government; and any county, city, town, or village or any other political subdivision of the state; any public authority, commission, agency, or public benefit
corporation; or any other separate corporate instrumentality or unit of state or local government.

(5) GOVERNMENT BUILDING. Any building owned or operated by the state, including the legislative, executive, and judicial branches of state government; any county, city, town, or village or any other political subdivision of the state; any public authority, commission, agency, or public benefit corporation; or any other separate corporate instrumentality or unit of state or local government.

(6) PUBLIC CONVEYANCE. A bus, taxi, train, trolley, boat, and any other means of public transit.

(7) PUBLIC MEETING. Any meeting open to the public unless held in a private residence.

(8) PUBLIC PLACE. Any enclosed area to which the public is permitted, including, but not limited to, auditoriums, elevators, hospitals, nursing homes, libraries, courtrooms, jury waiting rooms and deliberation rooms, theatres, museums, common areas of retirement homes, restaurants, laundromats, health facilities, educational facilities, shopping malls, government buildings, sports and recreational facilities, places of employment, airports, banks, retail stores, and service establishments. A private residence is not a "public place."

(9) SERVICE LINE. Any indoor line at which one or more persons are waiting for or receiving service of any kind, whether or not the service involves the exchange of money.

(10) SMOKING. The burning of a lighted cigarette, cigar, pipe, or any other matter or substance that contains tobacco.

(11) SMOKING AREA. Any designated area meeting the requirements of Section 22-15A-7. (Act 2003-314, p. 770, § 3.)

§ 22-15A-4. Prohibition against smoking in public places; exceptions.

(a) No person shall smoke in a public place or at a public meeting except as otherwise provided in this subsection and in Section 22-15A-7. This prohibition does not apply to any of the following places:

(1) Bars and lounges.

(2) Retail tobacco stores and tobacco businesses.

(3) Limousines used under private hire by an individual or corporation.

(4) Hotel and motel rooms rented to guests, except for those rooms designated by the hotels and motels as "no smoking" rooms.

(b) Smoking by patients in a chemical dependency treatment program or mental health program may be allowed in a separated well-ventilated area pursuant to a policy established by the administrator of the program that identifies circumstances in which prohibiting smoking would interfere with the treatment of persons recovering from chemical dependency or mental illness. (Act 2003-314, p. 770, § 4.)
§ 22-15A-5. **Written smoking policies by employers; designation of nonsmoking areas.**

(a) By December 1, 2003, each employer having an enclosed place of employment may adopt, implement, make known, and maintain a written smoking policy which shall contain at a minimum all of the following requirements:
   
   (1) Any employee in a place of employment shall have the right to designate his or her work area as a nonsmoking area and to post the same with an appropriate sign or signs, to be provided by the employer.
   
   (2) Smoking shall be prohibited in all common work areas in a place of employment, unless a majority of the workers who work in that area agree that a smoking area will be designated.

(b) The smoking policy shall be communicated to all employees within three weeks of its adoption. All employers shall supply a written copy of the smoking policy upon request to any existing or prospective employee.

(c) Notwithstanding any other provisions of this section, every employer shall have the right to designate any place of employment, or any portion thereof, as a nonsmoking area. (Act 2003-314, p. 770, § 5.)

§ 22-15A-6. **Designation of smoking areas; requirements; nonsmoking policies.**

(a) Pursuant to this section, the person in charge of a public place may designate an area for the use of smokers. Notwithstanding the foregoing, a smoking area may not be designated and no person may smoke in any of the following unless the area is enclosed and well ventilated:

(1) Child care facilities.
(2) Hospitals, health care clinics, doctors’ offices, physical therapy facilities, and dentists’ offices.
(3) Elevators.
(4) Buses, taxicabs, and other means of public conveyance.
(5) Government buildings, except private offices.
(6) Restrooms.
(7) Service lines.
(8) Public areas of aquariums, galleries, libraries, and museums.
(9) Lobbies, hallways, and other common areas in apartment buildings, senior citizen residences, nursing homes, and other multiple-unit residential facilities.
(10) Polling places.
(11) Schools or other school facilities or enclosed school sponsored events for grades K-12.
(12) Retail establishments, excluding restaurants, except areas in retail establishments not open to the public.

(13) Lobbies, hallways, and other common areas in multiple-unit commercial facilities.

(b) If a smoking area is designated, existing physical barriers and ventilation systems shall be used to minimize the toxic effect of smoke, and no more than one-fourth of the total square footage in any public place within a single enclosed area shall be reserved and designated for smokers unless clientele dictates otherwise. No area designated as a smoking area shall contain common facilities which are expected to be used by the public.

(c) Nothing in this section shall be construed to prevent any owner, operator, manager, or other person who controls any establishment or facility from declaring and enforcing a nonsmoking policy in the entire establishment or facility.

(d) Notwithstanding any other provision of this section or this chapter, if any restaurant is deemed by its owner as being too small to have a designated smoking area, it shall be left up to the discretion of the owner if the facility will be a “smoking” or a “nonsmoking” facility. (Act 2003-314, p. 770, § 6.)

§ 22-15A-7. Posting of “No Smoking” and “Smoking Area” signs; violations of chapter.

(a) A “No Smoking” sign or signs, or the international “No Smoking” symbol, which consists of a pictorial representation of a burning cigarette enclosed in a circle with a bar across, shall be prominently posted and properly maintained where smoking is prohibited by this act, by the owner, operator, manager, or other person in charge of the facility. “Smoking Area” signs shall also be posted as appropriate in public places.

(b) The person(s) in charge of a public place who observes a person in possession of a lighted tobacco product in apparent violation of this act shall inform that person that smoking is not permitted in that area by law. (Act 2003-314, p. 770, § 7.)

§ 22-15A-8. Enforcement of chapter; reporting violations.

(a) The department, in cooperation with other agencies, shall enforce this chapter and to implement enforcement shall adopt, in consultation with the State Fire Marshal, rules specifying procedures to be followed by enforcement personnel in investigating complaints and notifying alleged violators and rules specifying procedures by which appeals may be taken by aggrieved parties.
(b) Public agencies responsible for the management and maintenance of government buildings shall report observed violations to the department. The State Fire Marshal shall report to the department observed violations of Section 22-15A-5 or Section 22-15A-6 found during its periodic inspections conducted pursuant to its regulatory authority. The department or division, upon notification of observed violations of Section 22-15A-5 or Section 22-15A-6 shall issue to the proprietor or other person in charge of the public place a notice to comply with Section 22-15A-5 or Section 22-15A-6, or both. If such person fails to comply within 30 days after receipt of such notice, the department or the division shall assess a civil penalty against him or her not to exceed fifty dollars ($50) for the first violation, not to exceed one hundred dollars ($100) for the second violation, and not to exceed two hundred dollars ($200) for each subsequent violation. The imposition of a civil penalty shall be in accordance with the Alabama Administrative Procedure Act. If a person refuses to comply with this chapter, after having been assessed a penalty pursuant to this section, the department or the division may file a complaint in the circuit court of the county in which such public place is located to require compliance.

(c) All fine moneys collected pursuant to this section shall be deposited into the State General Fund. (Act 2003-314, p. 770, § 8.)


Any person who violates Section 22-15A-4 commits a violation, punishable by a fine of twenty-five dollars ($25) for each violation. Jurisdiction shall be with the appropriate district or municipal court. A charge of a violation shall be treated in the same manner as a traffic citation. Any law enforcement officer may issue a citation pursuant to this section. (Act 2003-314, p. 770, § 9.)

§ 22-15A-10. Local laws, ordinances, or regulations.

Nothing in this chapter shall be construed to restrict the power of any county, city, town, or village to adopt and enforce local laws, ordinances, or regulations that comply with at least the minimum applicable standards set forth in this chapter. (Act 2003-314, p. 770, § 11.)
MONTGOMERY CITY NOISE ABATEMENT
ORDINANCE NO. 69-2001

I. BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MONTGOMERY, ALABAMA, that Sections 27-1, 27-2, 27-3, 27-4, 27-5, and 27-6 of the Code of Montgomery and Ordinance 17-96 are hereby repealed in their entirety; and

II. BE IT FURTHER ORDAINED, that the following is hereby adopted:

A. Purpose.

The making, creation and maintenance of loud, raucous, jarring, disturbing unnecessary, or unnatural noises, which are unusual for their time, place and use, affect and are detrimental to the public health, comfort, convenience, safety, welfare and prosperity of the citizens of the City. As a result of their necessity for the public interest, the provisions and prohibitions of this Chapter are enacted for the purpose of securing and promoting the public health, comfort, convenience, safety, welfare, prosperity and peace of the City and its citizens with due concern for the rights of individuals and property owners.

B. Noise permit required.

1. It shall be unlawful for any individual or organization to make or create or to ask or pay another to make or create any noise that is raucous, jarring, disturbing, unreasonably loud or a nuisance to a reasonable person within the area of audibility, without first obtaining a permit in accordance with the procedures set forth in the Chapter. A permit is not authorized for a noise which will be repetitive in nature or made on a continuing basis.

2. For the purposes of this Chapter, audibility shall be measured by the auditory senses, words and phrases need not be discernable and bass reverberations are included.

3. Exceptions. Nothing in this Chapter shall be construed to prohibit:

(a) The ringing of bells or chimes by religious organizations;

(b) Noises created by police, fire, rescue or other emergency vehicles or personnel;

(c) Live remote broadcasts by duly licensed radio stations upon business or public premises;
(d) Construction activity conducted or construction equipment operated upon residential, commercial, industrial or public premises during the time period between 7:00 a.m. and 7:00 p.m.

C. Prohibited acts for which permit cannot be obtained.

1. It is hereby declared a nuisance and shall be unlawful to operate or play any radio, stereo system, musical instrument or similar device which produces or reproduces sound, whether from a motor vehicle or by a pedestrian, in such a manner as to be plainly audible to any person other than the player or operator of the device at a distance of twenty-five (25) feet in the case of a motor vehicle or twenty-five (25) feet in the case of a pedestrian;

2. It is hereby declared a nuisance and shall be unlawful to operate or play any radio, stereo system, television, phonograph, musical instrument or other similar device which produces or reproduces sound, whether from a business or residence, in such a manner as to be plainly audible at a distance of twenty-five (25) feet to any person inside a commercial, residential, multifamily dwelling or public place.

D. Penalty for violation.

Any person convicted of violating any section of this Chapter shall be punished by a fine not to exceed five hundred dollars ($500.00). Each day any violation of this Chapter exists or continues to exist shall be a separate offense and punishable as such under this section.

E. Noise permit application.

An individual or organization seeking a noise permit shall file an application with the City Clerk on a form provided by the City Clerk’s office.

1. Time for Filing. An application for a noise permit must be submitted to the City Clerk at least fifteen (15) business days before the first day of the date or dates for which the permit is sought. Applications received less than fifteen (15) business days before shall not be considered unless the applicant can show the permitting authority good cause for failing to file the application in a timely manner.

2. Contents. The application for a noise permit shall contain the following information:

(a) The name, address and telephone number of the person completing the application. If the individual
is completing the application on behalf of an organization, the name, address, and phone number of the organization as well as the name, address and telephone number of the owner, manager or chairman of the organization;

(b) The name, address and telephone number of the individual or organization that will actually create the noise;

(c) A description of the noise that will occur, including whether the source of the noise will be live or mechanical;

(d) The reason why the noise will be made;

(e) The proposed date, time and length of the noise;

(f) A street address and general description of the location where the noise will occur, including, but not limited to, whether the property on which the noise will occur is a residence, park, church, commercial establishment or other;

(g) If the noise will be made in connection with a gathering of people, an estimate of the number of people involved.

F. Procedure for application, review and approval.

1. Upon receipt of an application for a noise permit, the City Clerk shall forward copies of the application to the Mayor, the City Attorney, the Chief of Police, the Fire Chief, the Director of Planning Department, the Municipal Court Administrator, and the Finance Director within two (2) business days from the date the application was filed.

2. The Mayor, the City Attorney, the Fire Chief, the Director of the Planning Department, the Municipal Court Administrator, and the Finance Director shall have five (5) business days to review the noise permit application and transmit, in writing, any comments, objections or recommendations regarding the noise permit application to the Chief of Police.

3. The Chief of Police shall be the Permitting Authority and shall be responsible for issuing noise permits.
4. In deciding whether to issue a noise permit, the Permitting Authority shall consider the following factors:

(a) Whether the proposed activity or event complies with all applicable licensing, permitting and zoning laws and requirements of the City;

(b) Whether the proposed activity, event or noise is reasonably likely to interfere with or jeopardize the health, welfare and safety of individuals in the vicinity, including, but not limited to, whether there is a history of violent acts arising out of past similar activities or events at the proposed location;

(c) The nature of the activity, event or noise, including, whether the noise involves protected speech or expression;

(d) The nature of the location, whether residential, commercial or other;

(e) The proximity of the location to single or multi-family residences, churches and/or schools with consideration for the time of day the activity or event is to occur;

(f) The length of time the noise will be made; and

(g) Any other factors deemed relevant to the decision-making process.

5. When issuing a noise permit, the Permitting Authority may place limits, restrictions or conditions on the permit it deems reasonably necessary to preserve public health, safety and welfare.

G. Contents of noise permit.

Every noise permit shall state the following information:

1. The name and address of the individual or organization being issued the permit;

2. The location, date, starting time and approximate length of time the noise is to occur;

3. Any limitations, restrictions or conditions on the permit; and
4. Any other information the Chief of Police deems necessary to ensure compliance with the permit and the laws of the City.

H. Duties of permittee; Invalidity of noise permit.

A noise permit issued pursuant to this Chapter shall cease to be valid under any of the following circumstances:

1. The permittee, individual or organization making or creating the noise fails to comply with all permit directions, limitations, restrictions or conditions and with all applicable City laws;

2. The permittee or a designated representative is not present at the permitted location and able to produce the noise permit during the entire time the noise is being made or created; or

3. The application for the noise permit contains a material misrepresentation which was not corrected before the noise permit was issued.

I. Revocation of noise permit prior to permitted event or activity.

The Chief of Police shall have the authority to revoke a permit prior to the activity or event, upon the joint concurrence of the Mayor and/or the City Attorney, granted pursuant to this Chapter for good cause but shown before doing so, shall give written notice to the permittee stating the grounds for revocation.

ADOPTED this 20th day of November, 2001.
SECTION 504 OF THE REHABILITATION ACT OF 1973

This law replaces PL 94-142. IDEA expands services mandated under 94-142 to include autism and traumatic brain injury in its disability categories by requiring transition services as part of each IEP and by emphasizing outreach to children with disabilities from minority backgrounds.

SECTION 504 OF THE REHABILITATION ACT OF 1973

This was the first federal civil rights legislation designed to protect the rights of individuals with disabilities. The statutes state in part:

“No otherwise qualified handicapped individual in the United States shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.” (29 U.S.C. 794)

INDIVIDUAL MUST MEET THE FOLLOWING ELIGIBILITY CRITERIA TO RECEIVE SERVICES UNDER SECTION 504

1. Have an impairment that substantially limits one or more major life functions;
2. Have a history of such impairment;
3. Be regarded as having such an impairment; and
4. Be deemed to be “otherwise qualified,” despite the disability.

PUBLIC LAW 101-336 THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

ADA guarantees equal opportunity, for individuals with disabilities, in:

1. employment,
2. public services (includes state and local government and transportation),
3. public accommodations,
4. telecommunications and
5. miscellaneous provisions.

The ADA does not replace Section 504, but it draws much of its framework from 504. Essentially it prohibits discrimination against the same population and in many of the areas as 504 and expands the provisions to the private sector.
DEFINITIONS

**Accused Student** – an individual who is charged with committing a violation of the Code of Conduct.

**Adviser** – any member of the faculty, staff or student body of the University can serve as an adviser. The role of the advisers is to give assistance, and they may not question nor address anyone other than their advisee. An adviser may not be an attorney or someone who attends law school.

**Assessment/Fine** – a forced monetary compensation appropriate to the violation, including a motor vehicle violation.

**Charges and Specifications Letter** – states the alleged misconduct and the state the date and time for a pre-hearing meeting and/or a hearing.

**Cheating** – intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise; helping or attempting to help a student commit an act of dishonesty, including buying, selling or transmitting a copy of any examination or test before it shall have been administered and allowing another to copy information during an examination or other academic exercise.

**Class Day** – any day in which regularly scheduled classes are in session.

**Community Service** – a sanction involving work on a particular task or tasks for a specified number of hours.

**Complainant** – the party that files the complaint against a student.

**Disciplinary File** – the student discipline record maintained by the assistant vice president for student affairs.

**Disciplinary Probation** – the placing of a student on social and behavioral restrictions for a specified length of time or until a stated condition is met. Further violations of regulations will result in consideration of his or her suspension from the University.

**Educational Sanctions** – mandatory participation in a specific educational program, work assignment or the completion of a research assignment. The student is responsible for all related expenses.

**Expulsion** – permanent separation of the student from the University.

**Faculty member** – any person hired by the University to conduct classroom activities.

**Hearing** – a hearing before the University hearing officer in which the complainant and the accused student have the opportunity to present testimony, evidence and arguments. A determination as to finding the accused student responsible or not responsible will be based upon evidence presented at the hearing and, if the accused student is found responsible, appropriate sanctions will be levied.

**Hearing Officer** – the designated individual who has authority to conduct hearings on charges of alleged offenses as related to student conduct; for the investigation of grievances of all members of the University community in matters pertaining to University services, employee-student relations; and for the adjudication of contested violations of University motor vehicle regulations.

**Hearing Waiver Form** – a form whereby the student who pleads responsible waives his or her right to a hearing and accepts the sanction(s) offered by the assistant vice president for student affairs; or pleads no contest and accepts the sanction(s).
Incident Report – an accusation in written form which must be signed by an individual indicating that he or she has first-hand knowledge or strong reason to believe that a student has committed an offense.

Loss of Privileges – denial of specified privileges for a designated period of time.

Member of the University Community – any person who is a student, faculty member, University official or any other person employed by the University.

Office of the Assistant Vice President – the administrative office of the University that is responsible for the efficient and fair operation of Student Discipline.

Plagiarism – intentionally or knowingly using written or oral source of another in an academic exercise without proper identification of the source(s).

Policy – the written regulations of the University as found in, but not limited to, The Pilot, the student handbook.

Reprimand – an official written statement to the student that he or she has violated a University regulation. It is a warning that further misconduct may result in a more severe suspension.

Residence Hall Expulsion – permanent separation of the student from the residence halls.

Residence Hall Suspension – separation of the student from the residence halls for a specified length of time, after which the student is eligible to return.

Restitution – forced compensation to the University or, in the case of private property, to the owner who has suffered the loss. This sanction is applied in cases involving damages to or theft of University or private property.

Sanction – a penalty imposed upon a student after he or she either has admitted being responsible or has been found responsible by the hearing officer of having committed a violation of the Code of Conduct.

Staff Member – any University employee performing employment responsibilities, excluding faculty and administrative personnel.

Student – all persons taking courses at the University, both full-time or part-time, whether they reside on campus or commute. Persons who are not officially enrolled for a particular semester but who have a continuing relationship with the University are considered “students.”

Subpoena – a letter of notice to the accused student stating that his/her hearing will be held on a specified date, time and location.

Summary Suspension – students are temporarily removed from (not allowed on) campus pending a disciplinary hearing and a decision by the University hearing officer, unless special permission is given by the assistant vice president for student affairs.

Suspension – forced withdrawal from the university for a stated period of time, after which readmission will be allowable. Suspension may extend for the remainder of the current semester or more semesters or until a specified condition is met.

University – means Alabama State University.

University-owned or controlled property – all land, buildings, facilities and other property in the profession of or owned, used or controlled by the University.

Written Notice of Hearing – the formal written notification of the date, time and place of the hearing. The accused student must be given two not more than ten class days notice prior to the hearing day.