

The Pilot



Updated July 2026

ASU

ALABAMA STATE UNIVERSITY
STUDENT HANDBOOK

WELCOME TO HORNET NATION!

GREETINGS FROM STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

The Division of Student Affairs and Enrollment Management is pleased to present this updated edition of *The Pilot*, the official student handbook of Alabama State University. This resource is designed to support all students—undergraduate, graduate, traditional, non-traditional, and virtual learners. Inside, you will find valuable information, resources, and the Student Code of Conduct, which will guide you in making informed educational, social, and cultural decisions.

Developed in collaboration with students, faculty, and staff, *The Pilot* reflects best practices and guidelines from higher education professionals and regulatory agencies. As a living document, it will be updated periodically to reflect the evolving needs of ASU and its student body.

We invite you to provide feedback and recommendations for improvements to the Office of the Vice President for Student Affairs and Enrollment Management at the John G. Hardy Student Services Center, Suite C2.42, or by calling 334-229-4241.

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 publication, every effort has been made to describe accurately the services, rules and regulations and pertinent public laws affecting students. 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.

An electronic copy of this handbook is made available to each registered student through the Alabama State University website —www.alasu.edu. Questions or comments about *The Pilot* should be directed to the Office of Student Affairs and Enrollment Management, specifically the Vice President for Student Affairs and Enrollment Management. This is not a contractual document.

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Approved by the Alabama State University Board of Trustees on May 1, 2025.

Effective until superseded by Board action.

Updates approved June 25, 2026.





On behalf of the Board of Trustees, our faculty, staff, and the entire Alabama State University family, it is my distinct pleasure to welcome you to Hornet Nation. Whether you are joining us as a first-time freshman, transfer student, or returning to continue your academic journey, know that you are now part of a university with a rich legacy of excellence, resilience, leadership, and service.

As you begin this exciting chapter, I encourage you to carefully review The Pilot: Student Handbook and Code of Conduct. This handbook serves as an important guide to the resources, expectations, rights, and responsibilities that help foster a safe, respectful, and engaging campus community. I hope you will use it as a valuable resource throughout your time at Alabama State University.

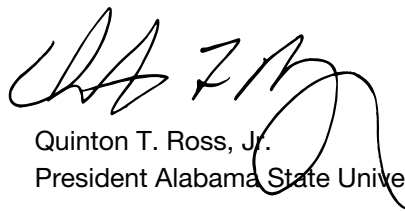
Your experience at ASU will be defined not only by the knowledge you gain in the classroom, but also by the relationships you build, the challenges you embrace, and the opportunities you seize. I encourage you to become fully engaged in campus life, pursue excellence in all that you do, and take advantage of the many programs, services, and experiences designed to help you grow personally and professionally.

Our dedicated faculty and staff stand ready to support, encourage, and challenge you as you pursue your dreams. As you write the next chapter of your story, remember that you are joining generations of Hornets who have led with purpose, served with distinction, and transformed communities across the nation and around the world.

At Alabama State University, we have made room for your greatness. We have made room for your ideas, your ambitions, your successes, and the unique contributions only you can make. Here, your potential will be nurtured, your voice will be heard, and your future will be shaped by a community that believes in your ability to achieve extraordinary things.

Your success is our mission, and we are honored to walk alongside you on this journey. Together, we will continue to build upon the proud legacy of Alabama State University while creating an even brighter future for generations to come.

Welcome to Alabama State University. We are proud to welcome you to the Hornet family.


Quinton T. Ross, Jr.
President Alabama State University





Dear Hornets,

Welcome to Alabama State University (ASU), where tradition, excellence, and opportunity converge to create a transformative college experience. As a member of Hornet Nation, you are now part of a distinguished legacy of academic achievement, leadership, and service.

At ASU, we provide you with the resources, support, and opportunities necessary to thrive both academically and personally. Whether you are beginning as a first-year student, transferring from another institution, or continuing your studies, you will find a dynamic community committed to your success.

This handbook, *The Pilot*, serves as your comprehensive guide to University policies, student services, campus organizations, and engagement opportunities. We encourage you to use it as a resource to navigate your academic journey and student life at ASU.

Remember, being a Hornet means embracing excellence, integrity, and responsibility. Challenge yourself. Get involved. Lead with integrity. Serve others. We look forward to watching you soar as a Hornet.

Welcome to Hornet Nation—Where History is Made!

Respectfully,

A handwritten signature in black ink that reads "Malinda W. Swoope".

Malinda W. Swoope, Ph.D.
Vice President for Student Affairs
and Enrollment Management





FOUNDED
1867

The Marion Nine: Founders of a Legacy

- James Childs
- Alexander H. Curtis
- Nicholas Dale
- John Freeman
- Davis Harris
- Thomas Lee
- Nathan Levert
- Joey P. Pinch
- Thomas Speed

Nine Academic Units Offering 60+ Degree Programs

- The Percy J. Vaughn
College of Business
Administration (COBA)
- College of Education (COE)
- College of Health Sciences
(COHS)
- College of Liberal Arts and
Social Sciences (CLASS)
- College of Science,
Technology, Engineering and
Mathematics (CSTEM)
- College of Visual and
Performing Arts (COVPA)
- University College
- Division of Aerospace Studies
Air Force ROTC
Detachment 019
- The Harold L. Murphy
Graduate School



A LEGACY OF VISION AND RESILIENCE.

Alabama State University (ASU), located in Montgomery, Alabama, traces its proud origins back to 1867, when it was founded in Marion, Alabama, as the Lincoln Normal School. Born out of a powerful vision to educate Black Alabamians, the university stands today as a global institution because of the unwavering determination of nine formerly enslaved men.

Known as the “Marion Nine,” these trailblazing founders—Joey P. Pinch, Thomas Speed, Nicholas Dale, James Childs, Thomas Lee, John Freeman, Nathan Levert, Davis Harris, and Alexander H. Curtis—refused





ACCREDITATION: ENSURING ACADEMIC EXCELLENCE

Alabama State University is a four-year Public Institution accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's, educational specialist, and doctorate degrees. Alabama State University also may offer credentials such as certificates and diplomas at an approved degree levels.

Questions about the accreditation of Alabama State University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

to accept a future without education for African Americans. With help from the local community, they raised \$500 to purchase land and, on July 18, 1867, officially incorporated the Lincoln Normal School. The school opened its doors on November 13, 1867, welcoming 113 students. Just six years later, in 1873, it made history by becoming the first state-supported liberal arts institution in the United States dedicated to the higher education of Black students. This marked the beginning of ASU's legacy as a pioneering teacher-training college.

While it began with a focus on preparing educators, Alabama State University has since evolved into a comprehensive university offering more than 60 academic programs across nine academic colleges and units. ASU carries forward the spirit of its founders, preparing tomorrow's leaders through a rich and diverse academic experience.





A Mission with Impact.

Alabama State University is a student-centered public HBCU committed to excellence in teaching, research and service. ASU provides a holistic, transformative learning environment on campus and virtually that develops career-ready global change agents equipped to advance workforce excellence and drive economic development across Alabama and the nation. Through CommUniversity, philanthropy and strategic partnerships, ASU creates dynamic relationships that strengthen communities, grow regional economies and prepare graduates to lead in an ever-changing world.

We offer baccalaureate through doctoral degrees in an expansive array of academic programs. We maintain a scholarly and creative faculty, state-of-the-art facilities, and an atmosphere in which members of the University community live, work and learn in pleasant surroundings. We offer a bridge to success for those who commit to pursuing quintessential educational opportunities and lifelong endeavors.

A Vision for the Future.

Our vision at Alabama State University is to achieve global recognition through excellence in teaching, research, and service. We will advance our current status as a premier, comprehensive, Level VI regionally accredited institution to a Doctoral/Research University (DRU) Carnegie Classification–designated institution. We shall become a national leader in developing students through a transformational educational experience with a global impact. As a community builder and partner, we will continue to have a measurable impact on society through innovative education and scholarship research.

ACADEMIC CALENDARS

Your academic success begins with staying informed. The official Alabama State University Academic Calendar includes important dates and deadlines related to registration, add/drop periods, withdrawals, tuition and fee payment deadlines, financial aid disbursements, holidays, examinations, commencement, and more.

Because dates are subject to change, students are encouraged to regularly review the most current Academic Calendar available on the Alabama State University website. Staying informed will help you meet important deadlines and remain on track toward graduation.

alasu.edu/academics/academic-calendar.php



BOARD OF TRUSTEES

The Board of Trustees of Alabama State University was established in 1975 and constitutes a body corporate and politic under Sections 16-50-20, et seq., of the Alabama Code (1975).



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DO YOU HAVE HORNET PRIDE?

LEARN MORE ABOUT ASU TRADITIONS AND MILESTONE EVENTS

Hornet Pride is more than a slogan at Alabama State University—it's a vibrant force that enhances campus life, fosters school spirit, and creates a lasting sense of community and belonging. Getting involved in student life at ASU goes beyond attending events and joining organizations; it means embracing cherished traditions that define the Hornet experience. Whether you're standing with respect to sing our Alma Mater, "Alabama State, O Mother Dear," or cheering on our beloved mascot, Stinger, every moment is a celebration of what it means to be part of the ASU family. Explore what sets Alabama State apart and discover the traditions, pride, and culture that make our Hornet Nation truly one of a kind.

**ASU'S COLORS ARE BLACK AND OLD GOLD
STINGER IS THE OFFICIAL HORNET MASCOT**





COMMENCEMENT

Every Hornet's academic journey culminates in a moment of well-earned celebration. Commencement ceremonies are held twice a year, in May and December, to honor students earning their baccalaureate, master's, and doctoral degrees. These formal university exercises feature distinguished speakers, musical selections, and the proud recognition of academic achievement across disciplines.

UNIVERSITY FALL CONVOCATION

The Fall Convocation officially marks the beginning of the academic year. Held during the first full month of classes, this university-wide event features the President's "State of the University" address and serves as a platform to share academic priorities and community expectations. It's a moment of reflection and renewal for students, faculty, and staff alike.

FOUNDERS' DAY

Celebrated on the Friday closest to February 9, Founders' Day honors the visionary leaders who established ASU and highlights the legacy of our second president, Dr. William Burns Paterson, who played a pivotal role in relocating the University to Montgomery. This annual event reminds us of our rich history and enduring purpose.

HONORS DAY

Honors Day, held each spring semester, recognizes outstanding student achievement in academics and leadership. During this ceremony, students receive well-deserved awards and distinctions, with parents and families invited to join in the celebration of excellence.

MARTIN LUTHER KING, JR. CONVOCATION

Each January, the University gathers to honor the life and legacy of the Reverend Dr. Martin Luther King, Jr. Led by collegiate members of Alpha Phi Alpha Fraternity, Inc., this powerful convocation includes a keynote address, musical tributes, and thematic reflections on justice, service, and leadership.





MISS ALABAMA STATE UNIVERSITY CORONATION

Selected each April by the student body, Miss ASU and her Royal Court are formally introduced to the University community during a regal coronation held in the fall semester. This tradition celebrates leadership, grace, and the cultural heritage of our institution.



OPERATION HORNET NATION: NEW STUDENT ORIENTATION

Operation Hornet Nation is designed to welcome new students and their families to the ASU community and ease their transition to college life. This mandatory orientation program offers:

- Engagement with University leadership and faculty
- Classroom expectations and academic resources
- Course registration and schedule confirmation
- Insight into student services and campus life
- Connections with SOS (Student Orientation Services) Leaders and peer mentors

To learn more or get involved, email orientation@alasu.edu.

The Alma Mater

We expect all ASU students to learn and know the Alma Mater or the University Hymn. We sing our Alma Mater at a variety of University events, including but not limited to convocations, sporting events and Commencements.

Alabama State, O Mother Dear
Again we come to thee

Our pains and sorrows we forget
When e'er thy face we see

O happy harbor, blessed place
O sweet and pleasant soil

In thee we hope, in thee we trust
For thee we pray and toil.

Thy Sons and Daughters love thy
halls Aglow with truth and light

And every heart beats true to thee
In whom there is no night

O Alma Mater, fair and dear
We proudly hail thy name

Which far and near is known and
loved And crowned with glowing
fame.

Thy campus flowers and shady
walks Bring thoughts of Marion
Green

Before thy trials in Beulah Vale
Which God from us did screen

But now we stand on College
Heights Content with God's
decree

For all He does is right and good
And makes for liberty.

— Written by James Edward McCall,
1903



Hornet Creed

**This is the beginning
of a new day.**

**God has given us this day
to use as we will.**

**We can waste it or
use it for good.**

**What we do today
is important.**

**We exchange a day
of our lives for it.**

**We want it to be good,
not bad; gain not loss;
success, not failure,
in order that we never regret
the price we paid for it.**



BAMA STATE HOMECOMING

Bama State Homecoming is more than a celebration, it's a tradition rooted in pride, spirit, and legacy. It's a time when Hornets of all generations return home to ASU to reconnect, represent, and relive the magic of campus life. From the parade and pep rallies to the big game and unforgettable events, Homecoming is a powerful reminder of where we come from—and why we bleed Black and Gold.

TURKEY DAY CLASSIC

The Turkey Day Classic is a cherished ASU tradition held every Thanksgiving, uniting students, alumni, and the community. It features festive events like concerts, brunches, alumni gatherings, the iconic Turkey Day Parade, and a high-energy football game that caps off the celebration with Hornet pride and spirit.





THE G.O.L.D. STANDARD



A CULTURE OF SERVICE

At Alabama State University, we are committed to delivering an exceptional experience for our students, families, staff, and stakeholders through the G.O.L.D. Standard of customer service:

- Genuine interactions
- Open-minded perspectives
- Listening attentively
- Demonstrating excellence in service

We believe that respectful, compassionate, and responsive service fosters a supportive environment where our community can thrive. Exceptional service is not only a responsibility—it's a cornerstone of our mission to build a brighter future. We welcome your feedback and encourage you to share your experiences with the ASU Leadership Team. Your input helps us grow and better serve the Hornet Nation.



Hornet Code 101

STUDENT CODE OF CONDUCT

The Student Code of Conduct exists to promote a safe, respectful, and academically focused learning environment. These standards are intended to support student success while protecting the rights of every member of the University community. As a student at Alabama State University, you are expected to comprehend and adhere to the institution's guidelines, policies, and procedures as outlined in the Student Code of Conduct. The regulations within the Student Code of Conduct apply to all facets of your campus life, encompassing your time spent both in and outside the classroom, on University property, or at student organization-related events that may occur off-campus.

Our campus community promotes decent, respectful, and honorable behavior. We encourage you to embrace and embody the ASU G.O.L.D. Standard of personal and professional excellence. Integrity should be at the core of your academic journey,

and acts of unethical, immoral, dishonest, disruptive, or destructive behavior are regarded as serious offenses. Consequently, processes are in place to address these offenses and maintain the "spirit of community" on our campus.

The subsequent sections provide information addressing the institution's hearing procedures, policies, and your rights and responsibilities as an enrolled student at Alabama State University. Please note that our hearing procedures, managed by the Office of Judicial Affairs, are not designed to enforce criminal or civil laws. They do not operate in place of civil authority (e.g., Public Safety, Montgomery Police Department). However, if a student's behavioral choices warrant law enforcement involvement,

we will notify the appropriate authorities.



YOUR ROLE AS A HORNET

EXPECTATIONS FOR ASU STUDENTS

Attendance

Be present, punctual, and committed to your academic responsibilities.

Participation

Engage actively in shaping a vibrant student life experience.

Reputation

Represent ASU with pride and protect its legacy.



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, share responsibility for creating an atmosphere of mutual respect and consideration of individual dignity.

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

- On matters of opinion, students are free to disagree with other students and with instructors and to reserve judgment. Each University instructor 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.
- Students' coursework is evaluated solely based on 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.

STUDENT EXPECTATIONS OF FACULTY AND STAFF MEMBERS

As a student, you have the right to expect faculty and staff members to be reasonably accessible for conferences, advisement, and other related University services. Their responses should be courteous, respectful, caring and helpful. If you feel mistreated by a faculty or staff member during your time at Alabama State University, you should first register a complaint with the head of the department where the faculty or staff member works, such as a director, dean, or vice president.

To pursue an academic-related matter beyond the departmental level, the normal administrative channel (i.e., director or chair of the department, dean) should be followed up to the office of the Vice President and Provost of Academic Affairs. Ultimately, the Vice President and Provost for Academic Affairs may conduct an inquiry into the matter, depending upon the gravity and/or the frequency of such charges against a faculty or staff member. Depending upon the gravity of the Vice President's findings, the matter may be handled under specific provisions in the Faculty Handbook or Non-Academic Staff Handbook, whichever is applicable.

Behavior and Values

Embrace positive behaviors and values that promote self-awareness and social understanding.

Environment

Help keep our campus spaces, classrooms, residence halls, dining areas safe, clean, and healthy.

Use of Time

Make the most of your time by focusing on academic excellence and personal growth.

Compliance

Follow all University rules, policies, and codes of conduct.

Conduct

Act with integrity and uphold the high standards of Alabama State University.

Gifts and Talents

Use your unique strengths to make your time at ASU meaningful and impactful.

Property

Care for and respect all University property and facilities.

Respect

Honor the rights, opinions, and dignity of others.





ACADEMIC INTEGRITY AND DISHONESTY

An important goal of Alabama State University is to prepare students to be effective and productive professionals and citizens in society. Through an academic environment conducive to free and open discourse, inquiry and expression, the goal is achievable. Academic dishonesty is a serious offense that goes against the important principle of scholarship. Furthermore, academic dishonesty obstructs the development of students' intellectual abilities. The University will not tolerate it. Academic dishonesty includes but is not limited to the following:

- Plagiarism shall include using material from printed sources without attributing the sources or permitting another person to compose or rewrite a student's assignment.
- Academic dishonesty is a serious offense that goes against the important principle of scholarship. Academic dishonesty obstructs the development of students' intellectual abilities; the University will not tolerate it.

1. Cheating

- submitting material that is not yours as part of your course performance;
- using information or devices that are not allowed by the faculty;
- obtaining and/or using unauthorized materials;
- fabricating information, research, and/or results;
- violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- collaborating with others on assignments without the faculty's consent;
- cooperating with and/or helping another student to cheat; and
- demonstrating any other forms of dishonest behavior.

2. Plagiarism

- directly quoting the words of others without using quotation marks or indented format block quotations to identify them;



- using sources of information (published or unpublished) without identifying them;
- paraphrasing materials or ideas without identifying the source;
- unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material; and
- resubmission of material without prior approval.

3. Fabrication

- Intentional falsification or invention of any information or citation in an academic exercise.

Procedures in a Case of Dishonesty

The instructor shall discuss the evidence supporting an allegation of academic dishonesty with the student immediately. The instructor may impose any academic penalty up to and including assignment of a failing grade for the course. If a failing grade is assigned, the faculty member shall notify and give in writing the reason for the failing grade to the student, Chair of the Department and the Dean of the College, School or Division in which the course is offered. The Dean shall report the offense to the Vice President for Academic Affairs and the Vice President for Student Affairs and Enrollment Management.

The student may appeal the instructor's decision to the Department Chair, Dean, and Provost and Vice President for Academic Affairs.

In a case of dishonesty that warrants more serious actions, the Dean, with the concurrence of the Vice President for Academic Affairs, may refer the matter to the Vice President for Student Affairs and Enrollment Management for referral to the Student Conduct Officer for investigation to determine if the charges have merit.

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 outlined in the Alabama State University Undergraduate Catalog may be placed on academic probation, suspended from the University for a defined period or permanently denied permission to continue as an Alabama State University student (students should consult the Alabama State University 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. 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 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 days 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 resolve the complaint through 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 the chair of the committee. If the instructor in dispute is the dean of the college/school, the Provost and Vice President for Academic Affairs will appoint a committee, and the faculty members will come from outside the college/school.

After consideration of evidence presented by the student and instructor, the committee shall announce a binding decision, unless a notice of appeal to the Vice President and Provost for Academic Affairs is given within five (5) class days of the decision of the student being notified. This decision shall be made by mid-semester only on procedural grounds. Depending upon the gravity and/or the frequency of such charges against the faculty or staff member, the Vice President and Provost for Academic Affairs may consult with Human Resources, and if necessary, handled under specific provisions found in the Faculty Handbook or Non-Academic Staff Handbook, whichever is applicable.



Hornet Flight Plan

REGISTRATION AND ACADEMIC POLICIES

To receive proper credit for a course at Alabama State University, 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.

STUDENT LOAD

The minimum credit hour requirement for full-time undergraduate students is 12 hours per semester.

A student who registers for fewer than this minimum load is classified as a part-time student.

CLASSIFICATION OF STUDENTS

Student classification requires satisfactory performance on basic skills and subject knowledge examinations as determined by the University, along with the successful completion of a required number of semester hours.

To advance from freshman to sophomore, from sophomore to junior, and junior to senior, a student must demonstrate satisfactory performance and have successfully completed the following number of credit hours:

■ **Freshman:** Fewer than 30 semester hours

■ **Sophomore:** 31-60 semester hours

■ **Junior:** 61-90 semester hours

■ **Senior:** 91 or more semester hours

GRADE POINT AVERAGE

The ASU grade point average may be computed by dividing the total number of credit hours by the total number of grade 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 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 college 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

EXAMINATIONS, GRADES AND GRADE POINTS

Students are graded on the basis of the following guidelines:

A	4 grade points per credit hour	Excellent
B	3 grade points per credit hour	Good
C	2 grade points per credit hour	Satisfactory
D	1 grade point per credit hour	Minimum Passing
F	No grade points	Failure

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

W	Withdrawal in good standing
I	Incomplete status is given when a student is expected to pass the course upon completing the required work to change the I mark. To receive credit for a course with an I mark, the outstanding requirements must be finished by the end of the next semester in which the student enrolls, and this must be done within two calendar years.





dropped through the Office of Records and Registration 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 Office of Records and Registration or Hornets Web, 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:

1. Completion of the official “Withdrawal from the University” form must be filed in the Office of Records and Registration.
2. Submission of an email and/or official letter to the Office of Records and Registration indicating the request to be withdrawn.

Withdrawal requests from the University must be submitted to the Office of Registration by the last day of classes for the semester in which students wish to withdraw. Students who officially withdraw will receive a “W” grade designation for the term of withdrawal.

ACADEMIC ADVISEMENT

The Academic Advisement Center is designed to provide continuous centralized academic advising to new and continuous ASU students who have not met the requirements for exit from University College. The Center was established in 1979 to help students realize the maximum benefits from their educational experiences, and move them into successful, desirable careers.

Academic advising is an important part of the University’s commitment to students’ growth and academic development. We believe that effective academic advising can have a powerful influence on students’ success in the college environment.

The basic goals of advising focus on the development of Alabama State University students and embrace the following tenets:

- Academic advisement is an integral part of an institution’s larger mission of educating students for life.
- The advisement process can significantly influence your educational and personal growth while you seek to accommodate yourself to the college environment and the larger society.
- Academic advising goes beyond the clerical functions of scheduling classes and filling out forms. Good academic advising is a developmental process that assists you in the clarification of your academic career, and life goals. It helps in developing plans consistent with your goals and in evaluating your progress in meeting those goals.
- Academic advising carries you through a decision-making process that guides you in acquiring the skills needed to develop your educational plans for accomplishing your goals. These are decision-making skills that will serve you throughout life because these skills contribute to the development of mature, self-directed students who are capable of thinking, judging, and acting responsibly on their own.
- The advisement process provides opportunities for communication and information exchanges between you and your advisor, which will help you to realize your maximum potential in the college environment.
- The advisor serves as a facilitator of communication and as a coordinator of learning experiences through course(s), and career planning and academic progress review.
- Academic advisors make a strong and concerted effort to increase your retention through examining causes and finding cures for the high attrition rate, a process that will enable the University to retain more students through graduation.





Academic Center for Educational Success

The Academic Center for Educational Success or A.C.E.S. is a retention initiative aimed to provide comprehensive academic support services to all ASU students. A.C.E.S. two-fold retention approach involves

- ① Intervention services for students who are considered academically at-risk, or who are not making satisfactory academic progress (see ASU's Academic Catalog and the Financial Aid website for information on academic and financial aid Satisfactory Academic Progress (SAP) standards); and
- ② Prevention activities for students who desire additional support for enrichment.

What Type of Services Does A.C.E.S. Provide?

- Early Alert Monitoring (Navigate)
- Intrusive Advising/Coaching
- Satisfactory Academic Progress (SAP) Workshops
- Personal Development Workshops
- My Hornets' Keeper Mentoring Program and Support Groups
- Referrals to Academic Labs (Tutoring)
- Major and Career Guidance
- Parent and Family Experience Portal

Who Does A.C.E.S. Serve?

A.C.E.S. provides enrichment outreach to all undergraduate and graduate students. Specifically, A.C.E.S. serves students who are most at-risk for not meeting ASU's academic and financial aid policies.

The following populations are served directly by A.C.E.S.:

- Summer Bridge Students
- Students on Academic Probation
- Students on Financial Aid Probation (SAP)
- Students on Early Warning Probation
- Students from Designated Population



Your ASU Playbook

UNIVERSITY POLICIES AND REGULATIONS

The policy statements outlined below will help you better understand our campus community. Please remember that Alabama State University adheres to local, state, and federal policies and laws, which are approved through a voting process. Consequently, new institutional policies may be proposed and considered by the Board of Trustees, and these may be added as addendums while The Pilot is in circulation. You will be notified of any updates via your official Alabama State University email account and through postings on the Alabama State University website.

Your Key to Campus Access

ASU HORNET STUDENT IDENTIFICATION CARD

Every student enrolled at Alabama State University receives an official Student Identification Card that students must carry at all times and presented upon request by University officials. If the card is lost or found, report it immediately to the Department of Public Safety/Transportation and Parking. If a duplicate identification or meal card is issued, a replacement fee of \$25 will be charged. This transaction can be made in the Student ID Office in the John G. Hardy Student Services Center on the 2nd Floor, B2-20. Other items to note include:

- An identification card is required for a student to check out books and materials from the Levi Watkins Learning Center; visit residence halls; obtain meals in campus dining facilities; obtain medical services in the Health Center; access areas in the University Center (e.g., Game Room); and, for access to other University functions (i.e., athletic events).
- The hours of operation for residence hall lobbies, in the residence halls, are noon until midnight. Visitors/guests, or someone who is not a permanent or assigned resident of a specific residence hall, are required to present a valid ID/driver's license (i.e., state identification card); sign in; and, be admitted into the building. All visitors/guests are required to exit the building at the end of visitation. Upon leaving the building, the permanent/assigned resident must escort his or her visitor/guest to the front desk, sign out and pick up the initial ID presented. Overnight visitation is not permitted at Alabama State University.



LOST YOUR ID CARD?

Report it ASAP to Public Safety or Parking. Replacements cost \$25 and can be picked up at the Student ID Office located in the John G. Hardy Center, 2nd Floor, Room B2-20.



POLICIES AND REGULATIONS

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Policy Statement

Alabama State University's Artificial Intelligence (AI) Use Policy:

- supports the use of generative AI tools to foster idea creation, digital innovation, and to enhance proofreading of original work;
- grants faculty-level authority to establish course-specific AI policies;
- mandates the inclusion of AI policy use statements on syllabi;
- prohibits the use of AI to generate full texts or full discussion responses to circumvent the submission of original work in compliance with the University's position on plagiarism and academic integrity; and
- requires faculty and students to document their use of AI in adherence to relevant writing guidelines (e.g., American Psychological Association, Modern Language Association).

The purpose of this policy is to outline the appropriate use of AI tools, particularly regarding content creation, proofreading, and academic documentation for Alabama State University students and faculty. The policy aims to promote responsible utilization of AI while ensuring transparency and adhering to academic standards.

Alabama State University (ASU) recognizes the growing role of AI in education and encourages its responsible use by students. Artificial Intelligence tools can be beneficial for idea generation, digital innovation, and proofreading, but they must be used in ways that uphold the University's commitment to academic integrity and originality. While students are permitted to use AI to enhance their learning experience, they are expected to submit original work and follow ethical guidelines when incorporating AI-generated content into their assignments.

Students should be aware that each faculty member has the authority to set course-specific AI policies. These policies will be outlined in the course syllabus and will include details on how AI may or may not be used for coursework. It is the student's responsibility to read and comply with these guidelines. Faculty members are required to provide a clear AI Policy Use Statement in their syllabi, explaining the role of AI in the course, any restrictions on its use, and the expectations for student engagement with AI tools.

Academic integrity remains a core value at ASU, and

the misuse of AI in coursework is strictly prohibited. Students are not allowed to use AI to generate full papers, discussion responses, or assignments in a way that replaces their own original work. Any attempt to submit AI-generated content as one's own without proper acknowledgment is considered plagiarism and will result in disciplinary action as outlined in the University's academic integrity policies. ASU is committed to maintaining a learning environment that fosters honesty, ethics, and independent thought.

To ensure transparency, students are required to document their use of AI tools according to appropriate academic writing standards, such as the American Psychological Association (APA) or Modern Language Association (MLA) guidelines. If AI-assisted content is used in an assignment, students must properly cite and acknowledge the source. This documentation is necessary to maintain academic credibility and to demonstrate responsible AI usage in academic work.

This AI Use Policy applies to all students at Alabama State University and is effective immediately upon approval by the ASU Board of Trustees. Students are encouraged to reach out to their instructors or academic advisors if they have any questions about AI usage in their courses. Any concerns or violations related to AI use should be reported to the Office of Academic Affairs or the Office of Student Affairs for review and resolution. The University will review this policy annually to ensure it remains relevant and effective as AI technology evolves.

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 (FERPA). 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 a request to review or correct records, a student should report to the Office of Records and Registration, C2-15, John G. Hardy Student Services Center, 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 recordkeeping, evaluate requests for research use of student record data and offer consultation on other issues that may occur.

SOCIAL MEDIA USAGE

The purpose of this procedure is to establish guidelines for responsible social media usage by students at Alabama State University. These guidelines help protect the University's brand, reputation, and community standards while encouraging a positive and engaging online presence.

General Guidelines

Students are encouraged to engage with ASU's official social media platforms in a respectful and responsible manner. Any content shared that includes ASU's name, logo, or affiliations should align with the University's mission, values, and policies. It is important to recognize that social media activity, even on personal accounts, can reflect on the University and may impact a student's academic and professional reputation. When expressing personal opinions, students should make it clear that their views do not represent ASU. Cyberbullying, harassment, hate speech, and any form of discrimination are strictly prohibited and will not be tolerated.

Use of ASU Branding and Intellectual Property

Students may not use ASU's official logo, mascot, or other branding materials on personal social media accounts without explicit permission from the Office of Marketing and Strategic Communications (MSC). Student organizations that wish to use ASU branding on their social media accounts must be officially recognized by the University and must adhere to branding guidelines set by MSC. Misrepresenting ASU, its policies, or its community through social media content is strictly prohibited.

Official University Business and Social Media Use

Please be advised that social media platforms (e.g., Instagram, Facebook, X, TikTok, etc.) are not to be used for conducting official University business, including meetings, decision-making, or formal communications related to Alabama State University operations, departments, or student organizations.

All official communication and meeting coordination should occur through University-approved platforms such as email, Microsoft Teams, Zoom, or other systems designated by the University for professional use.

This ensures the integrity, security, and proper documentation of University operations and helps maintain compliance with institutional policies and expectations.

Social media may be used for engagement, promotion, and outreach, but not as a substitute for formal University communication channels.

Student Organizations and Social Media

All student organizations affiliated with ASU must register their social media accounts with



NEED TO REVIEW OR CORRECT YOUR RECORDS?

Visit the Office of Records and Registration located in John G. Hardy Center, Room C2-15
or call 334-229-4243 during business hours.



POLICIES AND REGULATIONS

the Office of Student Affairs and Enrollment Management. The Office of Marketing and Strategic Communications reserves the right to monitor and provide guidance on student organization accounts to ensure they align with University standards. Any inappropriate or misleading content may result in disciplinary action or the removal of official recognition.

Responsible Content Sharing

Students must respect copyright laws, trademarks, and intellectual property rights when posting content. Permission must be obtained before sharing third-party content or images of individuals. Additionally, confidential University information, such as student records, employee data, and internal communications, must not be shared on social media. Violations of the Family Educational Rights and Privacy Act (FERPA) regarding student information will result in disciplinary action.

Personal and Professional Conduct

Students should be mindful of their online presence and how it may affect future employment opportunities. Posting illegal activities, violent content, or any material that violates ASU's Student Code of Conduct may result in disciplinary action. Any concerning or inappropriate social media activity related to ASU should be reported to the Office of Marketing and Strategic Communications or the Office of Student Affairs and Enrollment Management.

Enforcement and Consequences

ASU reserves the right to request the removal of any content that violates University policies or misrepresents the institution. Failure to comply with this policy may result in disciplinary action as outlined in "The Pilot" – the Student Handbook, which could include loss of privileges, suspension, or expulsion in severe cases. In instances of defamation, harassment, or misuse of ASU's intellectual property, the University may pursue legal action.

Reporting Violations

Concerns regarding inappropriate or policy-violating social media content should be reported to the following offices:

- **Office of Marketing and Strategic Communications**
334-229-4483 | asucommunications@alasu.edu
- **Office of Student Affairs and Enrollment Management**
334-229-4241 | studentaffairs@alasu.edu
- **Campus Security**
(if the content poses a security threat)
334-229-4400 | asupublicsafety@alasu.edu

Review and Updates

This policy will be reviewed annually by the Office of Marketing and Strategic Communications and the Office of Student Affairs to ensure it remains relevant and effective in addressing social media use at ASU.

UNIVERSITY POLICY OF ABSENCE EXCUSES

University Excuse Policy

The University acknowledges that students may occasionally face circumstances necessitating an absence from class. A student may request an official University excuse by completing the online excuse request through the ASU website under Student Excuses. University excuses are granted by the Office of Student Affairs and Enrollment Management for the following reasons only:

1. Verified Illness

Must be supported by appropriate medical documentation. Students must present complete and accurate information from a private doctor or health care provider, including the University Health Services Center. Verbal explanations, written notes or phone calls from parents will not be honored. Approval will only be granted for bona fide illnesses and/or injuries.

2. Death in the Immediate Family

Requires proof, such as a statement from a funeral home, death certificate, or obituary.

3. University-Authorized Business

Official documentation from the sponsoring department must be provided.

4. Military Duty

Requires official military orders or supporting documentation.

5. Civic Duty

Includes jury duty or time off for voting, but does not cover court appearances related to personal misconduct; official documentation must be provided.

6. Counselor-Excused Verification

Issued at the discretion of the University Counseling Center based on individual circumstances.

Process for Requesting an Official Excuse

- Students must submit their request for a University excuse online at www.alasu.edu and search for Student Excuses.
- Requests must be made within five class days of the absence. Requests submitted beyond this period will not be processed.
- The Office of Student Affairs and Enrollment Management is in the John G. Hardy Student Center, Room [C2.42], processes all official University excuses.



HAZING PROHIBITION AND REPORTING

Policy Statement

Alabama State University strictly prohibits any form of hazing as defined by University regulations and application laws. Hazing is any action or activity, whether physical, mental, emotional, or psychological, that intentionally or recklessly endangers the well-being, dignity, or rights of an individual as a condition of membership or participation in a group, organization, or team. This policy applies to all students, faculty, staff, and recognized student organizations.

Definition of Hazing

At Alabama State University, we subscribe to and acknowledge the State of Alabama's (16-1-23) definition of hazing:

Any willful action taken or situation created whether on or off any school, college, University or educational premises, which recklessly or intentionally endangers the mental or physical health of any student.

Hazing is Strictly Prohibited in Student Organizations

We are serious about hazing here at Alabama State University and we want to ensure that you understand why we want to emphasize this point. It is important to remember that all of our student organizations, including but not limited to sororities/fraternities, athletic groups, honor societies, and special interest clubs, are subject to this policy. Hazing shall include but not be limited to: forcing, requiring, or expecting new members, associate members, prospective members or initiated members to participate in any of the following actions or activities:

■ Physical Abuse

Forced consumption of alcohol, drugs, or other substances, beating, paddling, branding, or exposure to extreme weather conditions.

■ Psychological Intimidation

Verbal abuse, humiliation, or degrading activities, such as yelling, forced silence, or personal servitude.

■ Endangerment

Forced physical activity, such as excessive exercise, sleep deprivation, or exposure to harmful situations.

■ Coerced Acts

Pressuring individuals to perform pranks, steal, or engage in illegal activities.

■ Social Isolation

Exclusion from normal activities, forced social distancing, or embarrassment in public settings.

■ Financial Exploitation

Requiring members to purchase unnecessary items, pay excessive fees, or cover costs for others.

■ Sexual Misconduct

Coerced or forced nudity, lewd acts, or inappropriate touching.

■ Mental or Emotional Abuse

Forced disclosure of personal information, cyberbullying, or threats of harm.

Enforcement and Reporting

Any individual or group found responsible for hazing will be subject to disciplinary action, which may include suspension, expulsion, loss of recognition for student organizations, or legal action where one can be found guilty and charged with a Class C misdemeanor as defined by Title 13A.

If you suspect hazing has occurred in any student organization, residence hall, sorority/fraternity, athletic group, honor society, or special interest club, please report it promptly to the ASU Police Department at 334-229-4400 or the Office of Student Conduct at 334-229-4834.

You can also report hazing anonymously using the Online Incident Form by clicking the link:

https://cm.maxient.com/reportingform.php?AlabamaStateUniv&layout_id=1



**Suspect hazing?
Report it immediately.
Your voice matters.
Scan to submit an anonymous report**



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It is the student's responsibility to communicate directly with their instructors regarding missed coursework and to provide the official excuse as required.

Failure to provide complete and accurate information will result in a denial of the request. Also, the request for excused absences must be made within five class days of the last day of absence(s). Failure to submit a request within the specified time will result in denial. Upon the granting of an official University excuse, an email notification will be sent to instructors listed on the request. The granting of an official University excuse DOES NOT absolve the student of his/her responsibility to comply with the University's attendance policy or requirements established in the respective course syllabi.

By submitting the request, the student acknowledges that all information provided is complete and accurate. Also, willfully furnishing false or misleading information for the purposes of obtaining an excuse is a violation of the University Student Code of Conduct, and the student will face disciplinary action up to suspension/expulsion.



ZERO TOLERANCE POLICIES

Alabama State University's Zero Tolerance policy mandate strict and mandatory disciplinary actions, often including suspension or expulsion, for specific offenses regardless of extenuating circumstances.

ASU PROHIBITS

**underage possession and consumption
of alcoholic beverages.**

illegal drugs and/or drug paraphernalia.

**unauthorized possession and/or use
of weapons or weaponry.**

**acts of violence, including fighting, physical assault,
sexual assault or misconduct, and battery.**

Hazing of any kind.

This policy is effective, as it relates to activities and events hosted on campus and University- sponsored events off campus. If you are found responsible for violating the Zero Tolerance policy, you may receive the maximum sanction of suspension or full expulsion from Alabama State University. You may also be summarily suspended (meaning a temporary suspension imposed pending the resolution of a student conduct hearing and/or pending criminal charges) from campus, including your residence hall. During this summarily suspension, a student may be prohibited from campus and may have to abide by other conditions set forth by the University.



ALCOHOL POLICY

The legal drinking age in Alabama is 21. University regulations prohibit any student who is not of age from possessing or consuming alcoholic beverages at on-campus and/or off-campus University-sponsored activities. If you are underage and found responsible for violating this policy, you will be subject to University disciplinary and/or criminal action.

You can also face disciplinary sanctions if you are found responsible for:

1. Driving under the influence of alcohol;
2. Being intoxicated or under the influence of alcohol;
3. Providing alcoholic beverages to a person who is intoxicated; and/or
4. Any activity or conduct involving the use of alcohol that is in violation of law.

It should be noted that at some events on campus (i.e., athletic games), alcoholic beverages will be sold. Students who are of age will be asked for standard identification (i.e., a driver's license) before the beverage can be sold. Purchases made in violation of this policy, including supplying alcoholic beverages to underage students, or the selling to/furnishing of minors, will be appropriately adjudicated by the Office of Student Conduct.

When and where appropriate, the Office of Student Conduct possesses the ability to consider a Medical Amnesty when it pertains to underage drinking. To clarify, a student who is impaired and underage and seeks medical assistance in an emergency situation may be exempt from harsher sanction penalties. A student may receive a variety of educational, rehabilitative, and/or restorative justice-based sanctions through the disciplinary process.

Students who may be struggling with alcohol usage or addiction, are encouraged to seek out campus resources by contacting the Health Center at 334-229-4436 or the Counseling Center at 334-229-4382.

ILLEGAL DRUGS AND/OR DRUG PARAPHERNALIA POLICY

As a University community, we take seriously our obligation to ensure the safety and well-being of our students. The presence, use, or selling of illegal drugs and/or drug paraphernalia is not tolerated; and, when in possession of it, students' sanctions (i.e., summarily suspension, suspension or full expulsion) can be swift. Further, violation of this policy can lead to legal action,

arrest and/or imprisonment.

You can face disciplinary sanctions if you are found responsible for:

1. The possession, use, manufacture, cultivation, distribution, sale, and/or misuse of any controlled or illegal substance, designer drugs or synthetic cannabinoid;
2. The possession and/or use of any drug paraphernalia (i.e., bowls, hookah pipes, bongs, "homemade" smoking devices, any other smoking device or smoking paraphernalia) and/or
3. Any activity or conduct involving drugs or drug paraphernalia (i.e., use of University property like a residence hall room, Cashier's Office or campus mailbox; monies (real and counterfeit) from a drug sale; exchange of materials to grow and manufacture drugs) that are in direct violation of local, state and/or federal laws.

UNAUTHORIZED POSSESSION AND/OR USE OF WEAPONS

The entire campus is responsible for ensuring that our community remains weapon-free. The Division of Student Affairs and Enrollment Management works closely with ASU's Public Safety Department to promptly identify and confiscate weapons and weaponry when we have been made aware of their presence, or when they are provided as evidence or are affiliated with a student conduct case. A violation of this policy will lead to disciplinary and legal action up to and including summarily suspension, suspension or full expulsion from the University, arrest and/or imprisonment.

You may face sanctions at the highest level if you are found:

1. Possessing, discharging/using or the displaying of any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (i.e., water guns/projectiles, BB guns, airsoft guns, stun guns and paintball guns) on any property owned, controlled or leased by the University (unless authorized by the University or as a part of a University-sponsored event);
2. Possessing, discharging/using or the displaying of any toy weapon resembling a real weapon (including water guns/projectiles); swords/daggers, knives, pepper spray, explosives (including fireworks or "poppers"); any martial arts weapons or devices used to threaten the safety and well-being of persons on any property owned, controlled or leased by the University (unless



POLICIES AND REGULATIONS

authorized by the University or as a part of a University-sanctioned event);

3. Using any sharp or blunt object/item to injure, attempt to injure, or harass another person (i.e., scissors, baseball bat, Taser);
4. Violating local, state or federal law relating to brass knuckles, nunchucks, pocket knife, knife, razor, switchblade, dagger, sword, and/or bow and arrow/crossbow.

FIGHTING, ASSAULT AND/OR BATTERY POLICY—INCLUDING BULLYING AND CYBERBULLYING

Alabama State University is committed to fostering a safe and inclusive environment for all members of its community. Students who find themselves at the center of a verbal and/or physical disagreement with their fellow peers may face stiff sanctions--particularly when these types of incidents disrupt our living and learning environment. The Office of Student Conduct will adjudicate cases and instances where there has been:

Fighting, Assault and/or Battery

1. Any intentional, physical contact of an insulting or provoking nature; and/or
2. Any physical abuse, intentional injury, or physical harm of another person (i.e., striking, kicking, shoving, throwing projectile objects, or offensive touching).

With the increased use of social media in our society, including virtual personas, pages and websites/videos, texting and group messaging, we have seen an uptick in students who choose to use their virtual presence as a way to negatively engage with their peers. Please note that your digital footprint can be tracked and used as evidence. These types of cases can be adjudicated, when the following has occurred:

Bullying/Cyberbullying, Defamation and Intimidation

Bullying in any form is strictly prohibited and goes against the principles of respect, dignity, and equality upheld by ASU. This policy outlines the University's stance on bullying, the expectations for behavior, reporting procedures, and the consequences for violations.

Definition of Bullying

Bullying is defined as any repeated, unwanted, aggressive behavior that involves a real or perceived power imbalance and causes physical or psychological harm. This behavior may be verbal, written, or physical and includes actions such as teasing, name-calling, spreading rumors, social exclusion, intimidation, and cyberbullying. Examples of bullying are below:

1. The act of creating an environment where persons are subject to or feel threatened behaviors from another person;
2. The act of communicating, electronically or digitally (i.e., email, texting, group messaging, websites/videos, social media), to someone in any way that is likely to cause alarm;
3. The act of holding, sharing or threatening to share any personal information and media, electronically or digitally (i.e., email, texting, group messaging, websites/videos, social media), about anyone through any and alternative means of communication;
4. The act of intentional behavior that is repetitive and that causes alarm or discomfort to another person;
5. The act of developing fictitious information about a University member and disseminating that to a third party, which then makes the person susceptible to acts of hate, contempt, ridicule, loss of goodwill or loss of standing in our community; and/or
6. The act of holding, sharing or threatening to share any sexual content, electronically or digitally (i.e., email, texting, group messaging, websites/videos, social media), about anyone through any and alternative means of communication.

Expectations for Behavior

1. All members of the ASU community, including students, faculty, staff, and visitors, are expected to treat each other with respect and courtesy.
2. Engaging in any form of bullying, harassment, or intimidation is strictly prohibited.
3. Retaliation against individuals who report bullying or cooperate in an investigation is also prohibited.

Reporting Procedures

1. Immediate Action: If you are a victim of bullying or witness bullying, take immediate action to remove yourself or the victim from harm's way.
2. Report to Authorities: Incidents of bullying should be reported promptly to the Office of Student Judicial Affairs or the appropriate University authority.
3. Anonymous Reporting: ASU encourages the use of the anonymous reporting mechanism through the online incident reporting or by scanning the provided QR code.

Investigation Process

1. The University will promptly investigate all reported incidents of bullying to determine the facts and take appropriate action.
2. Confidentiality will be maintained to the fullest extent possible during the investigation.



Consequences for Violations

1. Individuals found in violation of the anti-bullying policy will be subject to disciplinary action, including warnings, probation, suspension, or expulsion, depending on the severity and repetition of the behavior.
2. Employees found in violation may face appropriate disciplinary measures in accordance with University policies.

Dress with Purpose. Represent with Pride.

At ASU, how you show up matters. On campus or off, in class or at events—show up, stand out, and set the standard.



CAMPUS DRESS AND APPEARANCE POLICY

At Alabama State University, students are expected to uphold community standards of conduct, decency, and professionalism in their dress and appearance. These expectations apply both on and off campus, including academic settings, social events, extracurricular activities, and public functions.

This policy reflects Alabama State University's historic role as a leader in academics, civic engagement, and cultural excellence within the Historically Black Colleges and Universities (HBCU) community. By maintaining appropriate dress and appearance, students contribute to an environment that fosters respect, pride, and professionalism in alignment with the University's values.

University staff, faculty, and administrators reserve the right to deny entry to University functions, facilities, or events if a student's attire does not align with these standards.

Dress and Appearance Guidelines

To maintain a respectful and professional atmosphere,

students are expected to adhere to the following:

General Attire Expectations:

- Students must wear shirts, appropriate bottoms, and shoes at all times when in University buildings.
- Attire should be clean, appropriate, and nondisruptive to the academic and social environment.

Prohibited Attire in University Buildings:

- Pants worn below the waist without a belt.
- Clothing that reveals undergarments (e.g., sagging pants, exposed underwear, sheer clothing without appropriate coverage).
- Spaghetti strap tops, crop tops, or overly revealing clothing in academic or administrative spaces.
- Pajamas, nightwear, or house slippers (except within residence halls).
- Head coverings such as durags, bonnets, or hats (unless for religious or cultural reasons).
- Clothing with lewd, derogatory, offensive, or inappropriate language and imagery.

Inclusivity and Cultural Sensitivity

Alabama State University respects the diverse expressions of gender identity, cultural attire, and religious dress within its community. This means:

- Students who do not conform to traditional gender norms in attire are welcomed and supported in their expression.
- Religious head coverings and cultural garments are exempt from headwear restrictions and are recognized as a vital part of personal and religious identity.

By adhering to these guidelines, students demonstrate pride in themselves and their University while preparing for future professional and academic environments.

For questions or concerns regarding this policy, students are encouraged to contact the Office of Student Affairs and Enrollment Management.





ASU IS A SMOKE AND TOBACCO-FREE CAMPUS

SMOKE AND TOBACCO-FREE POLICY

At Alabama State University, the health, safety, and well-being of our students, faculty, staff, and visitors are a top priority. To support a cleaner, healthier, and more inclusive environment, Alabama State University is a 100% smoke-free and tobacco-free campus.

This policy applies to all individuals on University property, including students, faculty, staff, contractors, vendors, and visitors.

Scope of the Policy

Smoking, vaping, and the use of all tobacco and nicotine products (except those approved for cessation purposes) are strictly prohibited on all ASU-owned, leased, or occupied properties, including:

- Residence Halls and University Housing
- Classroom & Administrative Buildings
- Student Common Spaces (Student Center, Library, Dining Hall, etc.)
- Outdoor Spaces & Walkways
- Athletic Facilities, Stadiums & Recreational Areas
- University Vehicles & Parking Areas

Prohibited Products and Activities

Smoking & Tobacco Use Includes:

- Traditional tobacco products (cigarettes, cigars, pipes, hookahs)
- Electronic smoking devices (e-cigarettes, vape pen, electronic hookahs)
- Smokeless tobacco (chewing tobacco, dip, snuff, dissolvable tobacco, pouches)

- Other inhaled or combusted substances that mimic tobacco use

Possession and Intent to Use

- Carrying or possessing lighted smoking devices or tobacco-related paraphernalia
- Using nicotine products that are not part of an approved smoking cessation program

Enforcement and Compliance

- All members of the ASU community, including faculty, staff, students, and visitors, are expected to respect and uphold this policy.
- Community Responsibility: Students, faculty, and staff should encourage compliance by promoting a healthy, tobacco-free environment.

Violations and Consequences

- Students who violate this policy will be subject to disciplinary action under the Student Code of Conduct, up to and including suspension.
- Faculty, staff, and visitors who violate the policy may face corrective action and removal from University property if necessary.

Cessation Resources and Support

Alabama State University is committed to supporting individuals who wish to quit smoking or using tobacco products. Students and employees can access free or low-cost cessation programs, counseling, and nicotine replacement therapy through:

University Health Services Counseling and Wellness Programs, State and Local Tobacco Cessation Resources

For more information or assistance in quitting, please contact the Office of Student Affairs and Enrollment Management, the Counseling Center, or University Health Services.





TECHNOLOGY SERVICES POLICY

The Technology Services Policy at Alabama State University is a collaborative effort that requires commitment from all members of the University community, including administrators, students, faculty, staff, vendors, contractors, and other third parties who interact with ASU's information systems. By understanding and adhering to their roles and responsibilities, all users contribute to maintaining the principles of Confidentiality, Integrity, and Availability (CIA) in information security. This is especially important in today's rapidly evolving cybersecurity landscape, where protecting sensitive data and ensuring secure system operations are critical.

This policy outlines ASU's information security guidelines, covering various aspects such as acceptable use, access control, audit and accountability, awareness and training, clean desk and clear screen practices, configuration management, hardware sanitization, identification and authentication, incident response, system maintenance, media protection, personnel security, physical security, privacy, risk assessment, security assessment, system communication protection, and system integrity. These policies collectively ensure that ASU's technology infrastructure remains secure and resilient against threats.

This policy applies to all faculty, staff, students, and contractors, including part-time, full-time, and temporary personnel who connect to ASU's network. All users are responsible for following the University's information security policies, procedures, and best practices. No individual is permitted to alter or bypass these security measures on ASU information systems. Additionally, users must report any non-compliance issues or security concerns to the Office of Technology Services. If any irregularities or potential threats are noticed in daily operations that could compromise ASU's information security, they should be reported immediately to the appropriate senior authorities for further action.

By adhering to this policy, the ASU community plays a vital role in protecting the University's digital environment, ensuring the security of its information systems, and fostering a culture of cybersecurity awareness.



POLICIES AND REGULATIONS

NONDISCRIMINATION AND HARASSMENT POLICY

Alabama State University is an equal opportunity institution that does not discriminate on the basis of age, race, religion, color, disability, national origin, sex (including pregnancy), sexual orientation, gender identity/expression, marital status and/or veteran or military status in any programs, including admissions or employment. On May 6, 2016, the University's Board of Trustees voted on and approved language concerning our students and discrimination. As a campus community, we do not condone: "Conduct (physical, verbal, graphic, written or electronic) that is 1) unwelcoming to all students; 2) discriminatory on the basis of age, race, religion, color, disability, national origin, sex (including pregnancy), sexual orientation, gender identity/expression, marital status and/or veteran or military status; 3) directed at any individual; and, 4) so severe, pervasive and objectively offensive that a reasonable person, even with the same characteristics of the victim, would be adversely affected to a degree that interferes with his or her ability to participate in or realize the intended benefits of an institutional activity, opportunity or resource."

To file a complaint or for additional information about discrimination and harassment, please contact the Title IX Coordinator, located in C1.64 of the John G. Hardy Student Services Center (334-229-4867). In matters regarding sex discrimination, the University does comply with Title IX of the Education Amendments of 1972.

Information regarding the application of Title IX may be obtained from the Assistant Vice President of Human Resources at 334-229-6747 or the Title IX Coordinator at 334-229-4867.

Regarding students with disabilities, Alabama State University will provide reasonable accommodations for individuals qualifying under the Americans with Disabilities Act (ADA) and other state and federal laws and regulations. This service is dependent upon verifiable student needs.

Students with documented special needs who intend to enroll should contact the Office of Accessibility and Veteran Affairs at 334-229-5127.

PEACEFUL PROTESTS AND FREEDOM OF EXPRESSION AT ASU

As a public institution in the state of Alabama, Alabama State University acknowledges students' First Amendment Rights, as they pertain to religion, expression, assembly, intellectual freedom and the right to petition.

Students are free to exercise and demonstrate these rights (i.e., communication through lawful means; peaceful assembly; speech-making; distributing literature; engaging with the media; hanging of materials and administering petitions), as long as, in accordance with state and federal law, the activity is "lawful and does not significantly and substantially disrupt the functioning of the institution or materially and substantially disrupt the rights of others to engage in or listen to the expressive activities."

Students are encouraged to consult with the Office of Student Life, Division of Student Affairs and Enrollment Management, Public Safety and/or Institutional Advancement, to ensure that any University materials and spaces needed for such activities, are properly secured; and, the safety of students, faculty and staff, whether they are participants or bystanders, is paramount. Those found in violation of this policy, or who prevent students, faculty or staff from exercising their First Amendment Rights, will proceed through the judicial process and be sanctioned accordingly (as outlined in the Student Code of Conduct).

****Source: House Bill 498, Education Policy, 2019.**

GENDER BASED MISCONDUCT POLICY AND RELATED GUIDANCE: TITLE IX AT ASU

Alabama State University is committed to promoting gender equity in employment and education. In cases dealing with sex discrimination, informal mediation is available through the Title IX Coordinator or the Assistant Vice President of Human Resources, depending on the circumstances of the alleged 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 the 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 Alabama State University.

Information regarding the application of Title IX may be obtained from the Assistant Vice President of Human Resources at 334-229-6747 and the Title IX Coordinator at 334-229-4867.





STUDENT TRAVEL POLICY

Any student or student organization representing Alabama State University while attending any conference, workshop, or other activity and while traveling to and from these events is considered to be on official University business and is therefore governed by the Student Code of Conduct and other Administrative Policies. Any violation of the Code may result in appropriate disciplinary action as allowed by the Code. In addition, all Alabama State University students on official University travel must follow the procedures listed below: Completion of a Liability Form; have a 2.00 GPA or above; and be enrolled full-time.

1. Participation

Students are expected to participate fully in the conference, workshop or other activity by attending all programs and events as outlined by the conference or event when feasible. If participating as a part of a group, the group will seek to attend as many sessions as possible in order to obtain the greatest amount of information and/or resources.

2. Proper Dress

Students must dress appropriately for the conference event based on the guidelines provided by the conference organizers and conference materials. Any questions about proper attire should be directed to the advisor or the conference organizers prior to leaving for the conference.

3. Alcohol and Drug Use

Students must comply with the University's Alcohol and Drug Policy while on University travel. Violators of these policies will proceed through the Student Conduct process upon their return to the University.

ELECTRONIC COMMUNICATIONS POLICY

Alabama State University considers Electronic Communication an official method of communication. The University



POLICIES AND REGULATIONS

recognizes that it allows and promotes the timely delivery of information to our students and assists us in achieving our strategic objective of linking students and faculty members and fellow students and staff. Students can expect important notices about deadlines, upcoming events, and other information to be sent electronically to their email and/or Blackboard accounts. Students are expected to check their accounts daily for activity.

Computer accounts are available to all members of the Alabama State University student body, faculty, and staff, and are issued automatically to new students. Students holding computer accounts are required to follow all Alabama State University Policies and Procedures governing the use of Alabama State University computer resources. Computer use must be in accordance with all applicable laws, regulations, and policies.

Students are assigned a User ID and password for their personal use only and should not be known or used by any other person. Access to any University computer resources is a privilege granted by Alabama State University and account holders are solely responsible for the security of the assigned User ID(s) and password(s). In the event this security is compromised, the account holder must notify the Office of Technology Services (OTS). Account holders should understand that periodic audits of their activities on any Alabama State University computer resources may be made by the system administrator.

Students should be aware that information and communications they post on the Internet, including but not limited to social networks such as Instagram, Snapchat, Twitter, Facebook.com, etc. and other internet message boards, forums, web pages and blogs are public in nature. Where information and communications posted in these manners violate the Student Conduct Code, or provide information documenting a violation of the Student Conduct Code, such information or communications may be used in conduct proceedings. In particular, communications that violate the Student Conduct Code, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the internet, or by any other means.

INTELLECTUAL PROPERTY AT THE UNIVERSITY

As of 2009, Alabama State University supports the development of its research program through providing a proactive program for the application and commercial development of intellectual property through patents, copyrights, licenses, and related programs. Alabama

State University seeks to create an environment that will (1) encourage the creation of intellectual property at Alabama State University, (2) manage intellectual property to promote its adoption by industry and (3) foster productive relationships between Alabama State University researchers and industry. Alabama State University also seeks to increase the royalty income and research support. This intellectual property policy is a result of Alabama State University's continuing effort to provide a strong organizational infrastructure to effectively protect and commercially develop the intellectual property produced from Alabama State University research.

COPYRIGHT POLICY

It is the policy of Alabama State University to encourage the creation of copyrightable works by its faculty, instructors, and graduate assistants. Such works are an important contribution to the University's pedagogical, scholarly, and public service missions.

Ownership of Copyright

1. Except as provided below, faculty, instructors and graduate assistants of the University who are the authors of copyrightable works shall own the copyrights in those works, as negotiated with publishers.
2. "Copyrightable works" includes, without limitation, trade books, poems, music, textbooks, textbook-related software, digital course materials, multimedia, films and videotapes, in so far as they fall within the subject matter of copyright. To the extent that such works embody patentable inventions, rights to those inventions shall be determined by Alabama State University's Patent Policy.

Exceptions

1. If the University contributes extraordinary resources to the creation of copyrightable work, the respective rights of the author and the University to that work shall be negotiated at the time such resources are provided. "Extraordinary resources" means facilities, equipment, funding, release or re-assigned time or other assistance exceeding the resources normally provided to faculty or employees in a particular department. It shall be the responsibility of the dean or department chair at the time such "extraordinary resources" are provided, to notify the faculty member and negotiate the terms. Those terms may include assignment of copyright, license of rights, or division of royalties.
2. If a copyrightable work is funded, in whole or part, by a contract, grant or other sponsored agreement from an agency outside the University, copyright shall be assigned in accordance with the terms of the contract, grant or other sponsored agreement.



3. If a copyrightable work is commissioned by the University, meaning that a faculty member, instructor or graduate assistant receives supplemental compensation from the University to prepare a specific copyrightable work or if the University assigns one or more faculty members, instructors or teaching assistants to prepare a specific copyrightable work, and pays for time of such work, the University shall have the royalty-free right to use, update, reproduce, distribute, display, and transmit the copyrightable work. Other rights of the faculty member, instructor or teaching assistant and the University, such as licensing rights, assignment of copyright, and division of royalties, shall be negotiated on a case-by-case basis, consistent with applicable University policy.
4. Copyright in “institutional works” shall be owned by the University. An “institutional work” means either (a) a work prepared at the direction of the University for the use of the University conducting its own affairs (for example, University handbooks, press releases, videotapes, and software tools); or (b) a work that cannot reasonably be attributed to a single author or group of authors because it is the result of contributions or revisions by numerous faculty members, employees, or students of the University. Terms of compensations and use of materials should be clarified at the initiation of the work in accordance with B1.
5. Prerecorded or digital courses shall not be sold, leased, rented or otherwise used by a current University employee in a manner that competes in a substantial way with the offerings of the University, unless that transaction has received the prior approval of the Office of Academic Affairs.
6. Any copyrightable work of potential commercial value shall be disclosed at the earliest practicable time by the author to the author’s department chair or immediate administrative supervisor. For those works owned by the University that have an interest, the author shall cooperate with officials of the University and of any organizations to whom the University assigns rights to such works in the registering of copyrights, as well as in licensing the works.

Administration

1. Except as otherwise set forth, the administration of these policies shall be the responsibility of the Office for Academic Affairs.
2. The Copyright Committee shall be a standing committee composed of six members, equally apportioned between faculty (chosen by the Faculty Senate) and administration (appointed by the president and his/her designee).

3. The Committee shall:

- Serve as a forum for discussion of University copyright policy, and recommend changes as appropriate, and
- Mediate any disputes over copyright issues that may arise.

D. Right of Review

1. Any faculty member, instructor and/or graduate assistant who believes that the Copyright Committee’s determination of rights in any copyrightable material is arbitrary, capricious, or inconsistent with applicable law and this policy shall have the right to have the decision reviewed by the President.
2. All appeals to the President must be made in writing and submitted to the President’s Office within five business days of the receipt of the Copyright Committee’s decision. In order to be considered, the appeal must contain a brief statement explaining why the Committee’s decision is arbitrary, capricious, or otherwise inconsistent with applicable law and/ or University policy. All supporting documentation must be submitted with the letter of appeal. The President shall issue his decision in writing within 21 days of receipt of the appeal.

PATENT POLICY

In view of the far-reaching research in the various divisions of the University, it is inevitable that new discoveries and inventions will be made. Alabama State University recognizes that the protection and control provided under the patent laws may have to be invoked to obtain the greatest public benefit and usefulness from the products of scientific research. It is recognized that employees of the University need assistance in determining the evaluating patentability and in processing patent applicants of inventions made by them. Many such inventions involve equities beyond those of the inventor himself or herself since the use of University facilities, the assignment of duties as a condition on employment, and use of research funds with contractual obligations regarding patent rights give rise to complicated questions concerning rights and equities of all concerned. Therefore, in order to appraise relative rights and equities of all parties concerned, to facilitate patent application, licensing, equitable, distribution of any royalties or other financial returns, to provide a uniform procedure in patent matters, and to serve the public benefit and interest, The Board of Trustees of Alabama State University (herein called “Board of Trustees”), on the recommendation of the University Council and the President of the



POLICIES AND PROCEDURES

University (herein called the President”), authorizes the establishment of a Patent Committee and the adoption of the patent policy as set forth herein.

1. The President is hereby authorized to appoint a University Patent Committee composed of members’ representative of the entire University to administer the policies of the committee. This committee and the Patent Administrator shall serve at the pleasure of and their actions shall be subject to the approval and right of review of the President and Board of Trustees.
2. Subject to the approval of the President and the Board of Trustees, the Patent Committee shall have the power to adopt such rules and procedures as are deemed appropriate; to determine the interest of the University in all reported investigations; to cause all reported inventions to be investigated in order to evaluate the interest of the University in said invention (with due consideration given to the achievement of the inventor and the financial returns to the inventor and the University); to authorize the Patent Administrator to execute a release when the Patent Committee decides that the University has no interest in the invention or decides that the University does not desire to pursue the patenting or development of the patent; to authorize applications for patent on reported inventions and to retain patent counsel; in association with the University Attorney, for matters pertaining to patent applications; and to make recommendations to the President of the University with regard to the prosecution and protection thereof and any litigation that may arise there from. The Patent Committee shall also have the power to do all things appropriate for the investigation of patent rights and for the exploitation of patent rights by direct exercise, exclusive or nonexclusive licensing, and make recommendations to the President of the University concerning partial or total assignment or sale thereof. All questions concerning the methods of which the patent shall be commercially exploited shall be decided by the Patent Committee.
3. All faculty members and University employees, both while employed by the University and thereafter, shall report to the Patent Committee any invention or discovery which they have conceived or developed or which has been conceived or developed under their direction during their University employment.
4. Any such invention or discovery 1) which is the result of research carried on by or under the direction of any employee of the University and/ or having the costs thereof paid from University funds or from funds under the control of or administered by the University or 2) which is made by an employee of the University and which relates to the inventor’s field of work at the University, or 3) which has been developed in whole or in part of the utilization of University resources or facilitates belonging to the University shall be assigned to the University or a University designated nonprofit organization established for its benefit. In other situations, the Patent Committee shall make the appropriate recommendation to the President, who shall review the available information and either approve or disapprove the recommendation. If the University determines that the University has no interest in the patent or does not desire to pursue the patenting of the invention, the President shall direct that all necessary Releases be executed by the Patent Administrator.
5. The Patent Committee shall cause each invention or discovery to be investigated in order to determine the interest of the University and, if the Patent Committee determines that the University has an interest in the invention that it desires to pursue, it shall, upon approval of the President, undertake to obtain a patent on the invention. In determining whether or not the University has an interest in the invention, the Committee shall consider the benefits that might occur to both the University and the inventor. The Patent Administrator and the Patent Committee are responsible for prompt action for the purpose of protecting the property rights of the inventor and the University.
6. As further consideration for the assignment rights set forth herein, the University agrees to pay annually to the inventor, his heirs and assigns, 50 percent (50%) of the royalties, fees, or other financial returns received by the University from such invention after a deduction of 15 percent (15%) thereof for overhead costs, plus a deduction for costs of patenting and protection of patent rights. Recoupment of any unusual expenses paid by the University or the inventor may be allowed by the Patent Committee on patents assigned to the University or a University-designated nonprofit organization established for its benefit.
7. The above policy shall not preclude the properly designated University officials from approving and executing research proposals, contracts, grants and consulting agreements from or with the United States Government or its agencies, from or with corporations, or from or with individuals wherein the University’s patent interest and the patent interest of the researcher, with his approval, are at variance with the above paragraphs; and the terms of said contracts,





grants, and agreements shall prevail. Any of the above University officials may refer said proposals, grants, contracts, or agreements to the Patent Committee for recommendations before approval. To the extent the provisions of these proposals, contracts, grants and agreements permit, the University shall administer such patents to make them broadly available in the public interest. This may be accomplished through nonexclusive licensing on a royalty-free or a reasonable royalty basis. Exclusive licensing may be utilized for limited periods when further development is needed on investment or risk capital is not readily available, or there is no other incentive for the development of the invention.

SERVICE AND ASSISTANCE ANIMAL POLICY

A Service Animal which is defined by the Americans with Disabilities Act (“ADA”) as a dog trained to perform tasks directly related to a person’s disability are permitted on all areas of the University. The service animal should be registered with the Office of Accessibility and Veteran Affairs for informational purposes.

Pets and animals solely for emotional support are not permitted on campus. An Assistance Animal that provide assistance directly related to a student’s disability may be permitted with an approved request. All requests for an Assistance Animal must be submitted to and approved by the Office of Accessibility and Veteran Affairs. The Office of Accessibility and Veteran Affairs will require and thoroughly evaluate documentation for an Assistance Animal and consult with or interview the student (Owner). There must be a documented relationship between the individual’s disability and the assistance the Assistance Animal provides. An Assistance Animal may be covered by the Federal Fair Housing Act (FHA). The FHA will allow students to qualify for an Assistance Animal if they have a

documented disability that is determined by a physician or a fully licensed mental health professional and the animal is “individually trained to do disability-related work or tasks.”

The request for an Assistance Animal may be denied if proper documentation is not presented or if such an accommodation is deemed unreasonable. Examples of an unreasonable accommodation include one which presents an undue financial or administrative burden on the University; poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation; the animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation; or constitutes a fundamental alteration of the nature of the service or program. If a student is denied a request for an Assistance Animal, the student has a right to appeal the decision in writing to the Vice President for Student Affairs and Enrollment Management (VPSAEM), within 5 business days. The decision of the VPSAEM is final. Dangerous, poisonous, unlawful, or any other animals that pose a direct threat to the health and/or safety of the campus community will not be permitted as Assistance Animals. Size restrictions may also apply.

Owners of Service Animals and Assistance Animals are required to keep the animal healthy and safe at all times. The University may require an Owner to remove an animal for the following reasons: policies are not adhered to, the animal is out of control and the Owner does not or cannot control it, the animal is not housebroken, or when the animal poses a threat to health and safety. Should an Assistance Animal be removed from the premises for any reason, the Owner is expected to fulfill housing obligations for the remainder of the housing contract. Exceptions may be granted in cases when a Service Animal has to be removed.



OUR COMMITMENT TO ASU'S CORE VALUES

As a division, we proudly uphold Alabama State University's Five Core Values — guiding principles that shape everything we do:

PRIDE

We honor and sustain ASU's rich legacy as a cornerstone of civil rights and social justice.

INTEGRITY

We lead with honesty, ethics, and transparency in all systems and structures.

IMPACT

We build partnerships that strengthen our communities and empower student development.

DIVERSITY

We cultivate an inclusive, respectful environment that embraces all identities and perspectives.

LOYALTY

We carry forward ASU's proud traditions, committing to lifelong connection and meaningful contributions.





The Hornet Experience

STUDENT LIFE AND CAMPUS ENGAGEMENT



Students are 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 and Enrollment Management offers opportunities for students to bridge classroom learning with nontraditional academic experiences—or the curricular with the co-curricular. The division is organized into various units with responsibilities for specific aspects of student life and remains an integral part of the University’s structure. Simply put, the Division of Student Affairs and Enrollment Management helps students develop their holistic selves, or their “minds, bodies and spirits.”

From the start to the end of a student’s journey at Alabama State University, our mission, as a division, is to provide you with a holistic curricular and co-curricular experience that is not only “student-centered,” but engaging, empowering and transformational.

In the same manner, our vision, is to serve as a premier and preeminent Division of Student Affairs and Enrollment Management, not only among HBCUs, but all institutions of higher education. We will utilize theory, research, national standards and best practices, to strengthen some of our historical and traditional offerings, while also re-evaluating and re-structuring areas for tailored growth.





WANT TO JOIN A STUDENT ORGANIZATION?

At Alabama State University, we believe learning goes beyond the classroom. Getting involved in student organizations is a great way to grow personally, build connections, and enhance your college experience.

To join, just make sure you're in good academic, financial, and disciplinary standing.

Check out a few of the many student organizations at ASU and find the one that fits you best!

List updated at the start of each semester. Check specific qualifications if you're running for an SGA position or joining fraternities and sororities.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Executive, Legislative
and Judicial Branches

MISS ALABAMA STATE UNIVERSITY AND CLASS QUEENS

Miss Senior, Miss Junior, Miss
Sophomore and Miss Freshman

RESIDENCE HALL QUEENS

NPHC GREEK-LETTER ORGANIZATIONS

National 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.

UNIVERSITY GREEK-LETTER ORGANIZATIONS

Gamma Sigma Sigma
National Service Sorority, Inc.
Tau Beta Sigma National
Honorary Band Sorority
Nu Alpha Nu Service
Fraternity, Incorporated

RESIDENCE HALL ORGANIZATIONS

B.S. Estell Hall Council
B.W. Benson Hall Council
Bibb Graves Hall Council
C.J. Dunn Tower Hall Council
Facility I Council
Facility II Council

G.N. Card Hall Council
J.W. Abercrombie Hall Council
M.L. King Hall Council
Peyton Finley Hall Council
W. R. Simpson Hall Council
Willetta McGinty Apartments
Hall Council

STUDENT MEDIA

Hornet Tribune
Hornet Yearbook

RELIGIOUS ORGANIZATIONS

Wesley Foundation at ASU
Muslim Student Association

DEPARTMENTAL ORGANIZATIONS

Alpha Kappa Psi Business
Fraternity, Inc.





American Marketing Association

The Association of
Black Social Workers

Arnold Air Society

Student Art Association

Bio Med Club

Forensic Science Club

Financial Management
Association

Graduate Student Association

Dramatic Guild

Elite Models

Levi Watkins Learning Club

National Association for
Black Accountants

Phi Beta Lambda
Business Fraternity, Inc.

Public Relations Student
Society of America

Sigma Alpha Iota International
Music Fraternity

Student Health Information
Management Association

Student Physical Therapy
Organization

National Association of
Black Journalist

Public Relations Student
Society of America

ASU HPER Club

Rehabilitation Counseling
Student Association

National Association
of Black Social Workers

M.E.I.S.A.

National Association of
Black Accountants

Association of Information

Technology Professionals

National Alliance on Mental Illness
(Student Chapter)

Student Occupational
Therapy Association

Public Relations
Council of Alabama

ASU Microbiology
Student Chapter

Society for Advancement
of Management

Student Health Information
Management Association

Student Occupational
Therapy Association

Student Physical
Therapy Organization

Whitney M. Young
Social Work Club

ACADEMIC HONOR SOCIETIES

Alpha Chi

Alpha Kappa Mu

Alpha Psi Omega National
Theater Honor Society

Beta Kappa Chi Scientific
Honor Society

Delta Mu Delta National Honor
Society in Business Administration

Epsilon Tau Sigma National
Society of Allied Health Honor
Society

Phi Sigma Alpha Political
Honor Society

Kappa Delta Phi International
Honor Society

Phi Alpha Honor Society

Phi Eta Sigma National
Freshman Honor Society

W. E. B. Dubois Honor Council

MUSICAL GROUPS

Jazz Ensemble

Symphonic Band

University Band

University Choir

Mighty Marching Hornets Band

DANCE GROUPS

House Arrest 2 Dance

Delta Phi Delta Dance

Fraternity, Inc.

Fear Factor Dance Team

SPECIAL INTEREST GROUPS

ASPIRE

Future Alumni Movement

Pre-Alumni Council

First Year Leaders

Empowerment Academy

Commuter Student Association

Golden Ambassadors

Empowered Mentoring

International Student Association

National Association
for the Advancement
of Colored People

SIFE

Student Alabama Education
Association

Student Orientation Services

Student Taking Action Today:
Implementing Change

The Dramatics Guild

Student Support Services (TRIO)

College Democrats

ASU Law Association



STUDENT LIFE

STUDENT ORGANIZATIONS

At Alabama State University, we are dedicated to fostering your holistic development—mind, body, and spirit. We recognize that learning happens both inside and outside the classroom, and we encourage you to engage in student organizations to integrate curricular and co-curricular experiences. Your involvement can enhance learning, facilitate personal and professional connections, and contribute to lifelong growth.

The Student Government Association serves as the overarching representative and student organization for ASU students. Participation is open to all students upon enrollment. In addition to SGA, ASU recognizes a variety of student organizations, including honor societies, professional/major organizations, departmental organizations, fraternities, sororities, and service clubs.

For a comprehensive list of University-recognized student organizations and information on joining them, please contact the Office of Student Life or visit the University's main web page under the tab marked "Student Life."

Membership Requirements

To become a member of a student organization, the University requires that:

- Each student meets established academic standards and be free of disciplinary sanctions and financial obligations in order to qualify for and maintain active standing in a student organization;
- Students who want to run for an SGA position must meet the qualifications for the office as stated in the SGA Constitution; and,
- Students who apply for membership in a fraternity or sorority must be enrolled as a full-time student, have been in residence at the University for at least one semester (i.e., fall, spring or summer), and have completed 32 semester hours (recognized as sophomore status) of college work. Likewise, he or she must have earned a cumulative GPA of 2.50 (unless a national organization requires higher academic requirements).

Annual Registration

Student organizations must register and seek approval to operate each academic year through the Office of Student Life. Registration packets, available at the office, should include:

- A roster of the group's current officers, members, faculty advisers and prospective members;
- A calendar of proposed educational, cultural and social activities;

- Any revised Constitutions or Bylaws and risk management information;
- 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 of Student Affairs and Enrollment Management 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 the group average of 2.50 has been regained; and,
- Proof of attendance at a University-sponsored "No-Hazing Clearance" Meeting

Upon meeting these criteria, the Office of Student Life will provide a letter recognizing the organization, granting the right to host activities, events, and reserve campus spaces through the Office of Operations and Events Management.

Chartering a New Student Organization

For the University to grant recognition to a new student organization, the organization must align with the University's purposes and adhere to established rules, regulations, policies, and procedures. To request recognition, the organization must submit:

- A letter of application stating the organization's purposes and objectives accompanied by letters of support from a faculty member;
- A copy of the organization's proposed Constitution and/or Bylaws; or governance structure; and,
- A list of proposed officers/leaders and members. The listing should contain the names of at least seven individuals and each student should have a cumulative, minimum GPA of 2.50, unless their national organization/body requires a higher GPA).

The Office of Student Life will assess whether the proposed organization meets established standards and make recommendations to the Vice President of Student Affairs and Enrollment Management. The Vice President will then approve and grant a charter to the new organization.

FACULTY AND STAFF INVOLVEMENT IN STUDENT ORGANIZATIONS

Faculty and staff members play a crucial role in supporting student organizations at Alabama State University. Here are the guiding principles for primary/secondary advisors:



1. **Alignment with University Goals:** Ensure that the student organization's purposes are consistent with the aims of the University and/or national organization.
2. **Integration of Learning:** Promote student learning and development by primarily helping students integrate classroom learning with co-curricular activities.
3. **Information and Guidance:** Inform the student organization of its rights, privileges and obligations.
4. **Adherence to Rules and Regulations:** Ensure that the student organization adheres to the University's rules and regulations. In cases where the organization is affiliated with a national group, the advisor must ensure that all applicable rules and regulations are followed.
5. **Chaperoning Social Events:** Act as a chaperone for social events sponsored by the student organization;
6. **Attendance and Engagement:** Attend the student organization's meetings; and, attend advisor's meetings and trainings as scheduled by the Office of Student Life.

Faculty and staff interested in sponsoring or assuming sponsorship of student organizations should consult with the Office of Student Life. Students may recommend potential advisors to the Vice President for Student Affairs and Enrollment Management. Primary advisors must be full-time faculty or staff members with at least one year of residence at the University.

RESPONSIBILITIES OF AND PROHIBITED PRACTICES FOR STUDENT ORGANIZATIONS

Regardless of the duration of a student organization's charter at ASU, the following responsibilities and prohibited practices must be upheld:

1. Inclusive Membership

Be open to all students meeting reasonable established organizational qualifications, and such qualifications shall not be based on race, age, religion, national origin, gender, sexual orientation or physical disability, except in cases where gender or physical condition is a bona fide qualification under organizational or federal law.

2. No Hazing

Ensure that prospective students are not subjected to hazing, cruel horseplay, harassment, or 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 the following section titled, "Hazing is Prohibited at Alabama State University."

3. Meeting Locations

Hold meetings in campus facilities, unless the use of other facilities is approved in writing by the Director of Student Life or their designee. Greek-lettered organizations' induction ceremonies that are held off campus must be approved through the Office of Student Life by completing the Request to have Membership Intake Form.

4. Behavior Accountability

Be responsible for its members' behavior when:

- They are acting as members of the organization, 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 (i.e., in the organization's official uniform).
- An event is held (officially or unofficially) in the name of the organization (i.e., campus mixer).

For a comprehensive list of student organizations, including NPHC Greek Letter Organizations, University Greek-Letter Organizations, Residence Hall Organizations, Student Media, Religious Organizations, Departmental Organizations, Academic Honor Societies, Musical Groups, Dance Groups, and Special Interest Groups, refer to the end of this document or visit www.alasu.edu.

HAZING IS STRICTLY PROHIBITED IN STUDENT ORGANIZATIONS

We are serious about hazing here at Alabama State University and we want to ensure that you understand why we want to emphasize this point. It is important to remember that all of our student organizations, including but not limited to sororities and fraternities; athletic groups; honor societies; and, special interest clubs are subject to this policy. Hazing shall include but not be limited to forcing, requiring or expecting new members, associate members, prospective members or initiated members to participate in any of the following actions or activities:

■ Physical Abuse –

Forced consumption of alcohol, drugs, or other substances, beating, paddling, branding, or exposure to extreme weather conditions.

■ Psychological Intimidation –

Verbal abuse, humiliation, or degrading activities, such as yelling, forced silence, or personal servitude.

■ Endangerment –

Forced physical activity, such as excessive exercise, sleep deprivation, or exposure to harmful situations.



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■ **Coerced Acts –**

Pressuring individuals to perform pranks, steal, or engage in illegal activities.

■ **Social Isolation –**

Exclusion from normal activities, forced social distancing, or embarrassment in public settings.

■ **Financial Exploitation –**

Requiring members to purchase unnecessary items, pay excessive fees, or cover costs for others.

■ **Sexual Misconduct –**

Coerced or forced nudity, lewd acts, or inappropriate touching.

■ **Mental or Emotional Abuse –**

Forced disclosure of personal information, cyberbullying, or threats of harm.

STUDENT ORGANIZATIONS' DISCIPLINARY PROCEDURES

A recognized student organization, and/or its members (collectively or individually when acting as part of the organization), may be held responsible for violations of the Student Code of Conduct; and when appropriate, subjected to disciplinary action. When a student organization is accused of committing a violation of University policy (including but not limited to any violation of published University policies and procedures), or local, state or federal laws, a complaint may be filed with the Office of Student Life. Upon receipt of such a complaint, the Director of Student Life (or his/her designee) and in partnership with the Office of Student Conduct, shall conduct an investigation and determine if a hearing will be held regarding the complaint. The following should be noted:

- When the accused organization is a fraternity or sorority, the Director of Student Life may choose to refer the case to the appropriate Governing Board (University Greek Council or the National Pan-Hellenic Council) for adjudication;
- If it is determined that the alleged violations are by individuals, but not collectively by the organization, the case will be referred to the Office of Student Conduct for adjudication;
- If an organization is accused of a severe policy or risk management violation, including but not limited to, hazing, fighting, other physical violence or an egregious violation involving alcohol or illegal drugs, the adjudication for the organization shall be handled through the Office of Student Conduct; or

- If the allegation involves club sports, the administrative hearing will be done in consultation with the Office of Student Conduct and the Coordinator of Intramurals and/or his/her designee.

Adjudication Procedures

If a formal hearing is warranted, the following procedures apply for disciplinary cases involving a student organization:

- a. Selection of Hearing Board:** The Hearing Board will consist of five (5) members: three (3) to be selected from the Judicial Court of the Student Government Association, one (1) member being a current faculty/staff advisor of a recognized student organization, and one (1) Student Affairs and Enrollment Management professional staff member selected in consultation with the Vice President of the Division of Student Affairs and Enrollment Management. A chairperson will be selected from within the committee. The Student Conduct Officer will serve as an advisor and ex-officio member to the Board, will answer procedural questions, but will not vote.
- b. Determination of a Quorum:** Four of the five voting members of the Hearing Board must be present to constitute a quorum.
- c. Notice of Hearing:** The organization president or the highest-ranking officer of the student organization shall be notified in writing by the Director of Student Life or his/her designee of the date, time and place of the hearing--at least three business days before the hearing. The notice shall also include a statement of the allegations of policy violations and information regarding the student organization's rights in the hearing.
- d. Absence of the Accused Organization:** The accused student organization may choose not to attend the hearing and may instead submit a written presentation of its case. The hearing may proceed in the absence of the accused and by such absence, the accused organization forfeits its right to question witnesses.
- e. Witnesses:** The representative officer of the accused student organization, the complainant and/or the Director of Student Life (or his/her designee), may invite persons who have information relevant to the accusation to present testimony at the hearing; however, the chairperson of the Hearing Board may limit the number of witnesses to avoid repetition and cumulative testimony. The Board may also limit the testimony of character witnesses to the sanctioning phase of the hearing. The names of witnesses and



written disclosure of the main points of their testimony must be provided to the Student Conduct Officer and the Director of Student Life, in a minimum of 24 hours before the hearing. Each party shall be responsible for ensuring the presence of his/her witnesses at the hearing and shall be prohibited from submitting a written statement in lieu of personal testimony, unless otherwise permitted by the Hearing Board to do so as a result of extenuating circumstances (i.e., class, medical emergency). Witnesses invited by either party shall be present only while they are testifying.

f. Student Organization Assistance: The officer of the student organization may be accompanied and assisted at the hearing by an advisor of the student organization's choice, provided the advisor is an employee or student at the University. For Greek organizations, a chapter advisor and/or chapter representative may also accompany the officer. In the event a student organization faces pending criminal or civil charges based on the incident that has given rise to the University disciplinary proceedings, the organization's attorney may accompany the officer of the student organization, as long as the University's attorney has been summoned and has agreed to sit in on the hearing. The student organization must provide the name of the advisor to the Student Conduct Officer and Director of Student Life, at least 24 hours before the hearing. At no time may the advisor or attorney participate directly in the hearing proceedings. He/she may only consult with the student representing the organization.

g. Disqualification Challenges: Any Hearing Board member may disqualify himself/herself if he or she has a conflict of interest with the case, with the accused student organization, complainant or when the Board member feels a personal bias makes it impossible to render a fair decision. The accused student organization or the complainant may challenge a Hearing Board member on the grounds of conflict of interest or personal bias. The decision whether to disqualify a challenged member shall be made by a majority vote of the remaining members present. If a challenge is upheld, the chairperson may, at his/her discretion, either appoint another person to fill the vacancy or direct that the vacancy not be filled. In the latter case, a quorum shall thereafter consist of the remaining members of the Hearing Board.

h. Conduct of the Hearing: The hearing shall be conducted in an informal manner and without reference to rules applicable to a court of law concerning the examination of witnesses and admissibility of evidence,

but with a view toward providing the Hearing Board with a complete understanding of the facts involved. Irrelevant, immaterial and unduly repetitious evidence may be excluded. The hearing and the deliberations of the Hearing Board shall be private. The Student Conduct Officer or Director of Student Life shall make a record of the hearing that may be reviewed in that office by a designated representative of the accused student organization upon request. Decisions of the Hearing Board shall be made by majority vote.

i. Continuances: The Hearing Board, by a majority vote, may continue the hearing to a later time.

j. Additional Rules: Procedural rules, not inconsistent with these established procedures, may be created by the Hearing Board from time to time to fulfill its functions in an orderly manner.

Decisions

The decision of the Hearing Board shall be submitted as a recommendation to the Assistant Vice President for Student Affairs and Enrollment Management, who may do one of the following:

- a. Accept the recommendation and direct that the sanctions be implemented.
- b. Lessen or otherwise modify the sanctions imposed by the Hearing Board.
- c. Refer the case back to the Hearing Board for further consideration of sanctions.

Appeals Process

A student organization has the right to appeal its sanctions by adhering to the following process:

- Appellate Review. The appellate review will be based on the information and materials in the case file; a summary of the evidence submitted; findings and recommendations; the student organization's written request for an appellate review; and, the record of the hearing.
- Decisions by the Hearing Board may be appealed to the Vice President for Student Affairs and Enrollment Management and his/her designee.
- In both cases, the student organization has five business days from receipt of the original decision in which to submit an appeal in writing.
- The organization may appeal based on the following reasons:
 1. A substantial procedural error that unreasonably impaired the student organization or the hearing body.



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2. An unduly harsh sanction against the accused student organization.
3. New information of a substantive nature not available at the original hearing.
4. Information of substantial bias on the part of the disciplinary body hearing the case.

■ An appeal may be resolved in one of the following ways:

1. The original decision may be upheld.
2. Modified sanctions, either greater or lesser, may be imposed.
3. The case may be remanded back for a new hearing.
4. All allegations may be dismissed.

■ The appellate decision shall be final and will not be subject to any further appeal.

GREEK LETTER ORGANIZATIONS

As with other organizations at ASU, fraternities and sororities are expected to uphold high standards of scholarship, student citizenship, leadership, and service. Additionally, chapter members should maintain good academic, financial, disciplinary, and social standing with the University. If, at any point, the group GPA of a Greek Fraternity organization falls below 2.5 and a Greek Sorority organization falls below 2.5, the Office of the Vice President of Student Affairs and Enrollment Management will place the fraternity and/or sorority on probation for one semester and notify the national office of the organization. Permission to function as an organization will be withdrawn if, at the end of the probationary semester, the organization has not reinstated a group average of 2.5 for Greek Fraternity organization and 2.5 for Greek Sorority organization.

In addition to University rules and regulations, fraternities and sororities must meet the following requirements:

1. Student Citizenship Clearance:

Each chapter must submit a list of all prospective members to the Office of Student Life for student citizenship clearance. Students free from disciplinary sanctions are considered in good citizenship standing with the University.

2. Membership Lists:

Each organization is required to submit a list of current/active members to the Office of Student Life by the third week of school during each semester.

3. No-Hazing Clearance Meetings:

Prospective members are required to attend a “No-Hazing Clearance” Meeting each semester before being cleared to join a fraternity/sorority.

4. Membership Intake Activities:

Each current/active member is required to attend and complete the “No-Hazing Clearance” Meeting before the fraternity/sorority is granted approval for membership intake activities.

These requirements are essential for promoting a positive and inclusive environment within Greek organizations, aligning with the University’s commitment to academic excellence, character development, and responsible citizenship.

Requirements For Membership Intake

After receiving approval from the Office of Student Life, each fraternity and sorority is required to conduct its membership intake procedures in strict compliance with University and national rules and regulations. Membership intake activities are prohibited except at the times designated by and under the regulations stipulated by the University. The following University guidelines govern membership intake activities:

A. Approval and Request Process:

Each fraternity and sorority will be granted approval for one membership intake program during the fall or spring semester. This is after completing the request to have a Request for Membership Form (available at the Office of Student Life).

B. Submission of National Organization Policies:

Each fraternity and sorority is required to submit to the Office of Student Life 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.

C. No-Hazing Clearance Meeting:

Each prospective member is required to attend and complete the “No-Hazing Clearance” Meeting before being cleared for membership intake activities.

D. ASU Forms and Documentation:

Each new member must complete and sign all ASU forms related to membership intake (forms are available in the Office of Student Life).

E. Eligibility Criteria:

Each prospective member must have been enrolled in the University for one semester, have a minimum cumulative GPA of 2.5, and earned at least 32 semester hours before being recruited and inducted into a fraternity or sorority.



F. Financial and Disciplinary Clearance:

No student shall be recruited and inducted into a fraternity or sorority until they have met their financial obligations to the University and are free of any disciplinary sanctions imposed by the University.

G. Timing of Activities:

Fraternity and sorority membership intake activities are prohibited during mid-semester examinations.

All membership intake activities must be concluded no later than two weeks prior to the week of final examinations in any semester.

H. Supervision:

Fraternity and sorority membership intake activities must be adequately supervised by the approved faculty/staff advisor (and/or off-campus advisor) on record in the Office of Student Life. No membership intake activities shall take place in the absence of an advisor.

I. Additional Guidelines:

Each fraternity and sorority is subject to additional guidelines issued from time to time by the Office of the Vice President of Student Affairs and Enrollment Management, as stipulated by national organization, state, or federal law.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) at Alabama State University stands as the official voice of the student body, acting as a vital link between the administration, faculty, and staff. Established to be the formal advocate for students in all aspects of campus life, the SGA welcomes the participation of all enrolled students at the University. Elections for new officers, including those for the Executive, Legislative (Senate), and Judicial branches, are conducted annually in April. The Director of Student Life holds the position of Primary Advisor for SGA, with the Secondary Advisor recommended by SGA and subject to approval by the Vice President of Student Affairs and Enrollment Management.

MISS ALABAMA STATE UNIVERSITY AND CLASS QUEENS

Miss ASU and Class Queens consist of the following positions:

- Miss Alabama State University
- Miss Senior
- Miss Junior
- Miss Sophomore
- Miss Freshman

Miss Alabama State University

The role of Miss Alabama State University (Miss ASU) is a prestigious honor that encompasses being the foremost ambassador for Alabama State University. The selected young lady embodies the University's commitment to academic excellence, positive social impact, and dedicated service to the campus and local communities. To declare candidacy for Miss ASU, a young woman must meet specific criteria: Candidates for Miss ASU must be biologically female and maintain a female gender expression during the campaign and her reign as Miss ASU if elected.

- Candidates for Miss ASU cannot be pregnant at the time of their candidacy or have given birth to a child before that time.
- Candidates for Miss ASU must be single and never married.
- Candidates for Miss ASU must be enrolled as full-time students at the time of candidacy.
- Candidates for Miss Alabama State University must have at least a 3.0 GPA for each two consecutive semesters before candidacy, a cumulative GPA of 3.0 to be considered eligible for the position, and maintain a 3.0 cumulative GPA or higher during the titleholder's reign. This includes students attending summer school.
- Miss Alabama State University candidates must have a minimum of 91 semester credits (Senior Status) by the Spring Commencement in which they seek the position [NO EXCEPTIONS].
- Candidates for Miss ASU must be in good academic, judicial, and financial standing and must not have any disciplinary actions pending or on file.
- Candidates for Miss ASU must attend the interest meeting and mandatory training sessions.
- Candidates for Miss ASU must submit a completed application and be approved for candidacy before campaigning commences.
- Candidates for Miss ASU must be of undergraduate status and actively enrolled as a full-time student during their reign.
- Candidates must be able to afford the expenses for all attire associated with this position.

The Class Queens

The Class Queens serve under the direction of the Office of Student Life and the Division of Student Affairs and Enrollment Management. They are expected to represent integrity in scholarship, leadership and character, and promote ASU's mission, vision, and values. To become



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a Class Queen, prospective candidates must meet the following criteria:

- Candidates for the Class Queens must be biologically female and maintain a female gender expression during the campaign and in their reign if elected.
- Candidates for the Class Queens cannot be pregnant during the time of candidacy.
- Candidates for the Class Queens must be single and never married.
- Candidates for the Class Queens must be enrolled as a full-time student at the time of candidacy.
- Candidates for the Class Queens must have at least a 3.0 GPA for each two consecutive semesters prior to candidacy and a cumulative GPA of 3.0 to be considered eligible for the position and maintain a 3.0 cumulative GPA or higher during the titleholder's reign. (For Miss Freshman, the high school cumulative GPA will be used.)
- Applicants for the Class Queens must be in good academic, judicial, and financial standing and must not have any disciplinary action pending or on file.
- Candidates for the Class Queens must attend the Student Body Elections Informational Meeting.
- Candidates for the Class Queens must submit a completed application and be approved for candidacy before campaigning commences.
- Candidates for the Class Queens must be of undergraduate status and actively enrolled as a full-time student during their reign. Candidates for the Class Queens must have completed the following credit hours by the Spring Commencement in which they seek the position [NO EXCEPTIONS].
 - Miss Freshman = Fewer than 30 credit hours per University Policy
 - Miss Sophomore = Minimum of 31 credit hours, Maximum of 60 credits
 - Miss Junior = Minimum of 61 credit hours, Maximum of 90 credits
 - Miss Senior = Minimum of 91 credit hours

Tenure of Service

Miss Alabama State University and the Class Queens, except Miss Freshman, shall assume reign/office on the day of spring commencement and serve one calendar year (until the Miss ASU and Class Queens have been elected). Miss Freshman shall assume reign upon the fall election.

Selection of Candidates

Each candidate for Miss ASU must attend the official interest meeting/workshops, sponsored by the Student Government Association Election Committee and the Office of Student Life. These workshops detail the responsibilities and expectations of Miss ASU and the Class Queens and are mandatory for those interested in the position.

Election

Miss ASU and the Class Queens are elected annually and participate in a University-wide pageant and election by the student body. No young lady is eligible to be placed on the official ballot as a candidate for Miss ASU and Class Queens who does not participate in the pre-election activities for the office (i.e., the Miss ASU Pageant, debate/forum, interest meetings, etc.) as prescribed by the Student Government Association Election Committee.

For Miss Alabama State University, the first young lady to finish in votes and her pageant scores, behind Miss ASU, will be deemed "First Runner Up." This is the same logic applied to the young lady who is considered "the Second-Runner Up."

Term of Reign

When a female student accepts the position of Miss ASU, she will, for the year of her reign, enjoy celebrity status that is tantamount to being on-call at all times. As Miss ASU, she is a public figure.

Impeachment

Miss ASU and a member of the Class Queens may be removed from office by a recommendation from the Director of Student Life if her behavior, conduct or demeanor reflects unfavorably on the office or the student body or the University. Miss ASU and the Class Queens have the right to appeal the decision to the Vice President of Student Affairs and Enrollment Management.

Vacancy

Should the Office of Miss ASU become vacant for any reason, "First Runner-Up," shall be immediately installed into the office. Should the order of succession fail to produce a replacement (i.e., "Second Runner-Up" is unable to serve), then a special election shall be held during the fall or spring semester to replace the vacant position for the remainder of the term. If a Class Queen position becomes vacant for any reason, then that position will just remain vacant for the remainder of the term.

Advisors

The Director of Student Life serves as the Miss ASU and Class Queens Primary Advisor. Along with the Director of



Student Life, a Coordinator of Student Life is assigned to Miss ASU and Class Queens. Miss ASU will recommend the Secondary Advisor, for approval, to the Vice President of Student Affairs and Enrollment Management.

THE GOLDEN AMBASSADORS

The Golden Ambassadors are a highly selected group of outstanding students who are the official hosts and hostesses of Alabama State University. Known for their “Gold Jackets,” the Golden Ambassadors provide an extra measure of hospitality so that visitors depart our University with a warm feeling and lasting, positive impression of ASU. Often “seen and not heard,” the Golden Ambassadors also cultivate members’ leadership and networking skills; and, strive to be of service to the campus and local communities.

Membership is open to all undergraduate students, who have achieved 32 credit hours and maintained a grade point average of 3.0. Interested students should possess good leadership skills and have been involved in civic and community service programs. The application process opens up each spring semester. Applicants must complete an application and participate in an interview process. To learn more about the Golden Ambassadors, please email: goldenam@asu.edu.

STUDENT MEDIA

The Hornet Tribune Online (student newspaper online) and The HORNET (student yearbook) operate under the management and oversight of the Office of Student Media and the Student Media Board. While both publications receive funding from the University, they maintain editorial independence and are free from censorship, in alignment with best practices at peer institutions.

Eligibility & Participation

To be eligible to participate in student media at Alabama State University, students must:

Be enrolled as a full-time undergraduate (freshman, sophomore, junior, senior) or graduate student;

Demonstrate a strong commitment to journalism, storytelling, and campus engagement; and

Uphold professional integrity and a passion for media excellence.

Student media leadership and participation reflect a wide range of perspectives to ensure all student voices are represented. Each student publication is guided by a faculty/staff advisor, appointed by the Student media Board based on relevant experience in media, journalism, or communications.

Student Media Board Membership

The Student Media Board is responsible for governance and oversight of student publications. The board consists of:

- **Three faculty members** (two from the Department of Communications and one faculty member-at-large), with one serving as the chairperson;
- **Six student representatives, including:**
 - » Student Government Association (SGA) President
 - » Chief Editor of the Yearbook
 - » Chief Editor of the Newspaper
 - » Two student representatives (one from each medium)
 - » Student Business Manager
- **Ex-Officio members, including:**
 - » Vice President for Student Affairs and Enrollment Management
 - » University Comptroller
 - » Director of Student Media
 - » The Hornet Tribune Online Advisor
 - » The HORNET Yearbook Advisor
- One professional journalist (a representative from a local commercial newspaper, television station, or digital media outlet).

Student Media Board Responsibilities

The Student Media Board ensures that student publications align with professional journalistic standards and best practices at peer institutions. The board shall:

- The Board shall consider and approve general operational policies and procedures for the student media. The Board shall establish and monitor uniform financial procedures for media groups. (Editorial policy of an individual medium shall be excluded from Board control.)
- Be responsible for promoting responsible student media practices in the enterprises under its purview, and assisting in the protection of their freedom of speech and expression. The Board may be a forum for complaints against a medium that have not been successfully resolved by the medium itself.
- Prepare and propose budgets for each publication.
- Require all media to develop and maintain operation manuals that provide a set of standards and a level of continuity year to year. The Board will review these manuals at the beginning of each academic year to ensure compliance.



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- Evaluate and recommend contractual relationships for printing, photography, advertising, and digital media services.
- Establish qualifications and appoint publication editors, based on nominations from advisors, for a one-year term.
- Establish criteria and appoint staff members for each publication upon editor and advisor recommendations.
- Mediate disputes that may involve questions of principle from within student staff structures and/or from other sources that have not been successfully resolved by the enterprise itself.
- Remove staff members who fail to meet the journalistic and ethical expectations of the board.
- Host an annual student media workshop on journalism, digital media, and editorial practices, modeled after similar training initiatives at peer institutions.
- Provide a mechanism for recognition of outstanding performance by members of the media staffs.

Editorial Accountability & Removal Procedures

The Student Media Board retains the right to remove any student media staff member who does not meet professional or ethical expectations, ensuring that ASU student media upholds the highest standards of journalistic integrity.

By incorporating industry-standard media practices from peer institutions, ASU student media fosters a dynamic and inclusive environment for students to develop skills in journalism, multimedia production, and digital storytelling.

INTRAMURAL SPORTS

The Intramural Sports program offers a unique opportunity for all members of Alabama State University to participate together in recreational athletics, and build their physical, social, emotional, intellectual, environmental and spiritual dimensions of wellness. You do not have to be a student-athlete to play. These recreational activities are open

to everyone and all skill levels are welcomed. Located primarily in Lockhart Gymnasium, there is no fee to participate in activities like: flag football, three-on-three basketball, volleyball, softball, swimming, soccer and many more.

To learn more about intramural activities here at ASU, email ffranklin@alasu.edu.

Please note that you will need your student or faculty/staff identification card to enter Lockhart Gymnasium or to participate in any intramural activities.

FITNESS CENTER

The health and wellness of our students is paramount and our Fitness Center serves all students, faculty and staff. Located in the ASU plaza right off of Carter Hill Road, visitors will find elliptical, treadmill and weight machines. The Fitness Center coordinator/student workers are always on duty to help you get the most from your workout.

For more information about the fitness center, email dcannida@alasu.edu.

Please note that you will need your student or faculty/staff identification card to enter the Fitness Center.

INTERCOLLEGIATE SPORTS

Alabama State University maintains championship-winning athletic programs and is a member of the Southwestern Athletic Conference (SWAC). All of our athletic programs are affiliated with the National Collegiate Athletic Association (NCAA). ASU fosters the idea that intercollegiate sports are of considerable significance to a student's holistic development and contributes overall to the student experience. On our campus, you will find the following athletic teams:

Women's Athletic Teams



Basketball



Bowling



Cross
Country



Flag
Football



Golf



Soccer



Softball



Tennis



Track and
Field



Volleyball





Men's Athletic Teams



Baseball



Basketball



Cross
Country



Football



Golf



Tennis



Track and
Field





OFFICE OF ACCESSIBILITY SERVICES AND VETERAN AFFAIRS (OAVA)

The Office of Accessibility Services and Veteran Affairs (OAVA) is the central campus resource for students who wish to request academic accommodations, including registering ADA approved Service Animals. In collaboration with students and instructors, our staff coordinate accommodations and support to ensure equal access to an education.

- 1. Speak with staff about documentation requirements.** OAVA can provide academic accommodations for: Cognitive disabilities (ADHD, learning disorders, traumatic brain injury), Psychiatric disabilities (anxiety, depression, Autism Spectrum Disorder), Medical disabilities (any chronic condition), Hearing and vision, and loss Mobility limitations.
- 2. Complete application to receive accommodations.** The application can be found on the website at www.alasu.edu/student-affairs/accessibility-and-va/ or you can email asuoava@alasu.edu to request a copy of the application.
- 3. Submit documentation.** Email a PDF to asuoava@alasu.edu.
- 4. Schedule an appointment to discuss your accommodations in the Office of Accessibility and Veteran Affairs.** After you discuss your accommodations, a letter will be sent to all instructors to outline accommodations the student will be eligible to receive in each course.
- 5. Meet with instructors.** Meet briefly with instructors during office hours or by appointment to discuss a plan for receiving accommodations in each course. Instructors cannot begin providing accommodations until you have communicated your needs.
- 6. Follow up with OAVA as needed.** Check your campus email frequently for any updates and reminders to may receive.





DINING OPTIONS AT ASU

At Alabama State University, you'll find a variety of dining options—both traditional and grab-and-go—through our food service partner, Aramark. Whether you're enjoying a full meal at the Fred Shuttlesworth Dining Hall or grabbing a bite at Subway, Prime Grille, or Chick-fil-A, there's something to satisfy every appetite. Take a break, refuel, and enjoy high-quality, nutritious meals with friends!

Fred Shuttlesworth Dining Hall

Named after ASU alumnus and Civil Rights pioneer Reverend Fred Shuttlesworth, our main dining hall offers classic hot meals, a fresh salad bar, pizza, desserts, and beverages. With modern décor, a sound system, and flat-screen TVs, it's a comfortable space to relax and enjoy a great meal.

Check daily menus at
alasu.campusdish.com

Shuttlesworth Dining Hall Hours

Monday-Friday

Breakfast | 7 - 9 a.m.

Lunch | 11 a.m. - 1 p.m.

Dinner | 5 - 7 p.m.

Saturday & Sunday

Brunch | 9 a.m. - 1 p.m.

Dinner | 4 - 6 p.m.

Holidays | Brunch Hours Apply

Students, remember to bring your student ID to access meals at the dining hall - without it, you'll be required to pay for your meal.

Please note: All students residing on campus are automatically enrolled in a meal plan based on classification through Room and Board payment. Off-campus students can purchase a Commuter Meal Plan. Visitors are welcome to dine at any campus eatery or in the Fred Shuttlesworth Dining Hall by paying at the time of service.

Student Center Food Court: Subway, Prime Grille and Chick-fil-A

Craving your favorite eats? ASU has you covered with on-campus favorites like Chick-fil-A and Subway, serving up chicken sandwiches, subs, salads, and cookies. In the mood for pizza and wings? Head over to Prime Grille for pub-style favorites.

Located in the John G. Hardy Student Services Center.

Student Center Food Court Hours

Monday - Friday: 8 a.m. - 9 p.m.

Saturday & Sunday: Noon - 6 p.m.
(Chick-fil-A is closed on Sundays)

I-Cafe in the Levi Watkins Learning Center

Need a quick snack while studying in the library? Stop by the I-Café inside the Levi Watkins Learning Center. When the library is open, you can grab coffee, tea, sandwiches, fruit cups, yogurt, baked goods, and more—all just steps away from your study spot.

Sunday: 2 - 10 p.m.

Monday - Friday: 8 a.m. - 10 p.m.

Saturday: 11 a.m. - 3 p.m.



STUDENT RESOURCES DIRECTORY



John Garrick Hardy Student Center YOUR CAMPUS HUB

The Hardy Student Center is the hub of student life at ASU, offering dining options like **Subway**, **Chick-fil-A**, and **Prime Grille**, a Game Room, lounges, a bookstore, and the Campus Mail Center. It also hosts events such as socials, banquets, and cultural programs organized by student groups and community partners.

Academic Advising

William Burns Paterson Hall, Room 228

Academic Advisors play a crucial role throughout your academic journey at ASU. They are dedicated to your educational, personal, and professional development, offering individualized support from orientation to graduation. Their goal is to help students achieve academic success through consistent guidance and high-quality advising services.

Academic Center for Educational Success (A.C.E.S.)

Edward G. McGehee Hall, Room 108

A.C.E.S. fosters a University-wide culture of academic excellence, student success, and persistence through a two-pronged approach: intervention for students facing academic challenges (including Bridge students), and prevention for those seeking enrichment to maintain strong academic standing.

Academic Labs and First/Second Year Programs

William Burns Paterson Hall, Room 112

The Academic Labs offer supportive, student-centered learning environments that provide quality tutoring and resources. The goal is to help students meet their academic potential from their first year through

graduation, thereby boosting student success, persistence, and graduation rates.

Admissions and Recruitment

John G. Hardy Student Center, Suite C2.01

Serving as the initial point of contact for prospective Hornets, the Office of Admissions and Recruitment connects future students to ASU through college fairs, campus events, and enrollment support—highlighting ASU's academic, social, and cultural opportunities.

Career Services

John G. Hardy Student Center, Suite C1.19

Career Services supports students and alumni in preparing for, developing, and transitioning into professional careers. Their holistic approach includes workshops, career coaching, internships, and job placement assistance to foster lifelong career success.

Counseling Center

John G. Hardy Student Services Center, Suite C1.57

The Counseling Center offers psychological counseling, crisis intervention, and mental health support in a confidential, student-centered environment. Services are aimed at helping students build coping skills and develop healthy relationships to support emotional well-being.



Accessibility and Veteran Affairs

John G. Hardy Student Center, Suites C1.58 and C1.59

This office ensures equal access to ASU programs for students with disabilities, in accordance with the ADA and the Rehabilitation Act of 1973. It also supports veteran students in achieving academic success through appropriate accommodations and services.

University Accommodation Statement:

ASU is committed to creating an inclusive environment. Students with documented disabilities are encouraged to notify the Office of Accessibility and Veteran Affairs to request reasonable accommodations. Early requests each semester are recommended, but accommodations can be pursued at any time.

Office of International Affairs

John G. Hardy Student Services Center, Suite C1.64

This office promotes diversity and inclusion while supporting both international and domestic students with services in academic advising, financial aid, career development, and cultural exchange. It contributes to ASU's global perspective, student success, and persistence efforts.

Health Center (Health Services)

Wilease S. Simpson Hall, Basement Level

The Health Center provides timely, cost-effective healthcare delivered by qualified nurses and medical providers. With a focus on wellness and prevention, the center supports students in making informed, healthy lifestyle choices.

Housing and Residence Life

John G. Hardy Student Services Center, Suite C1.41

ASU's Office of Housing and Residence Life offers secure and engaging on-campus living through 13 residence halls and apartment-style options. These residential communities support students' academic, personal, and social development.

Student Conduct

John G. Hardy Student Services Center, Suite C1.19

This office administers the student disciplinary system, investigating and resolving cases of academic dishonesty and misconduct. It also educates students on the Student Code of Conduct, academic integrity, and ethical decision-making.

Records and Registration

John G. Hardy Student Services Center, Suite C2.01

Responsible for maintaining academic records, this office supports students with services such as course registration, transcript requests, schedule changes, degree verification, and distribution of academic catalogs.

Student Life

John G. Hardy Student Center, Suite A2.20

The Office of Student Life enhances campus engagement through programs that promote leadership, personal growth, and interpersonal connection. Students are encouraged to:

- **LEAD** through leadership development and civic engagement opportunities.
- **ENGAGE** in programs that foster growth outside the classroom.
- **CONNECT** by joining student organizations that help build relationships within the ASU community.

Student Media

John G. Hardy Student Center, Suite A2.20

The Office of Student Media oversees The Hornet Tribune and The Hornet yearbook. Students from all class levels are welcome to contribute, provided they are full-time students and committed to making a meaningful impact. The office emphasizes diversity, encouraging voices from across the student body to be represented.

The ASU Bookstore

G. Hardy Student Services Center, Room B106 | 334-229-4143 | www.alasushop.com

The University's bookstore, under the auspices of Follet, sells all required textbooks and reference books, as well as a wide variety of school and art supplies, office supplies, greeting cards, souvenirs, ASU- and Greek-imprinted and themed clothing/paraphernalia, snacks, beverages and toiletries. Cash and all major credit cards (Visa, MasterCard, American Express and Discover) are accepted.

Bookstore Hours

Monday-Thursday | 8 a.m. - 5 p.m.

Friday | 8 a.m. - 4 p.m.

Saturday | 11 a.m. - 3 p.m.

Sunday | Closed



Hornet Funding HQ

FINANCIAL AID PROGRAMS

The Office of Financial Aid participates in financial aid programs funded through a variety of sources. Types of assistance include scholarships, grants, loans, and work opportunities. Grants are based on financial need. The Office of Financial Aid follows federal methodology in regards to institutional scholarships. Work study programs provide on-campus and off-campus employment with hourly pay meeting \$10 per hour (on campus) and \$14 per hour (off campus). The type of aid awarded depends upon the student's financial need and is generally a combination of gift and self-help assistance. The Program Participation Agreement between Alabama State University and the Department of Education entitles the Financial Aid Office to participate in the following federal programs:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant Program
- Federal Work Study Program
- TEACH Grant
- Federal Direct Loan Program – Subsidized and Unsubsidized Loan

FEDERAL PELL GRANT

The Federal Pell Grant is the foundation of all need-based undergraduate financial aid. It is determined by filing the FAFSA® (Free Application for Federal Student Aid). Schools use the information on the FAFSA® form to determine your eligibility for a Pell Grant. The U.S. Department of Education will use the parent's income data to determine student Expected Family Contribution (EFC). Recipients of this grant are selected by the Department of Education and are awarded through the Office of Financial Aid.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is awarded to those students who are eligible for the Pell Grant and have a negative SAI, as indicated on their Student Aid Report (SAR), to receive top priority. Students must be enrolled at least half-time. Based on the amount allocated by the Department of Education, up to \$1,000 per academic year will be awarded to eligible students. The award amount will be determined by the Director of Financial Aid and distributed until the funds are exhausted. Awarding of FSEOG is on a first-come, first-served basis.

FEDERAL TEACHER EDUCATION ASSISTANCE FOR COLLEGE AND HIGHER EDUCATION (TEACH) GRANT PROGRAM

The Federal TEACH Grant provides funds for students pursuing a degree in specific education programs. The program provides grant funds for postsecondary students who are completing coursework in a federally designated critical-need area of education and agree to serve for at least four years as a full-time, highly qualified teacher in a low-income school. Eligible students may receive up to \$4,000 per year in TEACH Grant funds. Students must complete one four-year service obligation for all TEACH Grants they receive for undergraduate study, and one four-year service obligation for all TEACH Grants they receive for graduate study. Failure to complete the four-year service agreement will result in the grant being converted to a Federal Direct Unsubsidized Loan that you must repay in full, with interest accruing from the time of disbursement.

To receive a TEACH Grant, students must meet the following criteria:

- The Free Application for Federal Student Aid (FAFSA) must have been filed for the application year.
- Be a U.S. citizen or eligible non-citizen.
- Meet Satisfactory Academic Progress requirements.
- Receive TEACH Grant counseling that explains the terms and conditions of the TEACH Grant service obligation. You must complete counseling each year that you receive a TEACH Grant.
- Sign a TEACH Grant Agreement to Serve or Repay.

If an Undergraduate Student, you must meet the following criteria:

- Be enrolled in the College of Education in an eligible TEACH Grant major.
- A final high school GPA of 3.25 for new first-year students or a cumulative ASU GPA of 3.25 for continuing students.
- Teacher candidacy in an eligible ASU major. Contact the Advising Office in the College of Education for eligible majors.
- Maintain a cumulative ASU GPA of at least a 3.25



Eligible ASU Undergraduate Majors:

- Special Education: K-6 Teacher Education, Collaborative Teacher Education 6-12
- Secondary Education 6-12 (with a double major in Education and Arts & Sciences); Biology, Chemistry, *English Language Arts, General Science, Mathematics, Physics

If a Graduate Student, you must meet the following criteria:

- Be enrolled in the College of Education in an eligible TEACH Grant major.
- An overall undergraduate GPA of at least 3.25 documented on the transcript at the time of graduation for new graduate students or a cumulative ASU graduate GPA of 3.25 for continuing graduate students:
- Maintain a cumulative ASU graduate GPA of at least 3.25
 - Eligible ASU Graduate Majors:
 - English for Speakers of Other Languages
 - Reading Specialist (Ed.S. Only)
 - Special Education: Collaborative Education K-6, Collaborative Education 6-12
 - Secondary Education 6-12: *English Language Arts, Foreign Language (French, German or Spanish), General Science, and Mathematics
 - 2019-2020 Eligible

(NOT eligible if received TEACH for previous degrees in the same teaching field.)

TEACH Grant for this major is dependent upon the official Alabama teacher shortage areas for award year.

SUBSIDIZED LOANS

Direct Subsidized Loans are available to undergraduate students ONLY with financial need.

The U.S. Department of Education pays the interest on a Direct Subsidized Loan

- While you're in school at least half-time,
- For the first six months after you leave school (referred to as a grace period*), and
- During a period of deferment (a postponement of loan payments).

UNSUBSIDIZED LOANS

Direct Unsubsidized Loans are available to undergraduate and graduate students.

There is no requirement to demonstrate financial need. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you chose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accumulate and be capitalized.

The amount of loans a student can receive is based on their grade level.

Classification	Subsidized	Unsubsidized
1st Year/Freshman 1-31 Credit Hours	3,500	2,000
2nd Year/Sophomore 32-62 Credit Hours	4,500	2,000
3rd Year/Junior 63-92 Credit Hours	5,500	2,000
4th Year/Senior 93-120 Credit Hours	5,500	2,000
5th Year 121-180 Credit Hours	5,500	2,000

If a parent is denied a Parent Plus Loan, they can receive an additional unsubsidized loan. Freshmen and sophomores will have received an additional unsubsidized for \$4,000 for the year. Juniors and seniors will receive an additional unsubsidized loan for \$5,000 for the year. Students must be at least half-time (6 Hours) to receive loans.

- Graduate Students | \$20,500 | Unsubsidized loan

ANNUAL LOAN LIMITS

The amount of money you can borrow in federal student loans depends on the loan type and your student status (undergraduate or graduate). For Direct Subsidized Loans and Direct Unsubsidized Loans, there are limits on the amount you can borrow each academic year (annual loan limits) and the total amounts you can borrow for undergraduate and graduate study (aggregate loan limits).

**Only \$23,000 can be subsidized loans.

	Dependent Undergraduate	Independent Undergraduate	Graduate or Professional
Aggregate Limits	\$31,000	\$57,500	\$138,500

You could reach the maximum borrowing amount before you've finished your program. If that happens, you'll have to find other financing options to pay for school. If you would like to check your aggregate limit, click the link for more details. FSA ID | Your Account for Federal Student Aid You will use your FSA ID and password to log in and view your status.



FINANCIAL AID

Federal Perkin Loan

Federal Perkins Loans are no longer able to be awarded per Federal Law, effective September 30, 2018. **Any previous students that have questions regarding Perkin loan that is in default may contact Ms. Aseelah Salaam in Business and Finance at asalaam@alasu.edu**

FEDERAL WORK STUDY (FWS)

The Federal Work Study (FWS) Program is a federally funded part-time employment program used to assist students in meeting their financial obligations to the University and to encourage community service involvement. The Federal Work Study Program is intended to off-set the costs of the student's education. It is awarded to students who have completed their FAFSA's first until funds are exhausted.

Generally, eligible students are pre-awarded work-study and are given a work-study assignment after they attend the work-study mixer. Priority in awarding work study is based on a completed FAFSA and students who participated in the program in the previous semester. If a student does not come to the mixer or chooses not to do work study, their award will be canceled and given to another eligible student.

Award amounts are determined by the Director of Financial Aid. Students may work a maximum of 20 hours per week under the Federal Work Study Program. If your offer of financial assistance includes employment under the Federal Work Study Program, it must be understood that the amount of money you may expect to earn during the academic year is based on work performed. Students may range from \$10 to \$14 per hour. Students are paid on a bi-weekly basis according to the student payroll schedule. As part of federal work study requirements, we are required that a percentage of our budget for work study students be used in a community service aspect within the community by placing our students at off-campus locations that are designated as FWS Community Service sites. Some of the duties for our work-study students would include tutoring, student mentoring, crime and safety prevention, literacy training, student development, family support, reading programs, after-school care programs, office administrative duties, and other areas of community service that lead to community involvement and improvement. The Office of Financial Aid will host a Work Study Mixer in the fall semester for students who are interested in work-study. Students will have the opportunity to meet various departments and participate in on-site interviews. The Work-Study Mixer is

mandatory for both students and supervisors. Students will be notified about the mixer via email no later than one week prior to the event.

The Associate Vice President of Student Affairs/Financial Aid has the authority to modify the contract should the student exceed their original authorized Work Study award amount, provided that the student has an additional unmet financial need.

SATISFACTORY ACADEMIC PROGRESS

Alabama State University is required by the Federal Student Aid Policy 34 CFR 668.34 to establish Standards of Satisfactory Academic Progress (SAP) for students receiving assistance through the following Title IV programs: Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant, William D. Ford Federal Direct Loan programs (Subsidized, Unsubsidized, PLUS, and Graduate PLUS), and Federal College Work Study Program, as well as other State and Institutional Programs. As written in this handbook, Alabama State University has adopted the following as its official policy governing all students' satisfactory academic progress. **If students have any questions or concerns regarding the requirements as described in this handbook, contact the Office of Financial Aid SAP Coordinator at sap@alasu.edu or call at 334-229-4862.**

It is imperative that students read the information carefully. Students are responsible for understanding these requirements and must meet the academic performance standards outlined in this SAP policy handbook as a condition of initial or continuing eligibility for financial assistance. The student is responsible for being aware of his/her SAP status.

The U.S. Department of Education (DOE) defines Satisfactory Academic Progress (SAP) as the progress required of a financial aid recipient in academic studies to fulfill a specified educational objective. SAP contains both a grade, or its equivalent (qualitative) and a pace (quantitative) measure. It also must be the same as or stricter than academic standards used for students not receiving Title IV aid. Students must meet general student eligibility requirements for receipt of federal student aid. Likewise, schools are responsible for confirming students are making Satisfactory Academic Progress before disbursing Title IV aid. Satisfactory progress is not to be confused with "good standing." A student can meet the Alabama State University standards of "good standing"





and be allowed to enroll but may not meet the minimum “Satisfactory Progress” standards to receive financial aid while enrolled.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

Satisfactory Academic Progress status will be determined annually at the end of the Spring term, including the after-summer term that has ended. Students who do not meet the 4 minimum SAP standards for the first time will be placed on Academic Suspension. At that point, the student will have to file an appeal with the Office of Financial Aid. If the appeal is approved, they will go on Academic Probation. If the appeal is denied, the student will remain in the Academic Suspension status. Satisfactory Academic Progress three criteria:

1. Minimum Grade Point Average (GPA) (Qualitative)
2. Minimum Pace of Progress or Completion rate (Quantitative)
3. Maximum Time Frame (MTF) (Quantitative)

Students must maintain all three criteria to be eligible to receive Federal Financial Aid. Students who receive certain Veterans and Military Affairs (VMA) benefits may be subject to SAP standards. **For more information about VMA benefits and SAP standards, please contact the VA benefits office at 334-229-5127.**

SUSPENSION OF FINANCIAL AID

Failure to meet the GPA and Pace of Progress requirements of Satisfactory Academic Progress may result in the suspension of financial aid or the following conditions: Undergraduate Students who fail to meet the SAP standards for their classification will be placed on Financial Aid Suspension for the subsequent semester. Undergraduate students must meet the GPA and Completion Rate Requirements for their classification on all coursework attempted to be cleared of the suspension. In alignment with the Graduate School’s probation policy, Graduate students must maintain the requirements outlined in their graduate curriculum.

SAP APPEALS PROCESS

Students who do not meet the academic standards of SAP at the end of the spring semester are automatically suspended from receiving financial aid funds in the subsequent semester. Students on financial aid suspension have the right to appeal their suspension by completing the SAP Appeals Application via the University SAP On Base application form. Students who desire to appeal their suspension status for financial aid eligibility must submit an online appeal following the steps below:

1. Go to **www.alasu.edu**
2. On the homepage, click the search area and select **Financial Aid**
3. In this section, click **Financial Aid** again
4. In the new window, select the **Financial Aid Forms** tab
5. Scroll to the bottom of the page to find the **Satisfactory Academic Progress Appeal Form**

Submission of an appeal does not guarantee approval.

If you enroll in classes before your appeal is reviewed or after the deadline for SAP Appeal Submission dates, you are responsible for payment of tuition and other education expenses. Appeals are reviewed and approved based on extenuating circumstances, academic performance, and any documentation submitted in the appeals application.

The Associate Vice President for Student Affairs and Enrollment Management | Financial Aid has the authority to determine a student’s Financial Aid Probationary Plan at his/her discretion.

Consultation

The Associate Vice President for Student Affairs and Enrollment Management | Financial Aid shall appoint an Appeals Committee of representatives from the Financial Aid Office. The Appeals Committee shall meet at the end of the Appeals submissions’ deadline to determine if the student’s federal aid should be reinstated. The student shall be notified in writing via their ASU email of the Committee’s decision. The student may appeal the Financial Aid Appeals Committee’s decision to the





Home Sweet Nest

RESIDENCE LIFE

The Housing and Residence Life Department is an integral part of the educational experience here at Alabama State University. Our 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 to help you to develop a balanced and realistic approach to life after you leave the University. Our residence halls consist of any campus residence hall, apartment, designated off-campus location, and/or contracted private housing locations under the direct supervision and responsibility of the Department of Housing and Residence Life.

We also strive 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 will contribute to the creation and maintenance of a productive residence hall environment and experience.



STUDENTS' RIGHTS	STUDENTS' RESPONSIBILITIES
Students are expected to respect the rights of others and to assert their own rights. If individuals believe their rights have been violated, they are encouraged to consult with a Housing and Residence Life staff member (e.g., Residence Hall Coordinator or Resident Advisor). Any member of the University community who is aware of a potential violation of the Student Code of Conduct may report it—regardless of whether they were directly affected.	It is the student's responsibility to express their understanding of their individual rights to fellow residents in a calm and diplomatic manner.
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.	It is the student's responsibility to treat fellow residents and Housing and Residence Life staff with respect, consideration and consistent cooperation.
Students have the right to personal privacy within the limits of the residence hall and respect from others for their personal belongings.	Alcohol is prohibited on campus. Students are expected to follow Alabama state and local laws and make responsible choices regarding alcohol use. Being under the influence does not excuse misconduct and may worsen disciplinary consequences. Illegal possession or use of alcohol or drugs is prohibited and may result in University sanctions and/or legal action.
Students have the right to a clean and safe living environment. Any activity that endangers the safety or well-being of others is strictly prohibited in the residence halls. This includes, but is not limited to possession and/or use of firearms, explosives, or fireworks; threats of bodily harm; tampering with fire safety equipment (e.g., pulling false alarms or discharging fire extinguishers without cause) and starting fires, including in trash cans. Violations of this policy will not be tolerated and may result in serious disciplinary action.	It is the student's responsibility to make every effort to understand and comply with all University, Housing and Residence Life and Dining Hall policies and regulations.
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, disability, etc.	It is the student's responsibility to be a constructive contributor to a positive residence hall community. Involvement in one's Residence Hall Council supports the upholding of building security; development of and attendance at programs; and, responsibility for a clean and undamaged hall.
In exercising visitation privileges, the rights of roommates must not be violated. Guest(s) must not interfere with the roommate's use of the room.	It is the student's responsibility to afford every resident the personal dignity he or she deserves and report incidents of racial or other discrimination or harassment to hall staff.
Students have the right to receive assistance and support from the Housing and Residence Life staff.	It is the responsibility of the student to search for solutions to problems. Students should de-escalate residence hall problems through 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).



RESIDENCE LIFE

HOUSING AND RESIDENCE LIFE RULES

ACCESS TO YOUR ROOM/APARTMENT

Residence Life staff may enter a student's room/apartment for the purpose of maintaining conditions of health, safety, inventory control and enforcement of Housing and Residence Life regulations. In partnership with Public Safety, and at times, the Office of Student Conduct, staff may search a room and seize evidence when strong probable cause exists to cause Residence Life Staff to believe that University policies or state laws are being violated. Residents need not be present or give permission for search, and staff members are not required to identify what they are searching for.

MEDICAL AMNESTY

Students who are impaired and underage, and are seeking medical assistance for themselves in an emergency situation, will be exempt from harsher sanction penalties for underage drinking or drug usage. Student/s will, in turn, receive counseling assessment and educational services through the disciplinary process.

All Residents are responsible for the behavior of their guests, including Alabama State University students.

ANIMAL/PETS

No animals are permitted to enter or be kept in the residence hall. Any resident in violation of this regulation will need to immediately remove the animal. If the unauthorized animal cannot be removed, residence hall staff will contact Alabama State University Police to assist with the removal of the animal. The resident will be charged any expenses incurred in addition to judicial charges.

In the event of specialized circumstances where medical, accessibility, or support services are needed, students will need to work with the Office of Accessibility and Veteran Affairs, as well as Housing and Residence Life, for evaluation and approval.

ANTENNAS

Television and stereo antennas are not permitted to be installed outside of your room or apartment. This includes satellite dishes.

ANY DISRUPTIVE BEHAVIOR

It is expected that students will not disrupt the residential community, which includes behavior affiliated with electrical/high-definition modification devices and guest/visitors. Violators will be referred to Student Conduct Officer or their designee.

APPEALS

All appeals regarding housing contracts, housing billing, private room, damage, or housing appeals must be submitted in writing to the Office of Housing and Residence Life via email at housing@alasu.edu. Appeals must be filed within five class days of notification from the Office of Housing and Residence Life.

APPLIANCES

Radios with self-contained antennas, DVD Players, electric razors, irons with auto shut-off feature, clocks, hair dryers, electric lamps, heating pads, electric blankets, humidifiers, and fans are permitted in rooms, provided their use does not disturb other residents or their state of repair is not a fire hazard. All appliances must be UL listed.

General safety, fire codes and insurance standards require that certain restrictions be placed on the use of electrical appliances in the residence hall. Any electrical appliance that has an open heating element may not be used in the resident's room/suite. This includes such items as: hot air popcorn poppers, hot plates, grills, electric skillets, toasters, quesadilla makers and toaster/convection ovens. Please note this list is not all-inclusive. No cooking is permitted in a resident's room--with the exception of a microwave oven. Under no circumstances are sun lamps, dehumidifiers, space heaters, oil lamps and gas appliances allowed. Violators of this policy may have their appliance confiscated and will be subject to disciplinary action.

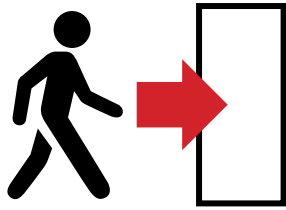
BICYCLES

Bicycles may be stored in student rooms/suites, provided they do not restrict free entry and exit, or may be placed in bike racks conveniently located near your residence hall (if applicable).

Bicycles may not be stored in stairways, hallways or other common areas and are not to be chained to exterior light poles, trees, etc.



IN THE EVENT OF A BOMB THREAT:



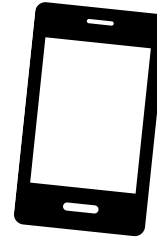
EVACUATE

Evacuate the building immediately in a calm and orderly manner.



ALL-CLEAR

Do not re-enter the premises until clearance is given by authorized University officials or emergency personnel.



REPORT

Report any relevant information regarding the threat to University authorities or law enforcement.

TERRORIST AND BOMB THREATS

All terrorist and bomb threats will be considered credible and treated with the utmost seriousness. Online threats, verbal or written threats, and any suspicious activity indicating potential harm to the campus community will be thoroughly investigated.

Suspicious packages, boxes, or other containers suspected of containing explosive devices must not be handled, opened, or moved by students or staff. If a suspicious item is discovered, individuals should immediately clear the area and contact Public Safety.

The University will take all necessary precautions, including activating emergency response protocols, conducting thorough investigations, and enforcing disciplinary actions in accordance with institutional policies and applicable laws. Any individual responsible for making a terrorist or bomb threat will face severe legal and disciplinary consequences.

CANDLES/INCENSE/OPEN FLAME/HEAT SOURCE

Candles, incense and any item with an open flame or exposed heat source are potential fire hazards, and thus are prohibited within all residence halls. No candles, including candles that have never been burned, are permitted in the residence halls or apartments. Candles, incense and any item with an open flame or exposed heat source will be confiscated.

Students are not allowed to have charcoal, gas or electric grills in residence halls. Students living in campus apartments are not permitted to use or retain charcoal grills without notification and approval from Housing and Residential Life Staff.

CAR REPAIR

Residents are not allowed to perform any type of car maintenance in the residence hall, complex and apartments parking areas.

CHILDREN

Children (minors under the age of 19 who are not enrolled in a University-sponsored program) are not allowed to stay overnight or live in residence halls, complexes and apartments. Furthermore, because of the concern for liability and the Department of Human Services' guidelines for proper supervision, residential students are not permitted to use their assigned room/apartment as a location to babysit.

DECORATIONS

Decorations are limited to the interior of student rooms and suites, and in areas specified by the Residence Hall Council. UL-approved Christmas lights may be hung in windows as long as they are in compliance with the Fire Safety Policy. An artificial tree may be displayed in one common area per hall and suite. Live trees and burning candles are not permitted in University housing due to the risk of fire. Christmas decorations must be removed prior to students leaving for Winter Break.



ALCOHOL POLICY

1. Alcohol cannot be possessed or consumed in rooms, suites, or apartments.
2. Alcohol may not be possessed or consumed in a public area of the residences. All areas in the Residence Halls are considered public areas. When the door of a private room is open, the room is considered a public area.
3. Individuals under the age of 21 may not consume alcohol.
4. Those of legal drinking age may not consume alcohol in University Housing and Residence Life facilities.
5. Individuals may not provide alcohol to anyone under the legal drinking age. Those who do, are subject to sanctions/penalties under University regulations and Alabama state law.
6. To avoid disagreements regarding violations of the alcohol policy, the display of empty alcoholic beverage containers, not limited to bottles, cans, and cases, are prohibited in public areas and student rooms--which includes containers used as decoration. This applies to all residents regardless of age.
7. Drinking games (whether or not alcohol is involved) or other behaviors designed for rapid and/or excessive consumption of alcohol are prohibited.
8. Activities that encourage excessive drinking or endanger individuals must not occur in residence halls.
9. All parties and social events must exclude alcohol in apartment and/or suite-style living environments, and must be registered and approved by the Residence Hall Director at least 48 hours prior to the event. All registration forms must state the type of the events, as well as the specific names of sponsors and monitors. Students living in apartment and/or suite-style living environments who fail to register for social events may lose their privilege to host any gatherings in the future, and may go through the Residence Life adjudication process. The Social Event Registration form can be found in the Housing and Residence Life Office in the John G. Hardy Student Services Center.
10. No tap alcohol beverages, including kegs, are permitted in the residence hall rooms or suites. A ban on keg deliveries is imposed in the residence halls and suites.
11. Those persons registering the social event are responsible for the behavior and actions of all persons attending the event.
12. The Residence Hall Director may limit the number of registered social gatherings in any hall or area; the Residential Hall Director reserves the right to refuse social gatherings in the facility.
13. In accordance with University policies, the Residence Life staff may intervene in, or terminate any parties or social events that are illegal, unregistered, or disruptive to the community.
14. Any student, regardless of age, found to be acutely intoxicated, will be evaluated by Emergency Services for possible hospital treatment. Any student, regardless of age, requiring hospital treatment, will be subsequently evaluated by the Alcohol and Other Drug Alcohol and *Other Drug Assistance Program for Students.

COHABITATION

In residence halls, cohabitation is not permitted. Cohabitation is defined as physically residing in another resident's room/suite on a semi-permanent basis usually associated with an intimate- partner relationship. Cohabitation and excessive visitation violates the rights of room/suitemates to reasonable privacy and the pursuit of academic goals. All residents are assigned a specific hall and room. They are expected to reside permanently in their assigned room and keep their personal belongings there. Residents may move their personal belongings into another room only as part of an approved room transfer by the Office of Residence Life and Housing Staff.

CONDUCT

Any resident who intentionally commits, attempts to commit, incites or aid others in committing any acts of misconduct will be subject to disciplinary action. Following a report of an incident, a judicial hearing will be established. A decision regarding disciplinary action will be made after the resident's hearing; thereafter, the student will have an opportunity to appeal the decision.

CONFISCATION OF ITEMS

Illegal substances and items found to represent a health and safety violation, or in which other ways constitute a violation of University policies, will be immediately removed by Residence Life Staff. A confiscation report



will be issued listing all items removed. Some confiscated items, valued at \$50 and above, may be claimed when you complete a proper check-out of the residence hall/suite. Items not claimed within 30 days after vacating are disposed of.

Items which will be confiscated by staff, and are not returnable to residents include, but not limited to:

1. Alcoholic beverage containers and caps
2. Incense, candles, potpourri and related paraphernalia
3. Other miscellaneous illegal items

Alcoholic beverages will be disposed of by the responsible student(s) with staff observing. The can or bottle will be retained by the staff as evidence of judicial action. Items that will be turned over to Public Safety include:

1. Drugs or other illegal substances and/or paraphernalia
2. Fireworks and weapons of all types
3. Traffic/safety regulation signs
4. Beer kegs and taps

CONTROLLED SUBSTANCES/DRUGS

The manufacture, sale, possession, use and intent to distribute controlled substance(s) or paraphernalia declared illegal by municipal, state or federal law is prohibited in and/or around residence halls and apartments. Anyone found in violation of this policy will be subject to disciplinary action by the Office of Student Conduct and appropriate action under municipal, state and federal law. All cases involving drugs/drug paraphernalia are referred to the Office of Student Conduct.

CURFEW

There is no established curfew in the residence halls and apartments. Residents may enter/exit their assigned residence hall or apartment 24 hours a day.

DAMAGES AND DAMAGE CHARGES

Students are expected to take responsibility for any damage, even accidental damage, that they or their guests cause to University property – or the property of another resident or guest. This could include damages resulting from a cooking fire or setting off the sprinkler system by accident. The student who caused the damage will be expected to cover the cost(s) of repair or replacement for the University or other residents. Students who refuse to take responsibility for damages they cause accidentally will be referred to the Office of Student Conduct to determine responsibility. Potential fines for damage will be assessed and issued.

Our damage charges are as follows:

Cleaning	Varies based on labor and service quote
re-plastering	\$150
nail removal	\$75
paint over	\$150
Lock	
key replacement (i.e., broke or bent beyond use)	\$100 per key
key/lock core replacement (key is lost or misplaced)	\$200 per key
Glass	Varies based on labor and service quote
Window	\$150 and up
Bed reassembly	\$150 and up to the cost of bed replacement
Curtain rod replacement	\$50
Blinds	\$150
Light fixture	\$150
Thermostat	\$150
Trash pick-up	\$100
Illegal room change	\$150 per resident
Room Lock Out	
1st Lockout	Courtesy
2nd Lockout	\$10
3rd Lockout	\$25
4th Lockout-	Key Core Change (See above for lock charges)
Room Check Failure	
1st violation	Courtesy to clean within the 24 hours
2nd violation	\$50
3rd violation	\$100
Additional Violation	loss of housing
Improper Checkout	\$150
Property Damage	\$250
Fire Exit Violation	\$200

DISCIPLINE PROCESS

When a student violates one of the policies designed to ensure the safety and comfort of others, the student



RESIDENCE LIFE

will be held responsible for his/her actions through the student conduct process. This process is designed to be fair, uphold students' rights, and to be an educational process. The student conduct process begins with a student incident report.

Incident Report forms are used by hall staff to document, in writing, an incident that occurs in and around the residence halls/complexes. Usually, these incidents are policy or regulation violations that have occurred. They are generally used by hall staff to communicate the facts of an incident to the appropriate personnel. The Office of Housing and Residence Life, as well as Student Conduct, in order to ensure the appropriate action is taken. Incident Reports can be used to take down facts about a theft or unusual happenings in the hall, complex, and apartments to keep the hall staff informed. If you are named in an incident report, you may be asked to speak with your Residence Hall Coordinator or the Student Conduct Officer. If you are found to be responsible for the violation of a policy or regulation, you will be subject to disciplinary action.

Room Lock Out	1st Lockout - Courtesy
2nd Lockout	\$10
3rd Lockout	\$25
4th Lockout -	Key Core Change (See above for lock charges)
Room Check Failure	
1st violation	Courtesy opportunity to clean within the 24 hours
2nd violation	\$50
3rd violation	\$100
Additional Violation	loss of housing
Improper Checkout	\$150
Property Damage	\$250
Fire Exit Violation	\$200
Visitation Violation	
1st Violation	\$200
2nd Violation	\$400
3rd Violation	Visitation Suspension and Fine and/or loss of housing
Smoke Detector Violation	\$150
Smoking in Room/Building	\$150
Late Check-Out	\$100
Trespassing: Entering without permission	\$500

Furniture Damage	Subject to replacement costs plus shipping
Illegal Lodging	\$200
Unauthorized pet/animals	\$300 plus the cost of cleaning

Note: Charges are subject to change due to market cost variation. Additional charges may be assessed based on labor, specialized materials, etc.

ENROLLMENT

Students residing in on-campus housing must be enrolled as a full-time undergraduate student for the semester in which they live in the residence halls/complexes. For fall and spring semesters, this means a minimum of 12 hours. For summer semester, students need to be enrolled in a minimum of 6 hours.

FURNITURE

Furniture is provided for students to use in the residence halls. Furniture is not to be removed from the lobby area or moved from one room to another. All furniture should remain in all housing options, on campus or off campus. Also, students should not remove glasses, plates or silverware from the dining hall for use in the residence hall.

GRIEVANCES

Students who have a grievance against a Housing and Residence Life staff member first, if appropriate, should discuss the matter with the Residence Hall Coordinator. If the differences cannot be resolved, the student may file an appeal in writing to the Assistant Director of Housing and Residence Life. If the grievance is not satisfactorily resolved with the Assistant Director of Housing and Residence Life, the student may file a written appeal to the Assistant Vice President of Student Affairs and Enrollment Management | Housing and Residence Life and International Affairs, and then the Vice President of Student Affairs and Enrollment Management.

GUESTS

A guest is defined as a person(s) who is not assigned to the room or hall in which they are visiting. Gatherings of 9 or more students, who are in attendance, must register in advance with the Residence Hall/Apartment Coordinator and will be approved at the discretion of the Hall Coordinator. In these instances, the students will have to go to the lobby meeting space to gather when there is an excess number of guests. You are responsible for the actions of your guests at all times. They are to respect the needs and rights of their room/apartment mates. Guests may not be left alone in the room/apartment. Guests must



Below is a list of such acts that may warrant a meeting and/or hearing. This list is not exhaustive: Obstruction or disruption of disciplinary procedures, residence life procedures, University and/or Residence Life programs or any other authorized function or event.

Displaying obscene photographs, drawings or purposefully offensive materials in or from student rooms.
Failure to follow emergency procedures, actual or drill, in case of fire, tornado or other emergencies.
Failure to maintain proper health/safety standards.
Failure to respond to a verbal request or written summons from a residence life staff member or other University official.
Housing of all pets other than approved service animals.
Interference with the right of access to residence hall or apartment facilities or with any contractual right of any person in University housing.
Misrepresentation or misuse of student identification in University housing or failure to show identification upon request by a residence life staff member or University official.
Possession of empty alcoholic beverage containers, either on one's person or in a room/suite, or which can be identified as belonging to an individual, will constitute a violation. Alcoholic beverage containers are not permitted as room decorations.
Removal of and/or damage to window screens (if applicable). Residents in violation will be charged to replace missing or damaged screens.
Tampering with and/or modifying electrical systems (i.e., smoke alarms, outlets).
Unauthorized occupation, use of, or unauthorized entry into any residence hall or apartment facility, student room or apartment.
Use of sports equipment inside of and in close proximity to residential facilities (i.e., racquetball, skateboards, pellet guns, archery or golf equipment. Furthermore, storage of pellet guns and archery equipment in residence halls, complexes, and apartments is not permitted.
Violation of courtesy hours.
Violation of quiet hours.
Violations of the terms and conditions of the housing lease agreement, the Student Code of Conduct or other policies listed elsewhere in this handbook.
Visiting in a room or apartment with a member or in close proximity to an area which is predominantly identified with a visitor at times other than announced visitation.
Possession or use of firearms, knives, explosives, ammunition, Tasers, pepper spray/mace, or any other object/substance that can be used as a weapon.
Possession, use, manufacture or sale of any prohibited or controlled drug or substance in University housing.
Setting of a fire or the use and/or possession of any open filament or incinerating device in University housing.
Tampering with or misuse of fire alarms, smoke detectors or fire extinguishers. Criminal charges also apply.
The use and/or possession of any alcoholic beverage where liquid is present.
Theft and/or possession of stolen goods, including illegal possession of or damage to University property or property of a person in University housing.
Verbal or physical abuse or threat of such abuse against any person in University housing or any authorized function or event, or any conduct that threatens or endangers the health, safety or welfare of any person



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be escorted at all times when visiting the residence halls/complexes.

Violation of this policy will result in the occupant(s) being fined \$200 and disciplinary action taken.

GAMBLING

Gambling of any kind is prohibited in the residence halls. Wagering activities including, but not limited to, betting on poker, card games, dice, sports pools or any wagering where money or something of value is risked upon the uncertain outcome of a contest or future contingent event, may not be held or advertised within any public space in the residence halls or any residence hall room. Gambling can also be a crime/disorderly conduct offense, and Alabama State University Police and Public Safety will be contacted.

HALL/FLOOR MEETINGS

Mandatory Hall Meetings are conducted on a monthly basis, with the first occurring on the evening before the first day of classes. These meetings are held to familiarize students with the expectations of on-campus living. Meetings are held by the RA/RHC. Attendance is mandatory, and you will be held responsible for all information discussed during the meeting. Hall meetings provide excellent opportunities to share concerns and ideas with the RA/RHC and community members about residence life.

HAZING

Hazing is not permitted at Alabama State University, on or off campus, by any student organization. A complete description of hazing is included under the Anti-Hazing portion of the Student Code of Conduct.

HOUSING LICENSE AND AGREEMENT

Your license agreement is a very important document. Before you sign your agreement, you should read over the terms and conditions stated. Your license agreement is binding for the entire time you reside in a residence hall, complex or apartment. This agreement was signed when you applied for Housing.

INCENSE

Because the odor may be offensive to some people and constitutes a fire hazard, the burning of incense and incense paraphernalia is not allowed in the residence halls.

INTER-ROOM VISITATION POLICY

Same-gender and open visitation hours are 12 noon to 12 midnight daily, 7 days a week. All residents are responsible for the behavior of their guests. A student may not permit visitors in their room over the objection of

their roommate(s). If unwanted guests become a source of complaint by other residents or University staff due to behavior or duration, or frequency, this will constitute a de facto subletting of space to an unauthorized person. Violation of the guest policy may result in judicial action and/or termination of the resident's housing agreement and removal of the guest from University housing.

When you invite a guest to visit you, provide him/her with your telephone number and ask that he/she calls upon arrival. Do not prop open the entrance doors to the residence hall, as this compromises residence hall security. Your convenience could lead to another resident being robbed or injured. It is your responsibility to meet your guest at the building entrance. Don't allow strangers into your space. Persons making deliveries are not allowed in the facility unless met and accompanied by a resident.

Visitors/guests are not permitted to go beyond the lounge area while visiting the halls without permission from the staff on duty. Visitors/guests may be received in the lounge of the residence halls daily beginning at noon. All visitors will leave the halls at the closing hour of midnight. Housing overnight visitors or family members is not permitted. Violation of this policy will result in disciplinary action and/or termination of the Housing Contract. Visitors must leave all residential facilities at the end of visiting hours.

Children are not allowed to visit in the residence halls unless they are accompanied by parents. No babysitting is allowed in the residence halls at any time. Children 16 years and younger, are not permitted to visit on the floors, but may remain in the lobby area when accompanied by an adult.

VISITING IN HALLS

When visiting, a guest should go to the office, present a validated ID card, driver's license and give the name of the resident (Alabama State University host), the guest wishes to visit, to the desk receptionist or the residence supervisor on duty--who will contact the designated person. The guest may wait in the lounge until the person they wish to see arrives. Visitors who are not Alabama State University students must present a visitor's pass before visitation rights are approved. Overnight lodging is not permitted.

INSURANCE

The protection of personal property is the individual's responsibility although it is not mandatory, it is strongly encouraged that students obtain renters insurance. Students are encouraged to obtain personal renters



insurance, possibly through their parents' homeowners and health insurance policies. An example of renter's insurance can be found here at www.nssi.com.

LATE CHECK IN

Upon written request, the Office of Housing and Residence Life will hold your room assignment for only a short period after the official check-in period has ended, which is the first date of class. Failure to notify our office will result in being counted as a NO SHOW at check-in, and your assignment will be canceled.

LOCKOUTS

The hall supervisor will not open any resident's room for anyone except official University personnel and the occupant. If a student is locked out of his/her room, the staff may not be immediately available to assist with the door opening. If they are, then students must do the following:

1. Students must present a valid ASU-ID card at the time of request. (Note: When the ID card is locked in a room, the student is required to give their CWID number, then ID must be presented upon entering the room).
2. Students are required to complete an "open door request" form when a request is made. A student's signature is required with the understanding that the first occurrence will be a courtesy:
 - \$10.00 will be charged and billed to the student's account for doors unlocked (Second Occurrence) (Note: At supervisor's availability).
 - \$25.00 will be charged and billed to the student's account for doors unlocked (Third Occurrence) (Note: At supervisor's availability).
3. When a student makes it known that he/she has lost his/her key, an initial fee of \$200 will be charged accordingly. No additional charges, to open the student's door will be assessed while a new lock/key is being made. Doors can be opened at the supervisor's discretion and/or availability.

LOFTS

The construction of lofts is not permitted.

LOST KEYS

The cost of replacing a lost key, rekeying the lock core and issuing additional replacement keys for your roommate(s) is non-refundable. The required amount is billed through the Office of Housing & Residence Life; via your Residence Hall Coordinator and is payable at the Cashier window located in the John G. Hardy Student Services Center. The charge will be assessed to your

student account. This charge is necessary to ensure the safety of all room/suite residents. Report your lost key immediately to your Residence Hall Director.

LOUNGE FURNITURE

Furniture in lounges and common areas is for the enjoyment of all residents and their guests. Lounge furniture may not be removed or rearranged without prior permission from the residence hall coordinator of that building.

MOTORCYCLES/MOPEDS

The storage of mopeds and motorcycles in close proximity of the residence hall/apartment is not allowed. Motorcycles should be parked in designated parking spaces in the parking lots.

MUSICAL INSTRUMENTS

Although you may be a musician, your neighbors may not agree. Therefore, playing musical instruments in the residence halls is not permitted. Practice rooms are located in the Thomas E. Lyle Band Room.

NOISE

Students whose behavior disrupts the community may be asked to adhere to an action plan and/or leave the residence halls if such behavior continues to disrupt the residential community. If the disruption constitutes a violation of the law, the Police and Public Safety Department will be notified. This includes but is not limited to the use of profanity, public nudity, drunkenness and lewdness.

Just as a student has the right to reasonable protection against unwarranted physical intrusion, s/he also has the right to reasonable protection against the uninvited intrusion of noise. Each student should expect to be able to sleep, study, converse, listen to the music of her/his choice, etc., within the privacy of her/his own room, reasonably free from disruption resulting from the activities of others.

NO SHOWS

Residence hall/apartment assignment will be held until 5 p.m. on the first day of class. It is your responsibility to notify the Office of Housing and Residence Life in advance if you are unable to check in by this time. Students who fail to notify the office will forfeit their assigned bed space, and their assignment will be reassigned.

OPEN FLAMES

Items that require the use of flammable liquids, or an open flame to operate, or produce heat (i.e., Bunsen burners, lighted candles, alcohol burners, incense), are not allowed in residents' rooms/apartments.



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PACK AND STORE

Personal property left in a student's room after a resident has checked out, whether by proper check-out or improper check-out, shall be deemed to have been abandoned and will be removed and disposed of at the resident's expense. The University shall not be responsible or liable for any losses or damages to any abandoned property.

PARKING

Parking is available in designated areas for each residence hall, complex and apartment. Parking permits must be purchased from Campus Police, located in the John G. Hardy Student Services Center. If you are approved for a hall/apartment transfer, you are required to also transfer your current parking decal. Please contact the Office of Public Safety during regular business hours. It is not advisable to keep valuable possessions in your car.

POSTING

A. General

A specific bulletin board marked STUDENT ACTIVITIES is provided in each residence hall/complex for the posting of campus events and other types of information. Individuals or groups wishing to post information must obtain the permission and stamp of approval from the Office of Student Life. All information posted must be in compliance with the rules and regulations for posting as outlined by the Student Life Office.

Information that does not have the approval of Student Life or that is improperly posted, will be removed by the Residence Hall staff immediately.

B. Resident Room/Apartment

Information signs or other decorations may not be displayed in the windows, interior/exterior of the residence hall/complex. Banners may be allowed with special permission. No types of door decorations, stickers, signs or other adhesive material may be placed on the exterior/interior of any residence hall/apartment complex.

POWER STRIPS

The use of UL-approved power strips with a built-in circuit breaker is required on appliances and other electronic devices used inside a room/apartment.

PROPERTY LOSS OR THEFT

The University is not responsible for loss or damage to residents' or other persons' money or valuables, or personal property for any cause, damage to their property that may result from a violation of any University policy or housing guidelines, or arising from any other misuse of the premises. Residents are strongly encouraged to obtain renters' insurance for personal property.

PUBLIC AREAS

Public areas in residence halls and apartments are for the use and enjoyment of all residents. Individuals wanting to sponsor private social events should make arrangements to use other campus facilities. Smoking is not permitted in public areas. Also the grounds outside residence halls may not be used for private social events.

UNAUTHORIZED AREAS FOR OUTDOOR ACTIVITIES

Bouncing of basketballs, Frisbee throwing, skateboarding, throwing darts, roller blades, golf, use of archery equipment, water sports, playing catch or any other similar activities or games inside or in close proximity to the halls and the respective parking lots are prohibited because of the possibility of damage and the resulting noise. The use of other games posing a threat to resident safety or facilities maintenance also is prohibited.

REAPPLICATION

Applications to return to the residence hall system for the following academic year and applications for summer school are available during the Housing Reapplication Period held in the spring. Information about reapplication will be posted in February of each academic year. It is your responsibility to follow the directions set forth by the Office of Housing and Residence Life to obtain residency for the next academic year. Please ensure to go to the Housing Website at https://www.alasu.edu/_qa/houseandresidencelife.php for up-to-date information.

RELEASE OF PRIVATE INFORMATION

Release of private information to students or other interested parties is not permitted without prior written consent by the originator and approval of the Director of Housing and Residence Life. Because of FERPA, copies of certain private information that will not be given at the originator's request are job applications, housing applications/contracts and financial records.

RESTRICTED AREAS

Certain areas in and around the residence halls/apartments are off-limits to students. These include, but are not limited to, roofs, ledges, mechanical rooms, crawl spaces, etc.

ROOFTOP/LEDGES

As a safety precaution, students are not permitted on rooftops or window ledges. Items are not to be placed on the outside of the window ledges or hung outside the windows.

SECURITY

For your own protection, as well as the protection of your personal property, do not leave your room/apartment unlocked when unattended and do not sleep with your



room/apartment door open or unlocked.

Examples of security measures in residential facilities include the following:

1. Desk operations
2. Security Personnel walking around and in the residence halls
3. Door Peepholes
4. Safety Awareness Programs are designed to acquaint residents with crime prevention strategies
5. Security Awareness Agreements are read and assigned by all residents at check-in

Alabama State University's Office of Housing and Residence Life continually monitors the living environments to limit the risk of personal injury or damage to personal property. As members of a residential community, resident students are expected to comply with all Housing and Residence Life policies as responsible community members. If something appears to be wrong, please notify your Residence Life staff and/or campus police.

SMOKING

Alabama State University is a Smoke Free Institution. Smoking is prohibited in all buildings on campus.

SOLICITATION

Unauthorized selling, collection of monies and or promotion on or within campus Housing without the permission of the Director of Housing and Residence Life, or their designee, is prohibited. Students may not promote companies or business firms that solicit participation of parties without prior approval. Students are not permitted to solicit any actions in exchange for money or trade of any items for any purpose (i.e. selling food, tickets, clothing, jewelry, hair, braiding/hairstyling, etc.)

SURVEYS

All surveys conducted in Alabama State University housing must have prior approval from the Director of Housing and Residence Life. Surveys will be limited to assessments of the quality of residence life, specific issues affecting campus life, University-sponsored surveys and official U.S. government business (i.e., Census).

THERMOSTAT

In residential facilities with central air conditioning and heating, thermostats are to be set in a range from 68 degrees to 82 degrees. This will help ensure cooling systems do not freeze up in warm weather and will help conserve energy during peak winter months.

UNCLAIMED ITEMS

Items that have been left in the room will be bagged and tagged. Housing and Residence Life will attempt to contact students concerning their items. If items are not claimed, they will be disposed of. Housing and Residence Life is not responsible for items left in the residence hall rooms or spaces.

UPPERCLASSMEN HOUSING

Only freshmen with special needs, on a case-by-case basis, as approved by the Director of Housing and Residence Life and their designee, may live in upperclassmen facilities.

VACATING UNIVERSITY HOUSING

Students located in residence halls/apartments will have 24 hours to vacate for the following reasons:

1. Voluntary cancellation of the housing license agreement
2. Suspension from University housing (unless misconduct warrants immediate dismissal)
3. Loss of status as a student
4. Nonpayment of registration fees, housing fees, etc.
5. Withdrawal from the University

HOUSING AND WITHDRAWAL FROM THE UNIVERSITY

A student may withdraw from Alabama State University by visiting the Office of Records and Registration. All students withdrawing from the University during fall, spring or summer semesters, must completely vacate their assigned room by removing all of their personal belongings and complete a proper check-out inventory with the residence hall staff and the Office of Housing and Residence Life.

Finally, students should remit their student identification card to the Student ID Office, and check-in with the Offices of Financial Aid and Student Accounts to ensure that all fiscal matters have been addressed before departing campus.

Failure to complete this process may result in continuous charges and/or fees to your account.

Associate Vice President for Student Affairs and Enrollment Management | Financial Aid; the student must submit a request to schedule an appointment. Once the decision has been made by the Associate Vice President for Student Affairs and Enrollment Management | Financial Aid, it is final.



Hornet Shield

GUIDELINES FOR STUDENT SAFETY AND SECURITY

Listed below are certain procedures and regulations designed to ensure your safety and security while enrolled at ASU.



ILLNESS

Sick or injured students have the option of utilizing the Health Center for services. If the Center is closed, students who live in a residence hall should contact the Residence Hall Supervisor for immediate assistance. Several designated staff members, who are on 24/7 stand-by, make up the Student Affairs Crisis Assistance Team (SACAT) who are on 24/7 stand-by, to assist students. Students who live off campus and have a condition that requires emergency medical attention should call 911.

Students who have opted into ASU's student health insurance plan, within the specified enrollment period, will have supplemental health insurance coverage with the University. Students who did not opt in, can still visit the Health Center. However, they will be charged, at cost(s), for whatever services are received. Likewise, students who opted out of the University's supplemental health insurance coverage can utilize their own health insurance (i.e., may be on parents' insurance plans) at any local provider; but again, will be responsible for any medical fees assessed by a practitioner or hospital.



DEPARTMENT OF PUBLIC SAFETY

Alabama State University's Department of Public Safety provides 24-hour patrol protection on campus. The physical location of the department is at 1452 Carter Hill Road. Students should note that our officers are fully vested with law enforcement powers and responsibilities identical to the local Montgomery Police and Sheriff Departments. Our officers have a range of public-safety responsibilities, including drafting all crime reports, investigating traffic accidents, enforcing laws regulating underage drinking, controlled substances and weapons/weaponry and other incidents requiring police assistance.

Within our Department of Public Safety, the areas of enforcement are:

- **Fire and Safety:** This unit provides several service-oriented functions to the University community, including 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 presentations on sexual assault prevention and drug and alcohol abuse prevention seminars.
- **University Escort Service:** It is recommended that students walk in groups and carry their University IDs at all times. However, our Public Safety Department also offers 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 Alabama State University Family safe and secure is through the use of gates to control traffic flow on campus. These gates are at various locations and provide restricted entrance into the campus between 7 p.m. and 5 a.m. All faculty, staff and students must enter the main entrance of the ASU campus (Tullibody Drive) during these hours and must show a valid campus ID card. Anyone not currently enrolled must get a visitor's pass from an officer posted at the main entrance or at 1452 Carter Hill Road. To get a visitor's pass, guests must present a state-issued photo ID.



- **Boot:** A boot is an immobilizing device that is attached to the wheel of unregistered and/or 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 \$75 at the Cashier's Window from 8:15 a.m. to 4:30 p.m. (located on the second floor of the John G. Hardy Student Services Center). A paid receipt must then be provided to the Office of Transportation and Parking for the boot to be removed. Parking-related appeal disputes can be submitted to and addressed by the Office of Student Conduct.
- **Housing Security:** Alabama State University maintains residence halls and apartments on campus that are supervised 24 hours a day by residence hall supervisors. The Department of Public Safety and the Housing and Residence Life Office are jointly responsible for developing procedures and programs to promote the safety and security of our halls.
- **Drugs and Alcohol:** Alabama State University does not allow the possession, sale or consumption of alcoholic beverages by underage 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 and/or full expulsion from the University, and/or arrest and imprisonment. To combat this, Alabama State University 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 on these types of programs, please call the Counseling Center at 334-229-4382 or the Health Center at 334-229-4436.
- **Weapons:** Alabama State University does not allow the possession or discharge/use or the display of any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas, explosion or mechanical means (i.e., water guns/projectiles, BB guns, airsoft guns, stun guns and paintball guns) on any property owned, controlled or leased by the University (unless authorized by the University or as a part of a University-sponsored event). This also includes: toy weapons which resemble a real weapon (including water guns/projectiles); swords/daggers, knives, pepper spray, explosives (including fireworks or "poppers"); any martial arts weapons or devices which are used to threaten the safety and well-being of persons on any property owned, controlled or leased by the University (unless authorized by the University); any sharp or blunt object/item to injure, attempt to injure or harass another person (i.e., scissors; baseball bat; Taser); or, brass knuckles; nunchucks; pocket knife; knife; razor; switchblade; dagger; sword; and/or, bow and arrow/crossbow.



MOTOR VEHICLE OPERATIONS

Students who operate motor vehicles on the campus are required to register each vehicle with the Department of Public Safety 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.

Here at ASU, there are five principal parking and traffic flow regulations:

- Between the hours of 7:30 a.m. and 5:30 p.m., students must park in areas designated for students.
- Restrictions pertaining to parking in reserved and handicapped areas will be strictly enforced.
- Parking on campus is prohibited after 1 a.m., except for registered vehicles of campus residents and patrons at University-approved events.
- Entrance to and exit from the University will be through designated areas from dusk to dawn.
- All visitors who drive to the University campus and expect to park for any purpose must report to the Department of Public Safety and be issued a visitor's permit (accordingly, students expecting visitors who drive vehicles must advise such individuals to report to the Department of Public Safety to receive a parking permit)





Hornet Honor Code

THE OFFICE OF STUDENT CONDUCT

The Office of Student Conduct administers the student disciplinary system at Alabama State University. Staff in this office investigate and adjudicate alleged incidents of student misconduct and academic integrity. The office also enforces the Student Code of Conduct, Academic Integrity Policy and educates our campus about community standards and other ethical issues.

Any student or student organization found to have committed any violations of the following policies, including but not limited to misconduct, is subject to the disciplinary sanctions articulated within this document. Additional sanctions may be issued, based on the discretion of the Hearing Officer, Student Conduct Officer, Student Affairs Staff and/or their designee.



STUDENT CONDUCT AUTHORITY

The Student Conduct Officer and Vice President of Student Affairs and Enrollment Management are responsible to the President of Alabama State University for the supervision, administration and operation of all University policies related to student discipline. The Office of Student Conduct, under the Division of Student Affairs and Enrollment Management, receives complaints on student conduct, directs such investigations as deemed appropriate and determines the disposition of cases within the University's jurisdiction. As discussed below, cases with merit may be resolved in two ways: 1) administratively or 2) through a formal student conduct hearing.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of our 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 our educational and institutional purpose, mission and vision. In the exercise of this authority, safeguards shall be observed to protect all of our students from unfair imposition of penalties.

UNIVERSITY HEARING OFFICER

The Student Conduct Officer will serve as the University Hearing Officer when appointed by the Vice President of Student Affairs and Enrollment Management, or when other adjudicatory tribunals are unable to convene. The University Hearing Officer has the authority to conduct hearings on charges of alleged offenses as related to student conduct

For the purposes of investigation, he or she has entry to all University offices and access to pertinent records as permissible by law, including records maintained in Maxient. He or she also has the authority to summon witnesses and any member of the University community, including other students, faculty and staff, as a witness. Likewise, he or she may impose any sanction(s) deemed appropriate, in a given case, subject to the policies of the University and the Board of Trustees.

About motor vehicle regulations, the Assistant Vice President of Student Affairs and Enrollment Management | Student Development and Engagement, Student Conduct Officer, Director of Public Safety or their designee, may render judgments, impose sanctions, waive and adjust citations. Any of these individuals 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. Their decisions in matters of motor vehicle regulations and operations are final with the University.

DISCIPLINARY PROCEDURES

Initiation of Charges

1. Disciplinary charges will be initiated by submitting written charges to the Office of Student Conduct and/or the Department of Public Safety. Any member of the University community may file charges against a student or student organization for violating any provision of the Student Code of Conduct; however, the burden of proof lies strictly on the complaining party or the accuser. In the adjudication of alleged violations by a student organization, the organization shall only be represented by its president or chief student officer and its chief faculty/staff adviser of record, as documented in the Office of Student Life.
2. The Student Conduct Officer also may initiate an investigation based on media reports or other reliable information.
3. A written charge must be signed by the complaining party and state sufficient facts, including specific names(s), date(s), location(s) and description(s) of the alleged act(s) of misconduct to enable the Student Conduct Officer to decide whether further fact-finding is necessary.

Suspension Pending a Hearing/Appeal

1. The Vice President of Student Affairs and Enrollment Management or his/her designee may suspend a student for an interim period, which is referred to as summarily suspension, prior to the resolution of a disciplinary proceeding if there is reliable information that supports an allegation of misconduct, and determines that the continued presence of the student on the University campus or at University sponsored events, poses a threat of harm or substantial disruption.
2. The decision to suspend a student or student organization for an interim period will be communicated in writing to the student or organization (via physical letter, email and/or text), and will become effective immediately as of the date of the written decision.
3. The interim action will remain in effect until a final decision has been made on the pending charges or until it is determined that the reasons for imposing the interim action no longer exist.



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4. The Vice President of Student Affairs and Enrollment Management |Student Development and Engagement and/or Student Conduct Officer may impose other forms of interim action, such as immediate removal from University housing and/or a University ban.

Review and Decision by the Student Conduct Officer or Designee

1. The Student Conduct Officer will make an initial determination as to whether there is a sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. The Student Conduct Officer will interview the complainant and other witnesses or request additional information from the complainant. The Student Conduct Officer may request other adjudicatory tribunals (i.e., the SGA Judicial Branch), established and/or recognized by the Office of Student Affairs and Enrollment Management, to adjudicate alleged offenses.
2. If the Student Conduct Officer determines that there is a sufficient basis to believe that a violation of the Student Code of Conduct may have occurred and chooses to pursue the violation under the Student Code of Conduct, then the Student Conduct Officer will timely notify the student of the alleged violation and will gather further information, if needed, by interviewing witnesses and reviewing documents. Prior to concluding that a student has violated the Student Code of Conduct, the student will be provided an opportunity to respond to information gathered in the investigation that is believed to support the conclusion that the student may have violated the Student Code of Conduct. Members of the University community will be expected to comply with any request or directive issued by the Student Conduct Officer in connection with a disciplinary proceeding.
3. A student who is charged will be provided an opportunity to meet with the Student Conduct Officer. Students may accept responsibility for conduct violations and waive their rights to procedures provided by this policy. If the student fails to attend the meeting, the Student Conduct Officer may proceed with the disciplinary process.
4. The student will be provided with the following:
 - An explanation of the charges that have been made;
 - A summary of the information gathered;
 - A reasonable opportunity for the student to reflect upon and respond on his/her own behalf to the charges; and,

- An explanation of the applicable disciplinary procedures, including the student's right to request a hearing before a University student conduct board when suspension or expulsion is imposed.

5. If necessary, any further information gathered will be presented to the student and an additional opportunity to respond will be provided.
6. The Student Conduct Officer will determine whether it is more likely than not that a violation of the Student Code of Conduct has occurred and, if so, the appropriate disciplinary sanction(s) to apply. In determining the sanction, the Student Conduct Officer will consider any mitigating factors, including any prior violations of the Student Code of Conduct. The student 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:

■ Responsible

A student who pleads responsible waives his or her right to a hearing and accepts the sanction(s) offered by the Student Conduct Officer. The responsible plea will be given in writing to the Student Conduct Officer and in the presence of a witness.

■ No Contest

The student may plead no contest and accept the sanctions.

■ Administrative Decision

Based on the case and admission of responsibility by a student, the Student Conduct Officer may render an Administrative Decision that takes into consideration student development, guidance, counseling and admonition.

■ Not Responsible

A student who pleads not responsible will have his or her case heard by the appropriate adjudicatory body.

■ No Charge

A student may not be charged if the allegation(s) are not substantial enough and supported with evidence to prove the claim.

7. The Student Conduct Officer will inform the student of the decision in writing within three (3) class days of the student's last opportunity to respond. When feasible, this information will also be communicated in a face-to-face meeting.



8. The written decision will include a statement of the charges, determination, and the sanction to be imposed, if any. This decision is final, unless the student requests a hearing to review a decision to suspend or fully expel. If the sanction imposed includes either suspension or full expulsion, the student will be informed of his/her right to request a hearing before the University Student Conduct Board or other designated adjudicatory tribunal by filing a written request with the Student Conduct Officer no later than 3 class days following the date on his or her notice. The student may request a hearing related to the determination that a violation occurred, related to the sanctions imposed, or both.
9. In the event that the University Student Conduct Board or other designated tribunal cannot be convened, the Assistant Vice President of Student Affairs and Enrollment Management | Student Development and Engagement or designee shall serve as the hearing officer to preside over the proceedings.
10. The filing of a timely written request for a hearing will suspend imposition of the disciplinary sanction, except for summarily suspension, pending the outcome of the hearing. If the student elects not to request a hearing of the decision, that decision is final and becomes effective immediately. In instances when the accused student receives a sanction less than suspension or full expulsion, he or she will be afforded the right to appeal as outlined below, in the section titled: Student Conduct Appeal Procedures.
11. 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 advisor, 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 Student Conduct Officer in writing at least 48 hours before the scheduled hearing date. In such instances, the University may exercise the option to contact and arrange for the attendance of our University legal counsel at any or all Judicial or Student Conduct Proceedings. Attorney(s) will not be allowed to address the Hearing Officer or any of the adjudicatory tribunals during the proceedings. He or she may not examine or cross-examine any witnesses, raise questions or objections, or make opening and closing statements. Attorney(s) may serve in an advisory capacity only. The accused student is solely responsible for any and all fees incurred as a result of employing his or her attorney.

Review by the University Student Conduct Board

1. Purpose of the University Student Conduct Board

The University Student Conduct Board is the body that conducts hearings concerning suspensions or full expulsions. The board serves as an advisory to the Assistant Vice President of Student Affairs and Enrollment Management | Student Development and Engagement, or their designee, who will make the final decision. The purpose of the board is to formulate a recommendation to the Assistant Vice President of Student Affairs and Enrollment Management | Student Development and Engagement regarding the student's hearing. This recommendation may have two parts, depending on the nature of the hearing. First, the University Student Conduct Board may make a recommendation as to whether a violation of the Student Code of Conduct was more likely than not to have been committed by the student. Second, the board may make a recommendation as to whether the imposed sanction(s) should remain as imposed or should be modified.

2. Composition of the Board

- The University Student Conduct Board will be composed of seven members, including two students, two faculty members and two staff employees. The seventh member, designated as the Chair, will serve as the presiding officer. At least one member from each group is required to make a quorum. The chair will be either a faculty or staff member.
- The Office of Student Affairs and Enrollment Management establishes the rules to govern the selection processes for board members.

3. Pre-Hearing Procedures

- The University Student Conduct Board members will be notified in writing of their selection.
- Based on the availability of board members, the Chair will convene the board within a reasonable time following receipt of the student's written request for a hearing.
- A written notice of the hearing will be sent to the student no less than two class days prior to the date set for the hearing. The notice will be delivered via email, personally or by mail directed to the address furnished by the student on his/her hearing request. It is the student's responsibility to provide necessary contact information. The notice will include:



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- a. A statement of the date, time, location and nature of the hearing;
- b. A written statement of the charges that specifies the allegations of misconduct in sufficient detail to enable the student to respond; and

3. Notice of the right to be assisted by an advisor.

- If the student cannot attend the hearing on the date scheduled for the hearing due to extraordinary circumstances, he/she must notify the Assistant Vice President of Student Affairs and Enrollment Management |Student Development and Engagement in a timely manner. The Assistant Vice President of Student Affairs and Enrollment Management |Student Development and Engagement will determine whether to approve or deny the request to reschedule the hearing.
- Members of the University community will be expected to comply with any request or directive issued by the Office of Student Affairs and Enrollment Management in connection with a disciplinary proceeding.

4. Conduct of the Hearing

- In order to preserve the confidential nature of the disciplinary process, and to protect the privacy interests of the student who is charged with the violation and the witnesses who may be called to testify, the hearing will be closed.
- The Chair will preside at the hearing and will rule upon all procedural matters.
- The Chair will present the information that supports the charges and sanction imposed, consistent with general principles of administrative law and University policy. The University will have the burden of showing that a violation of the Student Code of Conduct was more likely than not to have been committed by the student. If the student accepts responsibility for the violation charged, then the University Student Conduct Board may focus the hearing on the appropriate sanction.
- Information regarding prior misconduct will not be used as proof of a current violation, but may be admitted for other purposes, such as to show that the student had prior experience(s) relevant to the charge or to show that the student had previously been informed that the conduct was not acceptable. Evidence of prior misconduct

may be considered in determining an appropriate sanction.

- A student who fails to appear at the hearing will be deemed to have abandoned his/her request for a hearing, unless the student can demonstrate that an extraordinary circumstance prevented his/her appearance.
- A verbatim record in the form of an electronic recording shall be made of each hearing that could lead to suspension or full expulsion as a sanction.
- Except as otherwise permitted by the Chair, witnesses will be excluded physically from the hearing except during their testimony. However, a victim, as defined by applicable law and provided rights to attend such hearings by law, will be permitted to attend the hearing.
- The order of presentation will be as follows:
 - a. The Chair will call witnesses to provide statements and/or evidence.
 - b. At the conclusion of each witness's statements, he or she may be questioned by the student.
 - c. Following the questioning by the student, members of the board may ask further questions of each witness.
 - d. Following the testimony of all witnesses called by the Student Conduct Officer, the student then presents his/her case.
 - e. Each witness for the student is called to testify. The procedure remains the same as described above.
 - f. Throughout the proceeding, the parties may introduce written documents or other evidence previously disclosed.

University Student Conduct Board Deliberations and Recommendations

1. Following the presentation of information, members of the University Student Conduct Board will discuss the information that has been presented and the reasonable inferences to be drawn from this information prior to reaching their decision. Only the members of the hearing board and its legal advisor, if any, may be present during the deliberations.
2. Based solely upon the information presented during the hearing, the board will formulate a recommendation to the Assistant Vice President of Student Affairs and



Enrollment Management | Student Development and Engagement or their designee whether a violation of the Student Code of Conduct was more likely than not to have been committed by the student and what the appropriate sanction(s) should be. A majority vote is necessary to make any recommendation. In the event there is a tie, the chair will cast the deciding vote.

3. The University Student Conduct Board will not deliberate on the appropriate sanction unless and until it determines that a violation of the Student Code of Conduct occurred or the student has accepted responsibility for the violation. In determining the appropriate sanction(s), the University Student Conduct Board may consider any mitigating or aggravating circumstances.
4. The University Student Conduct Board will render its recommendation after the conclusion of the hearing and deliberations, and will communicate the recommendation to the Assistant Vice President for Student Affairs and Enrollment Management in writing. The written recommendation will include findings of fact and a statement of the reasons for the recommendation, and will be signed by the Chair.

Review and Decision(s) by the Assistant Vice President for Student Affairs and Enrollment Management | Student Development and Engagement

Following a review of the board's recommendation, the Assistant Vice President of Student Affairs and Enrollment Management | Student Development and Engagement or his/her designee will render a decision that either affirms, denies or modifies the recommendation of the Conduct Board. If the Assistant Vice President of Student Affairs and Enrollment Management | Student Development and Engagement or their designee does not accept the recommendation of the Conduct Board, the Assistant Vice President of Student Affairs and Enrollment Management | Student Development and Engagement, or their designee, will explain any variance from the recommendation in the final decision.

If the final decision does not support the student's position, the letter from the Assistant Vice President and Enrollment Management | Student Development and Engagement, or their designee, will also provide notice to the student of the right to seek an appeal pursuant to the processes outlined in the Student Conduct Appeal Procedures. The Assistant Vice President of Student Affairs and Enrollment Management | Student Development and Engagement, or their designee will issue a written decision, except when it becomes necessary to

conduct further investigation or to remand the matter to the University Student Conduct Board, in which case the written decision will be transmitted following completion of the investigation or the subsequent recommendation of the University Student Conduct Board. Copies of the written decision will be promptly transmitted to all parties involved.

Student Conduct Appeal Procedures

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

1. An appeal shall be in writing and delivered to the Vice President for Student Affairs and Enrollment Management within five (5) class days following the decision by the Student Conduct Officer or Assistant Vice President for Student Affairs and Enrollment Management or their designee. A student who fails to file an appeal within the five (5) class-day period forfeits the right to any appeal.
2. An appeal to the Vice President for Student Affairs and Enrollment Management may be made only on the following grounds:
 - 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);
 - Lack of substantial evidence; and/or
 - 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 and Enrollment Management shall review the case and make one of the following determinations;
 - Find no error and affirm the decision of the Hearing Officer or University Student Conduct Board, which adjudicated the case; or,
 - Find irregularities and additional pertinent evidence, or prejudicial errors sufficient enough to overturn the decision, or remand the case to the appropriate body for further adjudication. The decision by the Vice President for Student Affairs and Enrollment Management is final.



BEHAVIORS THAT CAN BE SANCTIONED

While student conduct cases may differ in scope, we are committed to a level of conduct consistency that is applied fairly and transparently. With this in mind, please note that the following behaviors (which are not exhaustive) can also be fully adjudicated and sanctioned:

CLASSROOM DISRUPTION

- a. Any classroom behavior that interferes with the instructor's ability to conduct class or the ability of other students to learn; and/or,
- b. Any behavior that inhibits the academic function of the University's academic space during designated course time and instruction.

DAMAGE OR DESTRUCTION OF PROPERTY

- a. Any damage or destruction of University property or another person's property.

DECEPTION

- a. Any misuse of any University records, forms or documents through forgery, fabrication, unauthorized alteration, reproduction, or other means;
- b. Any giving of false information to the University or any University official, administrator or administrative unit;
- c. Possession of any fake, altered or any other identification that belongs to another person; and/or,
- d. Any attempt to perpetrate a fraud against the University or a member of the University community.

DISORDERLY CONDUCT

- a. All lewd, obscene, indecent behavior or other forms of disorderly conduct;
- b. Any abuse or unauthorized use of sound amplification equipment; and/or
- c. Any conduct which materially interferes with the normal operation of the University, or with the requirements of appropriate discipline.

DISORDERLY/IMPROPER ASSEMBLY

- a. Any assembly to incite violence, destruction of property or disorderly diversion, which interferes with the operations of the University and/or administrative and/or academic functions; and/or
- b. Any obstruction to the free movement of other persons about campus or the interference with the use of University facilities.

FAILURE TO COMPLY

- a. Failure to respond to a lawful request by properly identified University or law enforcement officials in the performance of their duties;
- b. Failure to appear and cooperate as a witness in a disciplinary case when properly notified; and/or
- c. Failing to comply with any disciplinary condition imposed on a person by any student adjudication body or administrator.



FIRE SAFETY

- a. Any failure to evacuate or immediately respond to a fire alarm;
- b. Participation in creating or causing a false fire alarm;
- c. Participation in tampering, disconnecting or altering any fire alarm system, equipment or component;
- d. Failure to follow the instructions of staff and emergency personnel during fire alarms;
- e. The possession, use, manufacture, and/or sale of any incendiary device;
- f. Participation in setting or causing to set any unauthorized fire; and/or
- g. The possession and/or use of any type of fireworks.

GAMBLING

- a. Engaging in any form of gambling or wagering (i.e., dice or card games) within or on University premises.

HARASSMENT

- a. Any act that creates an unpleasant or hostile situation for another person, especially by uninvited and unwelcome verbal or physical conduct; and/or
- b. Intentionally and/or repeatedly following, stalking or contacting another person in a manner that intimidates, harasses or places another in fear of his or her personal safety or that of their property.

INAPPROPRIATE DRESS

- a. Dress and/or appearance that is derogatory, offensive and/or displaying lewd messages, either in words or pictures, sagging pants, midriffs or halter tops, mesh, netted shirts, tube tops or cut off T-shirts and/or short shorts should not be worn in classrooms, the cafeteria, Student Center, offices and common areas of residence halls.
- b. The showing of undergarments outside of private living quarters in the residence halls.

JOINT RESPONSIBILITY

- a. Students who knowingly act or plan to act in concert to violate University regulations have individual and joint responsibility for their behavior.
- b. Any student who knowingly allows another student to violate University regulations without reporting to a University Official.

MISUSE OF UNIVERSITY DISCIPLINARY PROCESS

- a. student providing false testimony or information at a University Student Conduct hearing;
- b. Interference with or disrupting the student conduct process (i.e., University Student Conduct Investigations and/or Misconduct Investigations);
- c. A student's failure to complete the imposed sanction(s); and/or
- d. A student's refusal to provide information during the University Student Conduct and/or Misconduct meeting.

NOTE: Witnesses reserve the right to decline to present information if the shared knowledge incriminates them.

POSSESSION/ABUSE OF ANIMALS

- a. Bringing any unauthorized animal on University property or into any building owned, leased or controlled by Alabama State University without approval of the Division of Student Affairs and Enrollment Management and/or the Office of Accessibility and Veteran Affairs; and/or
- b. Intentional abuse, inappropriate handling, or causing death to an animal.



BEHAVIORS THAT CAN BE SANCTIONED

SEXUAL ASSAULT/MISCONDUCT

Also see Gender-Based Misconduct/Title IX
and Sexual Harassment Policies

- a. Any sexual conduct that takes place without the victim's consent, including any penetration of the vagina, anus or mouth by the perpetrator's sexual organs, or by any object;
- b. Sexual conduct will be deemed to be without the victim's consent when:
 - The victim has instructed the perpetrator not to engage in the conduct.
 - The victim is forced to submit to the act.
 - The victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act.
 - The victim is unable to give consent or permission, or is unable to resist, because of intoxication with drugs or alcohol.
 - The victim is unable to give consent or permission, or is unable to resist, because of any mental or physical disability.

SEXUAL HARASSMENT

Also see Gender-Based Misconduct/Title IX
and Sexual Harassment Policies

- a. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic standing or admission to an organization; and/or
 - Such conduct unreasonably interferes with an individual's work, living environment, academic performance or creates an intimidating or hostile work or academic environment.

SOLICITATION

- a. Conducting any unauthorized business sales or monetary drives, political/business campaigns on campus, classroom, administrative building or any other campus location without approval of the Division of Student Affairs and Enrollment Management;
- b. Placing door hangers or signs on cars on campus or in on-campus residential facilities, or other campus property; and/or
- c. Any violation of the University Advertising, Sales, and Solicitation Policy.

STUDENT IDENTIFICATION CARD VIOLATIONS

- a. Altering, lending or selling a Student Identification Card;
- b. Using a Student Identification Card by anyone other than its original holder;
- c. Using a Student Identification Card in any unauthorized manner; and/or,
- d. Failure to produce a Student Identification Card when requested by a Public Safety Officer, staff, or faculty member of Alabama State University.

THEFT/BURGLARY/ROBBERY

- a. Taking, possessing or attempting to sell or distribute any property that is the property of another person, organization or entity (including but not limited to the University) without the owner's permission;
- b. Unlawful entry of a structure to commit a felony or theft; and/or,
- c. Taking or attempting to take something of value from another person by the use of force, threats or intimidation.



UNAUTHORIZED ENTRY

- a. Unauthorized entry into any University building, office, residence hall, off-campus residence hall, parking lot, motor vehicle or other University-related facilities;
- b. Remaining in any building after normal closing hours without authorization; and/or
- c. Remaining overnight in public areas of the residence hall or surrounding areas without approval from Housing and Residential Life.

UNAUTHORIZED USE

- a. Unauthorized use of University equipment;
- b. Unauthorized use of bathrooms, exits or windows;
- c. Unauthorized use or duplication of keys; and/or,
- d. Unauthorized use or possession of any parking permit or hang tag.

UNAUTHORIZED USE OF COMPUTER RESOURCES

- a. Unauthorized entry into a file to use, read, change the contents or for any other purpose(s);
- b. Unauthorized transfers of a file;
- c. Unauthorized use of another individual's identification and password;
- d. Use of computing facilities that interfere with the normal operation of the University computing system;
- e. Use of computing facilities that violate copyright laws; and/or,
- f. Use of tools for port-scanning, "sniffing," "phishing" or to monitor or read transmissions from other users on the network.

UNDISCLOSED RECORDING

- a. The acts of creating, attempting to create or disseminating audio or visual recordings of private or nonpublic communications and/or meetings within the University and its affiliated spaces without the knowledge or consent of the person participating or subjected to the recording. *NOTE: This policy excludes public events or discussions, or recordings made for law enforcement and public safety purposes.

VIOLATION OF CONFIDENTIALITY

- a. Violating the confidentiality of a student's educational record; and/or,
- b. Working in a University office where students' records are kept and managed, and disclosing confidential personnel information.

VIOLATION OF LAW

- c. Any act that violates a provision of the laws of the United States, the laws of Alabama, the ordinances of any county, city, municipality or other political subdivisions, or the laws of another nation or political subdivision thereof in which such act occurs, is deemed to be a violation of the Student Code of Conduct when that act:
 - Occurs on the campus of the University, including all property owned, leased, licensed or otherwise controlled by the University;
 - Occurs on the premises of any domicile of a recognized Greek-letter organization;
 - Occurs in the context of any event planned, presented, sanctioned or made available by the University, or its affiliates or any student organization;
 - Occurs at any intercollegiate athletic event in which one of the University's teams is participating, home or away;
 - Involves more than one member of the University community; and/or
 - Otherwise adversely affects the University.



SANCTIONS

In order to protect its educational purposes and processes, the University has the authority to impose sanctions on any student found responsible for an offense or breach of regulation(s)/policies. All sanctions imposed on students who have been found responsible for violations of the Student Code of Conduct are based solely on individual circumstances. No case is exactly the same as another, and sanction(s) will most likely differ in similar instances. Below are sample sanction(s), but please note that this list is not exhaustive:

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 in the future.
ASSESSMENT/FINE
A forced monetary compensation appropriate to the violation, including motor vehicle violations.
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 policies will result in consideration of more severe sanctions and/or his or her suspension or full expulsion from the University.
RECOMMENDED NEXT SANCTION
Based on a student's disciplinary history and/or violations, this sanction notifies the Hearing Officer of the next action to be taken.
LOSS OF PRIVILEGES
A denial of specified privileges for a designated period of time.
ADDITIONAL STIPULATIONS
A student may receive this creative stipulation from the University as a write-in from the Hearing Officer in cases where additional explanations or designations are needed for clarity and specificity.
MANDATORY STUDENT CHECK-IN MEETINGS
A student can be assigned mandatory check-in meetings with particular University staff members who the Hearing Officer deems beneficial to the student's growth and development at the University for a designated period of time.
LETTER OF APOLOGY
A student will formulate an apology for the infraction which will be submitted to the University, reviewed and disseminated to the intended party.
NO CONTACT ORDER
A No Contact Order can be given to a student who needs to discontinue all communication with individuals involved with a case, which includes phone, texting, social media, group messaging, written or third-party party. This action is immediate.



COMMUNITY SERVICE

A student must complete assigned mandatory hours of service at a non-profit/community-based organization.

UNIVERSITY BAN

A complete removal of a student from any University-affiliated property or event.

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.

EDUCATIONAL SANCTIONS

Mandatory participation in a specific educational program, support groups or the completion of a work or research assignment. The student is responsible for all related expenses.

RESIDENCE HALL SUSPENSION

A separation of the student from their assigned residence halls or specific residence halls, as listed in his or her sanction letter, for a specified length of time, after which the student is eligible to return.

RESIDENCE HALL EXPULSION

A permanent separation of the student from his or her assigned residence hall (or specific residence halls as listed in his or her sanction letter).

SUSPENSION

A forced withdrawal from the University for a stated period, 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.

INTERIM SUSPENSION

A temporary suspension, also called a summarily suspension, until a hearing can be conducted.

FULL EXPULSION

A permanent separation of the student from the University.



Know Your Rights

TITLE IX AT ASU

Alabama State University is committed to promoting gender equity in employment and education. In cases dealing with sex discrimination, informal mediation is available through the Title IX Coordinator or the Assistant Vice President of Human Resources, depending on the circumstances of the alleged 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 Alabama State University.

Information regarding the application of Title IX may be obtained from the Assistant Vice President of Human Resources at 334-229-6747 and the Title IX Coordinator at 334-229-4867.

TITLE IX DEFINITIONS THAT YOU SHOULD KNOW

Before filing a Title IX grievance, we want to ensure that you are familiar with the following definitions:

Grievance

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

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 by the U.S. Department of Education.

Complainant

A student or employee of Alabama State University 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).

Alabama State University

Any reference to Alabama State University means any school, department, subunit or program operated by the University.

Title IX Coordinator

The employee(s) designated to coordinate Alabama State University's efforts to comply with and carry out its responsibilities under Title IX and the Title IX implementing regulation.

Title IX Deputy

Any person designated by Alabama State University 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.

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.

Hearing Officer

The representative(s) of Alabama State University, or its governing body, who is delegated authority for hearing/resolving a grievance at a specified level of grievance processing.

Grievance Answer

The written statement of the respondent regarding the grievance allegations and possible corrective action.

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.

Day

A class day; the calculation of days in grievance processing shall exclude Saturdays, Sundays and all holidays.

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.



HOW TO FILE A TITLE IX GRIEVANCE

A grievance may be filed by an individual student, employee or a group that files a complaint on behalf of a student(s) with the Title IX Coordinator. A grievance alleging discrimination or harassment, must be done so in writing and submitted to the Title IX Coordinator or other designated Title IX Deputy.

- 1** All grievances shall be processed in accordance with the following procedures: A grievance may be filed in writing at any time after the occurrence of a possible Title IX violation. The written grievance shall contain (1) the nature of the alleged incident; (2) the individual(s) against whom the complaint is made (i.e., "Respondent"); (3) the names of any witnesses; (4) any and all available evidence or sources of evidence; and (5) how the alleged discrimination denies or limits access to, or benefits of, any program, activity, or employment opportunity at Alabama State University.
- 2** The Title IX Coordinator shall notify all parties in writing within five (5) class days of receiving the grievance.
- 3** The respondent must send in writing a grievance answer within five (5) class days back to the Title IX Coordinator.
- 4** If the Title IX Coordinator fails to respond within five (5) class days or if the response is unfavorable, a grievance petition may be filed with the hearing officer within five (5) 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 Title IX Coordinator shall set the date, time and place of the hearing and notify the respondent of the hearing at least five (5) 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 the 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, Student Conduct Officer and Vice President for Student Affairs and Enrollment Management, and the Title IX Coordinator. The Title IX Coordinator shall send a copy to the President. A verbatim record in the form of a tape recording may be made during each hearing. All correspondence sent to the grievant must be by signature or certified mail or electronic University mail address.
- 8** The hearing officer's "grievance decision" shall contain a statement of the facts, findings of fact with respect to the matters at issue and recommended corrective actions.
- 9** If a notice of appeal of the Hearing Officer's decision is received by the Title IX Coordinator within five (5) class days of the student's receipt of the decision, an appeal hearing shall be scheduled before the Vice President for Student Affairs and Enrollment Management or Chief of Staff. During the appeal hearing, the burden of proof rests with the grievant.
- 10** The respondent has 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.

**Source: U.S. Department of Education, Office for Civil Rights, Title IX Grievance Procedures: An Introductory Manual, 1987.*



TITLE IX

SEXUAL ASSAULT AND RAPE POLICY

This policy is applicable to heterosexual and same-sex concerning 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 or 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.

THE STATE OF ALABAMA'S RAPE CRIMINAL LAWS

In the case of rape allegations and findings, you should be aware that besides sanctions that are rendered by Alabama State University, the state of Alabama also has criminal laws that are applicable, including:

■ 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 deviant sexual intercourse with another person by forcible compulsion; or he engages in deviant 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 deviant 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 deviant sexual intercourse with another person less than 16 and more than 12 years old. He engages in deviant 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

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 most reprehensible offense, whether committed on or off campus. Alabama State University 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 accusations 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

Here at Alabama State University, we define sexual harassment as any unwelcome 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 heterosexual, same-sex or transphobia in nature and may consist of the following:

- sexually suggestive language;
- derogatory sexual comments;
- unsolicited touching of the body;
- outright solicitation of sexual intercourse;
- subtle pressure for sexual favors or social encounters;
- 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;
- 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,
- patting or pinching.

REPORTING INCIDENTS OF SEXUAL HARASSMENT

A student who believes he or she has experienced sexual harassment can report the allegation to the Title IX Coordinator, Student Conduct Officer, their designee under the Division of Student Affairs and Enrollment Management or the Department of Public Safety. A formal investigation of the matter will begin

when a written complaint 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 Assistant Vice President for Human Resources 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 INCIDENTS OF SEXUAL HARASSMENT

Prior to initiating an investigation, the Title IX Coordinator will notify the accused person(s) of the sexual harassment charge and of the impending investigation. The investigation will be non-adversarial. 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 the 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 Title IX Coordinator 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 Student Conduct Officer or their designee under the Division of Student Affairs and Enrollment Management.

The committee will interview and obtain relevant testimony from any and all persons who may have knowledge of the matter within 90 days of notification. Upon completion of the investigation, the committee will compile its findings, formulate recommendations and forward its report through the Title IX Coordinator to the Student Conduct Officer or their designee under the Division of Student Affairs and Enrollment Management.

Retaliation

Alabama State University strictly prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of Title IX violations. Any person who violates this policy will be subject to discipline, up to and including termination, if they are an employee or dismissal if they are a student. Retaliation includes intimidation, threats, harassment and any other adverse action threatened or taken against any complainant or third party because of the complaint or participation in the investigation and/or reporting process.

Confidentiality

All inquiries, complaints, and investigations are treated



TITLE IX

with discretion. Information is disclosed as law and policy permit or require. However, the identity of the student making the allegations is usually disclosed to the person(s) accused of such conduct. Publicizing information about alleged sex discrimination or retaliation is strictly prohibited, and maybe considered a violation of University policy

The Title IX Coordinator shall maintain all information pertaining to a complaint or investigation in secure files. Alabama State University Police officials have a duty to report violations of this policy for federal statistical reporting purposes, keeping all personally identifiable information private. Information regarding the type of incident and its general location (on or off campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Reporting to University Officials

The University strongly encourages individuals to report acts of gender based violence to the appropriate authorities and officials. Reporting an assault is the only way that action can be taken against the alleged attacker. Survivors are encouraged to do one or more of the following:

- Contact the Violence Against Wo(men) Program Director (VAWP), also known as “M.O.V.E.” (Moving Out Violent Environments)
- Contact the Title IX Coordinator
- Contact University Police or local police authorities. Please note that the reporting to University Police or other law enforcement does not require an individual to file criminal charges.
- Contact campus administrative offices as indicated. Upon the person’s request, these officials or their designee will assist in notifying the proper law enforcement officers.

A student who has experienced gender based misconduct may disclose information regarding the misconduct to any member of the Alabama State University community. If a student survivor reports to another student, faculty or staff member that a sexual assault has occurred, the survivor should be strongly urged to report the event to one of the departments listed as on-campus resources. University Police, Counseling Services, Health Services, the Vice President of Student Affairs and Enrollment Management, the Title IX Coordinator, and the Violence Against Wo(men)

Program Director are just several areas in which an incident can be reported. However, students should be aware that not all employees are required to maintain confidentiality. Prior to the start of the conversation, the employee should inform the student of his/her confidentiality status.

If an incident of gender misconduct is reported, the victim or employee should:

- Ensure the safety of the student survivor.
- Encourage the student survivor to seek immediate medical treatment if injured.
- If the survivor was sexually assaulted and desires a confidential rape exam, they should be encouraged to contact **S.T.A.R. at 334-213-1227**. The survivor should be encouraged not to shower/bathe, brush teeth, comb his or her hair, or change clothes in order to protect any evidence that can be gathered. The rape crisis center will collect clothing for evidence and provide a change of clothes for the survivor. If the student survivor has already changed clothes, the clothing worn during the assault should be placed in a brown paper bag and brought to the rape crisis center.
- If a dating or domestic violence offense occurs, the Family Sunshine Center may be contacted.
- If a stalking offense occurs, the victim will be referred to the Alabama State University Police Department and/or the One Place Family Justice Center.
- Inform the student survivor of resources available on campus, such as “M.O.V.E.,” ASU’s Violence Against Wo(men) Program (VAWP), the Title IX Coordinator, the Counseling Center, the Health Center and University Police.
- Advise the student survivor of his or her right to, or not to notify or seek assistance from off-campus law enforcement, the Title IX Coordinator and University Police.
- Advise the student survivor of his or her right to receive or reject counseling assistance or medical treatment for the purpose of gathering evidence for subsequent prosecution.
- The ASU VAWP support staff will complete the VAWP List of Services Check Sheet that addresses sexual, dating, domestic, or stalking violence services to ensure that the student survivor was made aware of on- and off-campus resources.

Amnesty

At times, students are hesitant to report the occurrence





of a gender-based assault to University officials because they are concerned that they themselves, or witnesses to the misconduct, may be charged with violations of the drug and alcohol policy. While these behaviors are not condoned by the University, the importance of dealing with them pales in comparison to the need to address instances of alleged gender-based misconduct. Accordingly, in these cases, the University will not pursue disciplinary action against a student who claims, in good faith, to be the victim of a gender-based misconduct in connection with the reporting of a gender-based incident, or against students named as witnesses to the incident.

PREGNANCY AND PARENTING

Federal law, as informed by and explained in Title IX, prevents institutions from discriminating against students who are pregnant or parenting. **To learn more about your rights, then please visit: <https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html>.**

For the safety of the mother and child, prenatal medical services are not provided in the Health Center. The student who is expecting is encouraged to consult with her prenatal provider concerning regular check-ups and medications.

At this time, Alabama State University does not provide family living housing.

VIOLENCE AGAINST WO(MEN) PROGRAM: “M.O.V.E.”

Alabama State University’s Violence Against Wo(men) Program, titled M.O.V.E., is under the auspices of the University Counseling Center. The mission of this program is to coordinate comprehensive on and off-campus services and resources for the University that

help to reduce offenses in the area of sexual, domestic, dating and stalking violence. The VAWP is committed to providing culturally specific prevention and education programs for the University along with culturally relevant training for campus Law Enforcement and Student Conduct. The effort is guided with input and direction from an active Coordinated Community Resource Team. The overall purpose of the program is to help create and foster a campus environment that has a “zero tolerance” for sexual, domestic, dating and stalking offenses. More importantly, VAWP will provide needed support in a crisis to survivors of such offenses by providing information regarding their rights and access to on and off-campus support resources.

EDUCATIONAL PROGRAMS

Alabama State University is committed to providing preventive, informative and supportive programs for members of the University community. Campus-wide programs coordinated by the Violence Against Wo(men) Program, University Police and the Division of Student Affairs and Enrollment Management will be offered to students to increase safety awareness, improve communication skills between women and men, help prevent acquaintance and stranger rape, build self-esteem and provide information on steps to take in the event of a sexual assault.

Dissemination of educational information will begin prior to arrival, upon arrival and during the academic year. Various educational formats will be used, including but not limited to classroom sessions, required online modules, handouts, forums and programs. Bystander intervention alternatives are strategically included in the online modules and incorporated in ongoing programs. Additionally, the sexual misconduct police are linked to the online training as well.





OFF-CAMPUS RESOURCES

Agency	Contact	Location	Availability
Standing Together Against Rape (S.T.A.R.)	334-213-1227	530 South Lawrence Street, Montgomery, AL 36104	24 Hours
Family Sunshine Center Domestic Violence Local Crisis Line	1-800-650-6522 334-263-0218	858 South Court Street, Montgomery, AL 36104	24 Hours
One Place Family Justice Center	334-262-7378	530 South Lawrence Street, Montgomery, AL 36104	8 a.m.-5 p.m.
Montgomery Police Department	334-241-2651 or 911	320 North Ripley Street Montgomery, AL 36104	24 Hours

ON-CAMPUS RESOURCES

Department	Contact	Location	Availability
ASU University Police	334-229-4400	1452 Carter Hill Road	24 Hours
ASU Counseling Services	334-229-4382 334-229-4894	John G. Hardy Student Services Center, #C-155	8 a.m.-5 p.m.
ASU Health Center	334-229-4436	Simpson Hall, Basement	8 a.m.-5 p.m.
Title IX Coordinator	334-229-4867	John G. Hardy Student Services Center #C-164	8 a.m.-5 p.m.
Vice President for Student Affairs and Enrollment Management	334-229-4241 334-229-4233	John G. Hardy Student Services Center, Suite C119	8 a.m.-5 p.m.
“VAWP” Violence Against Wo(Men) Program	334-229-6767	John G. Hardy Student Services Center, # C-137	24 Hours

Note: Faculty and Non-instructional Staff are deemed responsible employees who may assist all students.

TITLE IX DEPUTY LISTING

Dr. Jason Cable	Athletics
Dr. Carly Johnson	Performing Arts/Band
Dr. Malinda Swoope	Student Affairs and Enrollment Management
Chief Kelvin Kendrick	Police Department
Dr. Rakesha Hines	Housing and Residence Life/International Affairs
Mr. Chris Johns	Counseling Center
Dr. Ronda Westry	Academic Center for Educational Success (A.C.E.S.)
Dr. Freddie Williams	Admissions, Recruitment and New Student Orientation





STORMWATER MANAGEMENT AND ENVIRONMENTAL RESPONSIBILITY

Alabama State University is committed to protecting our campus environment and the natural resources that surround it. Every member of the Hornet community shares the responsibility of helping maintain a safe, clean, and sustainable campus.

Students are expected to properly dispose of waste, chemicals, oils, and other materials and to avoid any activity that could pollute storm drains, waterways, or the environment. If you observe suspicious discharges, spills, or other conditions that may negatively impact the University's stormwater system, you should promptly report the concern to University personnel.

By working together, we can help preserve our campus, protect local waterways, and ensure Alabama State University remains a responsible steward of the environment for current and future generations.

This information is provided to University employees and students to increase awareness of ASU's Stormwater Management Program and its MS4 responsibilities. For more information regarding this topic, our obligations or our program, please contact Donald Dotson, Vice President of Facilities Management & Operations.

Attn: Donald Dotson | Alabama State University | 915 South Jackson Street | Montgomery, AL 36104

Office: 334-229-6965

Cell: 334-300-6784

Email: ddotson@alasu.edu



ASU STORMWATER MANAGEMENT PROGRAM

Illicit Discharge Detection and Elimination (IDDE)

For our purposes, an illicit discharge is any runoff from the university that is not composed entirely of stormwater, unless authorized by regulation.

What to Look for:

- Draining water during dry periods. If it hasn't been raining, it shouldn't be draining.
- Runoff with unusual color (green, brown, orange, gray, yellow, red)
- Runoff with unusual odor (sewage, sour/rancid, sulfur, petroleum/fuel)
- Turbidity (cloudiness)
- Floatables (sewage/toilet paper, suds, oil sheen)

Illicit discharges may enter the storm sewer system through either direct connections such as wastewater piping, either mistakenly or deliberately connected to the storm drains. It may also enter through indirect connections, such as infiltration into the MS4 from cracked sanitary systems, leaks and spills collected by drain outlets, paint or used oil dumped directly into a drain, or water that is used to wash vehicles.

The result is untreated discharges that potentially contribute high levels of pollutants, including heavy metals, toxics, oil and grease, solvents, nutrients, viruses, and bacteria to receiving waterbodies. Pollutant levels from these illicit discharges have been shown in EPA studies to be high enough to significantly degrade receiving water quality and threaten aquatic, wildlife, and human health.

Potential Sources:

- Sanitary wastewater
- Paint and chemical leaks and spills
- Motor oil, gasoline, and coolants from leaking equipment and vehicles
- Improper disposal of motor oil, pesticides/herbicides, coolants, paints, cooking oils and grease
- Car wash wastewaters
- Cafeteria related wastewaters
- Laundry wastewaters

What to Do:

- Be on the lookout for suspicious water draining at inappropriate times and places.
- Pay particular attention around ditches, creeks, inlets, and pipe outlets.
- If you notice potential illicit discharge, tell your supervisor.
- Supervisors, notify Mr. Donald Dotson immediately for follow up investigation.
- Provide the location, description, and date/time of discovery.

Alabama State University is a campus that values our environment, including our local bodies of water. The University will continue to take steps towards ensuring that our facilities and surrounding environments are upheld for future generations.

NPDES Permit ALR040065 | February 28, 2020







You've got the tools, the knowledge, and the mission—now it's time to take flight. Whether you're climbing toward your goals or navigating new challenges, remember: ASU is your runway, and your Hornet crew is always with you.

Keep The Pilot close—it's your compass for student life and beyond, guiding you as you fly with confidence, excellence, and purpose. Fly smart. Fly bold. Fly proud.

Wings up, Hornet—your sky is waiting.

“Dreams do come true, but not without the help of others, a good education, a strong work ethic, and the courage to lean in.”

**— Brig. Gen. Charles E. McGee
Tuskegee Airman**



THE SKY IS THE LIMIT AT **ASU**



THE PILOT: ALABAMA STATE UNIVERSITY STUDENT HANDBOOK

915 S. Jackson Street | Montgomery, AL 36104
334-229-4800