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|  | **OFFERINGS & ADMISSIONS POLICIES** |  |
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The Graduate School is the fifth academic unit of the University and grants the Master's de- gree in Education (M.Ed.), Nursing (M.S.), Public Administration (M.P.A.), Business Administra- tion (M.B.A.), and Criminal Justice (M.S.), Master of Social Work (M.S.W.) and the Education Specialist degree (Ed.S.) in Educational Leadership. The Graduate School also collaborates with Valdosta State University in offering the Ed.D. degree.

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**Master of Business Administration (M.B.A.)**



The M.B.A. is a general degree program offered by the College of Business with courses in accounting, economics, finance, management and marketing.

**Master of Science Degree (M.S.)**

The M.S. degree in Criminal Justice is offered by the Criminal Justice Department with con- centrations in law enforcement, corrections, forensic science and public administration.

**Master of Social Work (M.S.W.)**

The M.S.W. degree is offered by the College of Arts and Humanities to prepare students for clinical practice with vulnerable children, families and adults throughout the lifespan. Students can take additional courses that will prepare them academically for state clinical licensure examination for social workers (LCSW).

**Master of Science in Nursing (M.S.N.)**

The M.S.N. degree in Nursing is offered by the College of Health Professions with concentra- tions for the family nurse practitioner and nurse educator.

**Master of Education (M.Ed.)**

The M.Ed. degree is offered by the College of Education with concentrations in early child- hood education, educational leadership, health and physical education, mathematics education, middle grades education, music education, science education (Broadfield biology and chemistry), school counseling and special education. *Music and English Education are not accepting applica- tions at this time.*

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**Master of Public Administration (M.P.A.)**

The M.P.A. degree is offered by the Department of History, Political Science and Public Ad- ministration. Concentrations are offered in human resources administration, public policy, com- munity development and health administration policy.

**Education Specialist Degree in Educational Leadership (Ed.S.)**

The Ed.S. degree is designed to prepare professional personnel for positions such as superin- tendents, associate or assistant superintendents, principals or policy planners.

General admission requirements are established for all graduate degree programs. Students applying for admission must satisfy the following criteria as a minimum:

**Baccalaureate Degree**

Applicants must have received a baccalaureate degree from an accredited college or univer- sity with an undergraduate major in (or prerequisite requirements satisfied for) the planned gradu- ate field of study.

**Grade-Point Average**

Applicants for regular admission status must have earned a minimum grade-point average of

2.5/4.00 at the undergraduate level calculated on all work attempted. The education specialist de- gree program requires a minimum 3.25 grade-point average on all work at the Master's level. The Master of Science in Nursing degree program requires an earned undergraduate grade-point aver- age of 3.00. (See individual program information for specific requirements).

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**Standardized Test Requirement**

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|  | **REQUIREMENTS** |  |
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Individuals seeking admission to a graduate program must submit the following to the Gradu- ate Admissions Office, ASU Graduate School, 192 Academic Administration Building, 504 Col- lege Drive, Albany, Georgia 31705:

1. A completed official application form. (Application form is available from the Graduate

School W[eb site at www.asurams.edu](http://www.asurams.edu))



2. A $20 non-refundable application fee.

3. Official transcripts from all colleges attended.

4. Graduate Record Examination (GRE), Miller Analogies Test (MAT) or Graduate Management

Admission Test (GMAT) scores. Test score time limit is five (5) years.

5. Two current letters of reference. (See individual program information for specific requirements).

6. Pre-Entrance Medical Record and Certificate of Immunization.

7. All Nursing applicants must submit copies of their malpractice insurance and their License to

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Practice as a nurse in the state of Georgia. (See Nursing program for more information).

8. A Georgia Teaching Certificate required for all Education majors except School Counseling.

The student is responsible for contacting all institutions attended for the purpose of requesting transcripts. Students who have attended Albany State University should fill out a Request for ASU Transcript form available in Graduate Admissions. The Graduate School will secure such tran- scripts for the student free of charge. Students are responsible for contacting testing agencies for transmittal of test scores to Albany State University.

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Official acceptance or denial is verified by a letter from the Graduate School. Students who are admitted and do not enroll for the semester in which they were admitted must submit another application if they want to attend Graduate School at a later date. Applicant records are main- tained for one year only. Students who were previously enrolled and have not been in attendance for one or more semesters must apply to the Graduate School for readmission.

Faculty members at ASU may be allowed to enroll in graduate classes with an approved graduate application by the graduate dean and academic officials. However, they are prohibited from taking classes in their assigned academic department. If a faculty member is interested in pursing a specific graduate degree, then he or she is encouraged to matriculate at another univer- sity.

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Falsifying admission information and related documentation will result in immediate termi- nation from the graduate program at Albany State University.



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|  | **ADMISSION CATEGORIES** |  |
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The admission status of applicants accepted into the Graduate School will be classified in one of the following categories:

**Regular Admission**



Applicants may be granted regular admission to the Graduate School if they have met the minimum degree program requirements of grade-point average and standardized test scores [44 on the Miller Analogies Test (MAT), 800 on the Aptitude Test of the Graduate Record Examination (GRE) or 450 on the Graduate Management Admissions Test (GMAT)] plus provided the afore- mentioned material and information. On the GRE, the verbal score and the quantitative score are considered separately and weighted depending on the particular program of study; the combined score should be 800. GPA, test scores, reference letters, previous graduate work and interviews are used together to determine the candidate's overall likelihood of successful performance in the

ASU graduate program and eligibility for regular admission. Individuals must achieve regular ad- mission status before they can graduate. Only those with this status are eligible for graduate assist- antships. (See individual program information for specific requirements.)

**Provisional Admission**

Applicants who do not fully meet the requirements for regular admission may be considered for provisional admission. The following criteria must be met:

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1. An undergraduate degree from a regionally accredited college or university with an undergraduate major in, or prerequisites for, the planned field of study, where applicable.

2. An undergraduate grade-point average of at least 2.2.

3. A score on the MAT of no less than 374 (27); a score on the Aptitude Test of the GRE of no less than 700; or an appropriate score on the GMAT in accordance with program criteria.

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A student satisfying nine semester hours of course work in provisional status with no grade of less than "B" may be admitted to regular admission. Otherwise, the student's enrollment is termi- nated. ***Individual programs of study may have higher provisional admission standards.***

**Transient Admission**

A full-time graduate student in good academic standing at another institution may enroll for one semester as a transient student. The regular institution must provide written authorization for the student to enroll under this status. Copies of transcripts and standardized test scores are not re- quired.

**Non -Degree Admission**

No student will be allowed to take more than nine (9) hours in non-degree status. If a student has not gained eligibility for provisional or regular status by the time the nine hours are com- pleted, then the student will be automatically dropped from the program.

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A student admitted to a graduate certification program may earn more than nine credit hours;

however, only nine hours will be accepted toward the master’s degree.

**Seniors:** Albany State University undergraduate students with senior standing may be admit- ted to non-degree status in the Graduate School and register for graduate courses if each of the fol- lowing conditions are met:

1. The student has an overall 3.0 or better grade-point average.

2. The Vice President for Academic Affairs approves the academic department's recommendation for the student to apply to the Graduate School.

3. The student applies and is accepted as a non-degree student in the Graduate School.

4. The student follows the same regulations for all non-degree students in the Graduate

School.

5. As with all non-degree students, only nine (9) semester hours taken in non-degree status by ASU seniors may be applied toward a Master's degree at the University.

6. Seniors who have been approved by the Vice President for Academic Affairs and accepted as non-degree students in the Graduate School are limited to a maximum of 12 semester

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|  | **ADMISSION CATEGORIES** |  |
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hours of graduate courses per semester. Such students are allowed a maximum of 15 semester hours of courses (combined graduate and undergraduate) per semester. (This policy is currently under review).



**Change in Status**

A student admitted to the Graduate School remains in his or her original academic status until notified in writing by the Dean of the Graduate School of the approval of a change in status.

**Appeals of Admission Status**

Decisions regarding the student’s admission acceptance status may be appealed. Information regarding appeal procedures may be secured from the Graduate School office. Such appeals and their associated documentation are referred to the Appeals Committee of the Graduate Council for consideration. The student has the right of further appeal to the Vice President for Academic Af- fairs and then to the President of the University, who will make the final institutional decision.

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**Change of Degree Program**

Before an enrolled student can transfer from one degree program to another, the student must apply in writing for admission to the new degree program and must satisfy all of the original con- ditions of admission to the new degree program. Applications must be submitted in accordance with the "Admissions Policies" stated in this catalog.

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Questions regarding transfer of credits and residency status to the new degree program will be resolved according to the existing academic standards of the new program.

**Full-Time Status**

A graduate student is considered a "full-time" student for the Fall and Spring Semesters when he/she is enrolled in nine semester hours. For Summer Semester, a student is considered "full- time" with six semester hours. Students who have completed course requirements and are enrolled for thesis hours are also considered “full-time.” Exceptions to this policy are made on a case-by- case basis with the final determination made by the Dean of the Graduate School. Students want- ing to apply for an exception should complete a “Waiver of Hours” form and indicate how the student is engaged in full-time academic work while not taking either nine semester hours or reg- istered for three thesis hours.

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**Admission Application Deadlines for Regular, Provisional, Transient and Non-Degree Admissions**

In order to ensure sufficient processing time, applicants have a greater likelihood of being accepted for the term in which they wish to enroll when the following deadlines are met: \* Fall Semester: July 1 is the last day to complete an application file.

Spring Semester: November 1 is the last day to complete an application file. Summer Semester: April 1 is the last day to complete an application file.

\*International students must complete an application file at least two months prior to the term they wish to begin study. See section below on "Admission of International Students."

**Admission of International Students**

Albany State University welcomes international students to its campus and is willing to assist students from other countries in achieving a successful educational experience at the University. International students, defined as citizens of countries other than the United States who require a visa in order to study in the U.S., may contact:

The Graduate School

Albany State University

504 College Drive

192 ACAD Building

Albany, GA 31705-2797

Telephone: (229) 430-5118 or (229) 430-4862

[E-mail:](mailto:frink@asurams.edu) rhonda.mcclendon@asurams.edu

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|  | **ADMISSION CATEGORIES**  **& OTHER POLICIES** |  |
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International students seeking admission to the Graduate School should follow directions specified for all students under "Admission Requirements." In addition, the inter- national student applicant must satisfy the following requirements:



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1. Submit his or her application for admission at least two months prior to the term in which he or she wishes to begin study at Albany State University.

2. Submit official original language and English (translated) copies of college or university tran- scripts, as records of past academic work, along with copies of academic degrees and certifi- cates that the applicant has received. To be considered official, these transcripts must be submitted directly from the educational institutions to the Graduate School.

3. Submit official results from the Graduate Record Examination or the Graduate Management Admissions Test, or other standardized tests required by the graduate program to which the applicant is seeking admission. See "Admission Requirements" for specific programs.

4. Demonstrate English language proficiency. Acceptable evidence of proficiency is successful completion of the Test of English as a Foreign Language (TOEFL) with a minimum score of

550 or satisfactory completion of a Bachelor's degree from an accredited U.S. college or uni- versity and/or the country of origin’s official language is English.

5. Furnish evidence of adequate financial support on the Affidavit of Support form. The appli- cant must provide an official statement from an authorized bank certifying that sufficient funds are available to the student to cover costs of University fees and general living ex- penses for one academic year of study in the United States. Immigration and Naturalization Form I-20 will not be issued until the international applicant has submitted the required evidence of financial support. Students need to pay one full year’s tuition in advance at the time of admissions.

6. Carry a full program of studies (at least nine semester hours) upon admission and matricula- tion. The United States Immigration and Naturalization Service regulations require that stu- dents holding an "F" or "J" visa carry a full program of study.

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7. Be covered by an insurance plan. Due to the high cost of health care in the United States, it is for the benefit of all international students that they have some type of health insurance cov- erage. (Students who do not already have some type of coverage when they arrive at Albany State University must enroll in a plan immediately upon admission.)

Once these requirements are met, the Graduate School will evaluate the international appli- cant's credentials and make an admissions decision. The applicant will be notified of the Univer- sity's decision and, if admitted, will be issued an I-20 immigration form. This form must then be taken to the nearest U.S. Embassy or consular office, which will issue a visa for entry into the country.

**Readmission Following Scholastic Termination**

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A graduate student who has been excluded from the institution for academic reasons will not ordinarily be readmitted. A student who petitions this rule must have been out of the institution for at least 12 months. Said petition must be approved by the Appeals Committee of the Graduate Council, and the Dean of the Graduate School. Any graduate student who has been excluded twice for scholastic reasons will not be readmitted to the University under any circumstance.

**Degree Requirements**

Although specific academic requirements exist for each Master’s degree program, several gen- eral requirements are common to all degree programs.

The general academic requirements for the Master’s degree are:

1. Admission to regular degree standing in a specific Master’s degree program must be granted by the Graduate School of Albany State University.

2. A minimum of 36 semester hours in a prescribed curriculum must be completed with an overall grade-point average of at least 3.0. (See individual program information for specific requirements).

3. All course work applicable toward the degree must be completed within six years of the date of graduation.

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|  | **OTHER POLICIES** |  |
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4. Transfer credits must be approved upon enrollment or before the course is taken and must meet the required criteria of the program.

5. A comprehensive examination must be successfully completed. A thesis may also be required.

6. Application for graduation must be submitted at least one semester in advance of the antici- pated semester of graduation.

**Planned Degree Programs of Study**



Within the first nine semester hours of study, the regular status student is required to complete a planned degree program of study with the advice and approval of his/her academic advisor. Copies of this planned program will be filed with the Graduate School, the academic department

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in which the degree is to be awarded and the Registrar’s Office.

Any adjustments or corrections of this approved program must be endorsed by the depart- mental chairperson and filed with the Graduate School. A final planned program is submitted at the time that the student applies for graduation. Adjustments to the final planned program are not permitted.

**Academic Standards**

The University is committed to offering a high quality graduate program. Graduate students are required to maintain a minimum 3.0 grade-point average. For this reason, caution is exercised in retaining any student whose grades fall below acceptable academic standards. All grades re- ceived for graduate courses taken at Albany State University will be used in the calculation of the cumulative grade-point average.

**Grading System**

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Final grades are submitted to the Records Office at the end of the semester, and these are made a part of a student's permanent record. Copies of these reports are sent to the students, to de- partmental chairpersons and to the parents and guardians upon approved request.

The official grades with the meanings and quality points follow:

"A" EXCELLENT: Four quality points are allowed for each semester credit hour. "B" GOOD: Three quality points are allowed for each semester credit hour.

"C" SATISFACTORY: Two quality points are allowed for each semester credit hour

"D" LOWEST PASSING GRADE: One quality point is allowed for each semester credit hour.

"F" FAILURE: This mark indicates poor scholastic work or failure to officially withdraw from the course. In such cases, students must take the required courses at the next oppor- tunity. Students may repeat an elective course if desired. No quality points are allowed.

"I" This symbol indicates that a student has completed the major portion of the requirements for a given course, but for reasons beyond expected control (such as illness or family emergency), could not complete the course requirements. Normally, incomplete grades must be removed by the end of the first semester following the awarding of the incom- plete. If an "Incomplete" is not satisfactorily removed after two semesters of matricula- tion, the symbol "I" will be changed to "F." To remove an “Incomplete,” the student must secure a permit from the Registrar's Office and submit it to the instructor. The instructor will execute a Request to Remove an Incomplete form and submit it to the Office of the Vice President of Academic Affairs for approval.

"IP" This symbol indicates that credit has not been given in courses that require a continua- tion of work beyond the term for which the student signed up for the course. The use of this symbol is approved for dissertation and thesis hours and project courses. Students may enroll in and take courses in which the “IP” symbol is awarded for up to three suc- cessive terms. With the exception of Learning Support and Regents’ Test remediation courses, this symbol cannot be used for other courses. If the student has not completed the course(s) after three successive terms, the student must request and be granted ap- proval to re-enroll in the course(s) by the Department Chair, Dean and Vice President for Academic Affairs. This symbol cannot be substituted for an “I” (incomplete).

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"W" This symbol indicates that a student was permitted to withdraw without penalty. With- drawals without penalty will not be permitted after the midpoint of the total grading pe- riod (including final examinations,) except in cases of hardship as determined by the Vice President for Student Affairs.



"S" This symbol indicates that credit has been given for completion of the degree require- ments for work other than academic. Use of this symbol is approved for dissertation and thesis hours, student teaching, clinical practicum, internships and proficiency require- ments in grade programs. Exceptions to the use of this symbol for academic course work must be submitted to the Chancellor for approval.

"U" This symbol indicates unsatisfactory performance in a student's attempt to complete de- gree requirements other than academic. The use of this symbol is approved for disserta- tion and thesis hours, student teaching, clinical practicum, internship and proficiency requirements in graduate programs. Exceptions to the use of this symbol for academic coursework must be submitted to the Chancellor for approval.

"V" This symbol indicates that a student was given permission to audit a course. Students may not transfer from audit to credit status or vice versa during a single semester.

"K" This symbol indicates that a student was given credit for the course via a credit by exam- ination program approved by the respective institution's faculty (CLEP, AP, Proficiency, etc.).

**Withdrawal from the University**

Students who find it necessary to withdraw from Albany State University after having com- pleted registration must secure withdrawal forms from the Registrar's Office, complete them and have them signed by the Vice President for Student Affairs, the Vice President for Fiscal Affairs, and officials in the Financial Aid Office and the Registrar's Office. The student is responsible for submitting one copy of the properly signed form to each of the above listed offices and for retain- ing a copy of the form for personal records. The Registrar's Office notifies instructors of a stu- dent's official withdrawal after the University has received a properly signed form. Students entitled to a fee refund will be mailed a check from the Office of Fiscal Affairs.

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A student may withdraw from Albany State University with a grade of "W" prior to the midterm date. After this time limitation, a student who finds it necessary to withdraw must have evidence to support the reason for approval from the VP for Student Affairs and the VP for Aca- demic Affairs to receive a grade of "W." Students suspended for disciplinary reasons will automat- ically receive the grade of "W."

**Scholastic Warning**

A graduate student whose cumulative grade-point average falls below 3.0 or who otherwise fails to maintain the level of academic performance required by the University and the department that offers the degree program will receive a letter of scholastic warning from the institution.

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**Scholastic Termination**

A graduate student is subject to scholastic termination for the following reasons:

1. Failure to achieve a 3.0 cumulative grade-point average by the end of the next semester of enrollment following scholastic warning.

2. Failure to maintain other academic performance standards required by the department of- fering the degree program of study.

3. Third failure on comprehensive examinations.

**Academic Advisement**

An academic advisor is assigned to each student at the time of acceptance into the Graduate

School. Students are expected to confer with their advisors on a periodic basis.

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|  | **OTHER POLICIES** |  |
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**Residence Classification**



Residence status is not changed automatically, and the burden of proof rests with the student to provide documentation that he or she qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia. To ensure timely completion of required processing, a student/applicant requesting a change in residence classification for a specific se- mester should file the “Petition for Georgia Residence Classification” and all supporting docu- mentation no later than three weeks (20 working days) prior to registration. Decisions prior to registration cannot be guaranteed when petitions and all supporting documentation are received after the specified deadline.

If the petition is denied and the student wishes to petition for a later semester, a new Petition for Georgia Residence Classification must be submitted for that semester.

A petition to be reclassified as a resident of Georgia can be obtained from the Registrar’s Of- fice. Supporting documents and petition should be returned by July 1 for Fall Semester, November

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15 for Spring Semester and May 1 for Summer Semester.

**Legal Residency Requirements**

Legal residents of Georgia, as well as certain categories of nonresidents, may be enrolled upon payment of resident fees in accordance with the following Regents’ rules:

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1. (a)If a person is 18 years or older, he or she may register as a resident student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately before the date of registration. (b) No emancipated minor or person

18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this state, in the ab- sence of a clear demonstration that he or she has in fact established legal residence in this state.

2. If a person is under 18 years of age, he or she may register as a resident student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.

3. If a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of 12 consecutive months on the payment of in-state tuition. After the expira- tion of the twelve-month period, the student may continue his or her registration only upon the payment of fees at the out-of-state rate.

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4. In the event that a legal resident of Georgia is appointed as guardian of a nonresident minor, such minor will not be permitted to register as an in-state student until the expira- tion of one year from the date of court appointment and then only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees.

5. Aliens shall be classified as nonresident students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

6. Waivers: An institution may waive out-of-state tuition for:

(a) nonresident students who are financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least 12 consecutive months immediately preceding the date of registration; provided, however, that such financial dependence shall have existed for at least 12 consecutive months immediately preceding the date of registration;

(b) international students, selected by the institutional president or his or her authorized representative, provided that the number of such waivers in effect does not exceed one percent of the equivalent full-time students enrolled at the institution in the fall semester immediately preceding the semester for which the out-of-state tuition is to be waived;

(c) full-time employees of the University System, their spouses and their dependent chil- dren;

(d) medical and dental residents and medical and dental interns at the Medical College of

Georgia.

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|  | **OTHER POLICIES & GENERAL POLICIES** |  |
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(e) full-time teachers in the public schools of Georgia or in the programs of the State Board of Technical and Adult Education and their dependent children. Teachers em- ployed full-time on military bases in Georgia shall also qualify for this waiver;



(f) career consular officers and their dependents who are citizens of the foreign nation which their consular officer represents, and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those con- sular officers whose nations operate on the principle of educational reciprocity with the United States;

(g) military personnel and their dependents stationed in Georgia and on active duty un- less such military personnel are assigned as students to system institutions for educa- tional purposes.

(h) selected graduate students at university-level institutions.

(i) students who are legal residents of out-of-state counties bordering on Georgia coun- ties in which an institution of the University System is located and who are enrolled in said institution.

A student who is classified as a resident of Georgia must notify the Registrar immediately of any change in residence status. If it is determined that the student has misrepresented or omitted facts which result in classification or reclassification as a resident student, retroactive charges for non-resident fees will be made by the Fiscal Affairs officer.

PLEASE NOTE: In order to avoid delay and inconvenience upon arrival for registration, prospective students should seek clarification of all questions concerning residence status at the time of admission. Questions for clarification should be addressed to The Registrar, Albany State University, Albany, Georgia 31705.

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**Attendance Policy**

The structure of graduate courses and programs normally require full class attendance by stu- dents enrolled. All matters related to the student’s absence, including making up work missed, are to be arranged between the student and the instructor. Class attendance is important to successful academic performance.

**Cheating and Plagiarism**

Cheating and plagiarism are non-academic grounds for expulsion from the Graduate School at Albany State University. No student shall give or receive any assistance not authorized by the professor in the preparation of any assignment, report, project or examination to be submitted as a requirement for academic credit.

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**Commencement Exercises**

A candidate for graduation must participate in commencement exercises unless the Vice Pres- ident for Academic Affairs grants an official excuse.

**Comprehensive Examination**

Successful completion of a comprehensive examination is required in all degree programs. Students must apply to take their examination one semester in advance of the semester in which the examination is to be taken.

Comprehensive examinations cover all work prescribed by the student's program of study, in- cluding transferred credits and research projects, if applicable. This examination is constructed

and administered by the major department.

A student must be registered during the semester in which the comprehensive examination is taken. The comprehensive examination can be taken only once in a given semester with a maxi- mum of three attempts permitted.

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|  | **GENERAL POLICIES** |  |
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**Correspondence Credit**



Under no circumstances may credit earned through correspondence work be applied toward satisfaction of a Master's degree requirements. This may or may not apply to distance learning courses or to courses taken over the Internet. Credit for such courses is evaluated on a course-by- course basis.

**Credit Load**

The normal full load for a graduate student who is not on a graduate assistantship is 9-13 hours (assistantship, 9 hours). Overload must be approved by the department chair and Dean of the Graduate School. In no case shall overloads exceed 16 graduate hours.

**Diploma or Transcript Issuance**

Transcripts of academic credits are available upon request of the Registrar. Students with no financial obligations to the University shall be issued a diploma or transcript of academic credits.

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**Directed or Individual Study Credit Limits**

Graduate students are permitted to include a maximum of nine semester credit hours of di- rected or individual study credits in a Master's degree-planned program. Each such inclusion must be approved by the student's departmental chairperson and his or her academic advisor.

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**Disruptive and Obstructive Behavior**

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and pro- tect the rights of freedom of its faculty members and students to engage in debate, discussion and peaceful and non-disruptive protest and dissent. The following statement does not change or in

any way infringe upon the Board's existing policies and practices in support of freedom of expres- sion and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible, disruptive and obstructive actions by students and faculty, which destroy academic freedom and the institutional structures through which the University operates.

***The Board of Regents stipulates that any student, faculty member, administrator or em-***

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***ployee, acting individually or in concert with others, who clearly obstructs or disrupts, or at- tempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia, is considered by the Board to have committed an act of gross ir- responsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.***

**Family Educational Rights and Privacy Act of 1974 Compliance**

Albany State University is in full compliance with the Family Educational Rights and Privacy Act of 1974. This Act was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hear- ings.

**Full-Time Status**

A graduate student enrolled in nine semester hours of course work in a term is considered a full-time student.

**Grades**

Official course grades are transmitted to students only by the University's Registrar.

**Graduation Requirements**

Application for graduation must be completed one semester in advance of the anticipated date of graduation. This form may be obtained from the Graduate Office and must be accompanied by

a Final Planned Program of Study.

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|  | **GENERAL POLICIES & FINANCIAL INFORMATION** |  |
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**Residence Requirements**



A minimum of 27 semester hours of the Master's degree program must be earned in course work offered by Albany State University. All graduate programs require a minimum of 30 semes- ter hours. Individual programs may require more than 30 semester hours.

**Fee Payment Policy**

All fees are payable by the registration deadline published for each semester. Payments may be made in cash or by check payable in U.S. currency and drawn on a financial institution located in the State of Georgia. Albany State reserves the right to determine the acceptability of checks, and all checks not drawn as above will be returned to the remitter. Money orders, certified checks, traveler's checks, MasterCard, Visa and personal checks will be accepted, provided that the check is presented with acceptable identification. If a check given in payment of a student's fees, books or supplies is not paid when presented to the bank or financial institution upon which it is drawn, the student will be charged a return check fee of $20 or five percent (5%) of the face amount of the check, whichever is greater. Any person who submits an "insufficient funds" or

"no account" check may not only be suspended from the University but may also face legal prose- cution. No transmittal of credits in any form will be made by the University or its personnel for a student with outstanding financial obligations to the University.

The University reserves the right to change without previous notice its fees, charges, rules and regulations at the beginning of each semester; however, this right is exercised cautiously and reluctantly.

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GRADUATE STUDENT FEES (**To be completed by Business Office – Ms. Dorothy Martin and/or Mr. Larry Wakefield.**

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Matriculation (Fewer than 9 hours per semester credit hour)...........................$154.00 per hour

Non-Resident Tuition (Fewer than 9 hours per semester credit hour)..............$614.00 per hour

**Fees and Expenses Beyond Matriculation Fees**

Parking (Motor Vehicle) Fee...............................................................................................$8.00

Graduation Fee.................................................................................................................$111.00

Applied Music (per course) Fee........................................................................................$65.00

Transcript Fee......................................................................................................................$3.00

Health Service Fee.............................................................................................................$45.00

Student Activity Fee..........................................................................................................$46.00

Student Athletic Fee.........................................................................................................$152.00

Technology Fee..................................................................................................................$38.00

Late Registration Penalty Fee (Failure to register within the dates set) first day

(Thereafter, the late fee increases $5 each subsequent day to deadline date)....................$35.00

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Returned Check Fee (Or 5% of face amount of check, whichever is greater)..................$20.00

All fees and charges are payable at the time of registration. Remittance should be made payable to Albany State University and addressed as follows:

Office of Fiscal Affairs Albany State University Albany, Georgia 31705

Please include the name and social security number of the student for whom payment is in- tended when fees are sent by mail.

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GENERAL REFUNDS



In accordance with the refund policy of the Board of Regents, refunds will be made on insti- tutional charges and other mandatory fees upon a student’s total withdrawal from the institution. The refund amount for a student withdrawing from the institution shall be based on a pro rate per- centage, determined by dividing the number of calendar days in the semester that the student com- pleted by the total calendar days in the semester. The total calendar days in a semester will include the weekends but will exclude scheduled breaks of five or more days in which a student was on an approved leave of absence.

A student is eligible to retain only the percentage of Title IV aid disbursed that is equal to the percentage of the enrollment period completed by the student. The unearned Title IV aid must be returned to the appropriate federal aid program(s). Students who withdraw from the institution when the calculated percentage of completion is greater than 60 percent are not entitled to a re- fund of any proportion of institutional charges, and no Title IV aid needs to be returned. When one withdraws prior to the first day of class, he/she is entitled to a 100 percent refund. A refund of all tuition and other mandatory fees shall be made in the event of death of a student at any time dur- ing the academic year.

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The student is responsible for returning the unearned Title IV Program assistance for which the school is not required to return. The amount to be returned is the net amount disbursed from each source in the same order required by the school (Unsubsidized FFEL/Direct Stafford Loan, Subsidized FFEL/Direct Stafford Loan, Perkins Loan, FFEL/Direct PLUS, Pell Grant, FSEOG and other Title IV programs) less the portion returned to the respective source(s) by the school. Loan proceeds are returned in accordance with the terms of the promissory note.

Any student who wishes to withdraw from the University must secure a withdrawal form from the Registrar’s Office, complete it and have it approved by the Registrar, Director of Finan- cial Operations, Vice President for Student Affairs and Director of Financial Aid. The student

must file a copy in each office and will then be eligible for a refund of fees in accordance with the above policy.

**Non -Refundable Fees**

The following fees are non-refundable: Admission Fee

Graduation Fee Music Fee Parking Fee

Dormitory Deposits are refundable after four years or upon graduation, minus any applied charges such as dormitory damage.

Application Processing Fee

Upon application to a graduate program or for certification, an applicant to the Graduate School must submit a non-refundable application fee of twenty dollars ($20). The application fee does not apply toward registration fees.

**Graduation Fee**

All candidates for graduation must file a formal application for graduation ONE SEMESTER IN ADVANCE OF THEIR EXPECTED COMPLETION DATE. Graduation fees are subject to change each year. Information about current fees can be obtained from the Office of Fiscal Affairs, Academic Building, Room 284, or from the Graduate School Office, 192 ACAD Building.

**Matriculation Fee**

The tuition charge is $111 per semester hour of credit. The cost to audit a course is the same as that for credit.

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**Student Motor Vehicle Parking Fee**



All motor vehicles operated on the campus must be registered with the Office of Public Safety. A valid insurance card is required to register a vehicle, and an official permit and parking decal must be assigned before the vehicle may be operated on campus. Decals must be displayed on the vehicle.

Students parking vehicles in unauthorized areas, visitors' spaces or reserved spaces will be subject to fines and/or removal of the vehicle at the students’ expense.

A student parking permit costs $15 annually and must be purchased by the deadline posted by the Office of Public Safety. Payment should be by cash or check pre-approved by the Business Office. Temporary permits are available for persons having previously purchased permits or occa- sionally driving other vehicles.

**Out-of-State Fee**

Students who are not residents of Georgia must pay an out-of-state tuition fee in addition to all other fees. The out-of-state fee charge is $614 per semester hour or $7,669 maximum tuition charge per semester.

**Student Activity Fee**

A comprehensive fee of $281 is required of any student enrolled for six or more semester hours. This fee entitles the student to special admission rates to lyceum features, athletic events, etc., as well as use of the University Health Services.

**Transcript Fee**

Students may request "student copies" or "transmittal of office copies" of their permanent ac- ademic listing of credits (transcripts) at the Office of the Registrar. No fee is charged for the first copy. A fee of $3 (three dollars) is charged for each additional transcript. Five to seven working days should be allowed for the processing of an "official" transcript. ASU transcripts may be or- dered for the student's Graduate School file through the Graduate School Office at no charge.)

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**To be completed by Financial Aid – Mr. Thomas Harris**

[Albany State University provides financial assistance for promising students who, without such help, would be unable to attend. The University believes, however, that the student is, first and foremost, responsible for financing his or her education.

The financial aid program is based on the financial need of the student. Need is the difference between the cost of education at Albany State University and the amount the applicant is expected to contribute toward the cost of education.

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**Financial Aid Application Procedures**

Complete the Free Application for Federal Student Aid (FAFSA). The FAFSA can be com- pleted on the W[eb at www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by completing the paper FAFSA application, which is available in the Financial Aid office.

SOURCES OF FINANCIAL AID

**Graduate Assistantship**

The University offers a limited number of graduate assistantships worth $8,000 per year. A graduate assistant works 19 hours a week and receives in return a stipend of $4,000 per semester, excluding summer semester. The work performed should be of professional nature and involve re- search support of faculty as much as possible. Tuition and fees are deducted from the stipend, and the balance is paid to the assistant in monthly installments. Application for all graduate assistant- ships should be made through the Graduate School Office.

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**Regents’ Opportunity Scholarship**



This scholarship is made possible by the Board of Regents of the University System of Geor- gia. A limited number of awards are made by the institution each academic year to students who are residents of Georgia and are enrolled in a graduate degree program. The students must demon- strate financial need. The FAFSA is required for consideration of this scholarship.

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**HOPE Teacher Scholarship Program**

This program assists students (teachers) who are seeking an advanced degree in a critical field of study. Financial assistance of up to $10,000 will be awarded toward the cost of attendance.

The program operates as a forgivable loan that will be repaid by teaching in a Georgia public school. The HOPE Teacher Scholarship Program addresses the following areas:

English Education (grades 7-12)

Middle Grades Education (grades 4-8) with primary concentration in Math, Science or Math and Science. Mathematics Education (grades 7-12)

Science Education (grades 7-12): Broad Field Science, Biology, Chemistry, Earth/Space or

Physics Foreign Language Education (grades P-12)

Education of Exceptional Children (grades P-12): Behavior Disorders, Hearing Impaired, Inter- related Special Education, Learning Disabilities, Mental Retardation & Orthopedically Im- paired

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Business Education (grades 7-12)

Early Childhood Education (grades P-5) (Contact the department for additional areas.)

**Georgia Student Finance Authority (GSFA ) Direct Student Loans**

Legal residents of Georgia may apply for service cancelable loan assistance for professions in which there is a critical manpower shortage in Georgia. Currently the area in which Albany State University participates is the health field - nursing (graduate and undergraduate). The maximum loan amount per academic year is $2,000. The Free Application for Federal Student Aid Form (FAFSA) is required.

**Federal Perkins Loans**

Funds are provided to the University for the purpose of making low-interest, long-term loans available to students who demonstrate need. Loans are available to both graduate and undergradu- ate students. Repayment of Perkins Loans begins nine months after the student leaves college, graduates or drops below halftime. The interest rate is five percent. The Free Application for Federal Student Aid Form (FAFSA) is required.

**Federal Direct Subsidized Stafford/Ford Loans (Direct Subsidized Loans)**

The federal government will pay the interest on these loans while students are in school and during deferments (postponements of repayment). Students must demonstrate financial need to receive this loan. The Free Application for Federal Student Aid Form (FAFSA) is required.

**Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans)**

Students can get these loans regardless of financial need but will have to pay all interest charges, including the interest that accumulates during deferments. The Free Application for Fed- eral Student Aid Form (FAFSA) is required.

The interest rates are variable and adjusted each July. The maximum rate for the Direct Sub- sidized and Unsubsidized Loan is 8.25 percent.

**Veterans Assistance Program**

Veterans, active duty personnel and eligible dependents are encouraged to take full advantage of benefits available through the Veterans Administration. Those students eligible for benefits should apply for admission to the University and complete the admission process. An application for VA Educational Benefits should be completed prior to entering the institution.

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The veteran or other eligible persons are advised to have money available to cover his or her

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in advanced payment with the VA.



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Interested persons should contact the Registrar's Office for information and assistance per- taining to eligibility and application for Veterans Educational Benefits.

**Satisfactory Academic Progress**

Federal regulations require that all students receiving any form of financial assistance make and maintain satisfactory academic progress toward the completion of their degrees in order to re- main eligible to receive assistance. Students are evaluated on the basis of GPA (Grade-Point Av- erage), credit hour completion and maximum time-frame limitation. The Financial Aid Department is responsible for evaluating satisfactory academic progress of students receiving fi- nancial assistance. Students are considered to be making satisfactory academic progress if they meet the two standards of measurement (Qualitative and Quantitative).

**Qualitative Measurement**

All students are expected to maintain the same academic standards as outlined in the official catalog of Albany State University.

Students receiving financial aid must meet the minimum academic standards. Undergraduates and post baccalaureate students must maintain a 2.0 minimum cumulative GPA to remain in good academic standing for financial aid. Graduate students must maintain a 3.0 minimum cumulative GPA to remain in good academic standing for financial aid. The GPA is evaluated based on the student’s last two semesters of enrollment at the end of spring term or at the end of summer term before the aid year that the student is applying for financial aid.

Students whose academic standings fall below the minimum prescribed standards will be governed by the following for receiving financial aid:

Graduate Status

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1. Financial Aid Probation status will exist if the student’s last semester’s cumulative

GPA is below a 3.00 and the previous semester’s cumulative GPA is above a 3.00.

2. Financial Aid Suspension status will exist if the student’s last semester GPA is below a

3.00 and the previous semester’s cumulative GPA is below a 3.00. Quantitative Measurement

In addition to maintaining the required academic standards (grade-point average), students’ progress toward completion of an academic degree is measured by three criteria:

• Students completing a minimum percentage of credit hours attempted each academic year (If a student only has 1 semester of attendance for the current academic year, then the prior semester of attendance will be used to calculate the minimum percentage).

• Student completing the requirements for their degree within a maximum number of hours.

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• Students completing mandatory academic remediation coursework within a maximum of 30 attempted hours.

Minimum Percentage of Credit Hours Completion

Students must successfully complete 67 percent of the courses for which they register each academic year. The grades of A, B, C, D and S count as successful completion of coursework. Students’ completion rates will be reviewed at the end of the spring semester unless enrolling for the summer semester. At the end of the spring semester, those

students who have not successfully completed 67 percent of their courses during the last two terms of enrollment will have their financial aid terminated effective the next fall semester. Students starting spring semester will not be reviewed until the following

spring semester, which will allow the students at least two semesters to prove themselves eligible for financial aid. Repeated courses will count as hours attempted.

Maximum Time Frame Completion

The maximum number of hours (time frame) allowed is 150% or the number of semester hours required to earn a degree. For example at Albany State University, the average degree requires 120 to 127 hours for completion and the average graduate degree

requires 36 hours for completion; therefore students may not receive financial aid after

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they have attempted 190 semester hours (undergraduate) and 54 semester hours (graduate). The first 30 semester hours of Learning Support and Regents courses combined are not counted in the maximum number of hours. Transfer credits are counted in the maximum number of hours. The purpose of student financial aid is to assist students in earning a degree. Students who have earned enough hours to complete degree requirements are no longer eligible to receive financial aid.

Students who change majors or degree programs may reach their eligibility lim its for receiving financial aid before obtaining a degree. Students who elect to change majors or degree programs should do so early to avoid jeopardizing eligibility for financial aid.

Other Conditions Governing SAP Progress



All credit hours attempted during each term in which a student is enrolled will count to- ward the maximum time frame and minimum credit hours of completion. A student is con- sidered enrolled based on the number of credit hours registered after published drop/add

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period of each academic term. Students who drop courses or completely withdraw from the University during the 100 percent refund (drop/add) period will not have those hours consid- ered in determining total hours registered.

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Students who drop courses or completely withdraw from the University after the 100 percent refund period will have those hours considered in determining total hours registered, which will count toward the maximum time frame calculation.

Transfer credits are counted in the maximum number of hours. Transfer grades

are not counted when evaluating SAP. Repeated courses will count in the calculation of at- tempted hours. (The grade earned when the last grade is received for a course is the only grade that counts toward the grade-point average (qualitative measurement).

Students enrolled in learning support and Regents’ courses will have their first 30 credit hours of learning support or Regents’ course work excluded from the maximum time frame calculation. Learning support and Regents’ credit hours in excess of 30 credit hours will be included in the calculation of the maximum time frame and the required minimum (67 per- cent) percentage of the credit hour completion.

Students who change majors or degree programs may reach their maximum time frame for receiving financial aid before obtaining a degree. Students who elect to change majors or degree programs should do so early to avoid jeopardizing eligibility for financial aid.

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Grades of A, B, C, D or S count as successful completion of a course. Grades of F, I, IP, W, WF, U or Audit do not count as successful completion of a course.

Mandatory Academic Remediation Coursework

Students enrolled in Learning Support and/or Regents’ courses are eligible to receive fi- nancial aid for a maximum of 30 hours of academic credit. If these courses must be taken beyond 30 hours of academic credit, students must enroll at their own expense. If an appeal is granted through the appeal process, then the student may receive financial aid to cover the

cost of the remedial classes.

Learning Support students’ SAP will begin at the evaluation period following the stu- dents’ successful completion of the Learning Support Program.

Reinstatement of Financial Aid

Students may apply for reinstatement of financial aid by achieving one of the following:

• Completing 6 or more semester hours at their own expense with a minimum semester grade- point average of 2.50 (undergraduate) and 3.0 (graduate) at Albany State University. Under- graduate students enrolling for 3-5 semester hours must earn a minimum semester

grade-point average of 3.0. Grades will be reviewed at the end of the next evaluation pe- riod.

• Readmitting to the University after an extended break in enrollment (five years or more) will allow the student to be placed on a probationary status.

• Accomplishing a successful appeal through the process described below.

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**Appeals Process**



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An appeals process is available for students who have extenuating circumstances that account for their lack of academic progress. Appeals must be made in writing to the Financial Aid Com- mittee. Students must complete Financial Aid Appeals petitions along with supporting docu- ments to indicate the specific reason(s) for failure to make satisfactory progress. The committee will review the statement and supporting documents, as well as past performance and past aca- demic record. Students will be notified in writing of the committee’s decision. Students that are academically eligible for enrollment and are approved for financial aid through an appeal remain eligible until the next evaluation period.]

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