

3.9.1

Student Affairs and Services: Student rights

The institution publishes a clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community.

Judgment

Compliant Non-Compliant Not Applicable

Narrative

Note: Text for all linked documents below can be increased/decreased for ease of reading by pressing your keyboard's Ctrl key while rotating the mouse wheel.

Angelo State University publishes a comprehensive set of policies that clearly articulate student rights and responsibilities. These policies are disseminated to the campus community primarily through the ASU Student Handbook and the ASU Operating Policies and Procedures, both of which are available on the ASU website. Key policies regarding student rights and responsibilities are reiterated in the ASU undergraduate and graduate catalogs, and information on ASU policies regarding religious holidays, disability accommodations, and the honor code are included on all course syllabi. The ASU Residence Hall Handbook defines additional rights and responsibilities for students living on campus. All policies, standards, and guidelines for on-campus instruction apply to programs delivered via distance education (ASU OP 04.11, Distance Education), in accordance with the Commission's "Distance and Correspondence Education" policy.

ASU STUDENT HANDBOOK

The primary statement of student rights and responsibilities is found in the ASU Student Handbook 2011–2012, pdf p. 32, which provides students with general information regarding university policies, rules, and regulations concerning student activities, academic issues, and expected standards of student behavior. The handbook is made available to all ASU constituents on the Current Students page, which is linked from the ASU home page and the Student Life page. The handbook includes the Academic Honor Code, the Code of Student Conduct, and other policies and procedures governing student rights and responsibilities, as outlined below (see also Federal Requirement 4.5, Student complaints).

Academic Honor Code and Disciplinary Procedures for Academic Dishonesty

ASU has established an Academic Honor Code to describe expected academic behavior of both faculty and students. The code consists of an agreement between the student and the academic community to foster academic integrity, to value student educational goals, and to maintain the positive academic reputation of ASU. The Academic Honor Code includes definitions related to academic integrity and outlines disciplinary procedures for academic dishonesty (Student Handbook 2011–2012, pdf pp. 23–28).

Code of Student Conduct and Campus Disciplinary Procedures

The Code of Student Conduct describes the institution's expected standards of behavior for students and student organizations. As stated in the code, each student is expected to act in a manner consistent with the university's functions as an educational institution. The code describes specific examples of misconduct or attempted misconduct for which students may be subject to disciplinary action, including, for example, use of alcoholic beverages or drugs; unauthorized use or possession of firearms, weapons, and explosives; theft, damage, or unauthorized use of university property or property of others; abuse or misuse of university computer data, programs, time, or computer and network equipment; provision of false information or misuse of records; violation of published institutional policies, rules, or regulations; and violation of federal, state, or local law (Student Handbook 2011–2012, pdf pp. 29–32). The handbook also defines disciplinary procedures, including disciplinary appeals procedures, which are followed in cases of student misconduct (Student Handbook 2011–2012, pdf pp. 32–37).

Procedures Regarding Sexual or Racial Harassment

In addition to the University Honor Code and Code of Student Conduct, the student handbook identifies other policies to ensure the fair and equitable treatment of all members of the university community. For example, the university does not tolerate incidents of racial or sexual harassment, and any student having complaints concerning perceived harassment is guided by the Procedures Regarding Sexual or Racial Harassment outlined in the Student Handbook 2011–2012 pdf p. 43.

General Student Grievance and Appeal Procedures

ASU has established general student grievance and appeal procedures that are followed when students have complaints in areas that are not covered by other published policies, rules, and regulations of the university. Applicants for admission are also covered by this basic grievance process, which is a tiered process that allows for appeals. The grievance process begins with a discussion between the student and faculty member or employee involved in the action or condition giving rise to the grievance. If an agreeable solution is not found at this level, the student may appeal, working up the chain of command through the appropriate vice presidential division. The process ends with the university president, whose decision is final and binding on all parties (Student Handbook 2011–2012, pp. 44–47).

Grade Grievance Procedures

Most often, grade grievances are resolved between the student and the faculty member. If, however, no resolution is reached at this level, the student may appeal the decision in accordance with the grade grievance procedures, which require the student to present a written statement and provide compelling evidence demonstrating why the grade should be changed (Student Handbook 2011–2012, pdf pp. 8-9 and ASU OP 10.03 Grade Grievance).

Confidentiality of Student Records

The student handbook provides general information related to student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and refers students to the general location of student records within the university (Student Handbook 2011–2012, pdf pp. 9–12).

General Academic Policies of the University

The student handbook also includes a summary of the general academic policies of the university, including information about class attendance, student absence for observance of religious holy days, class absences and emergency notification, schedule changes, withdrawal from the university, and grade grievances procedures (Student Handbook 2011–2012, pdf pp. 6–8). The handbook refers students to the ASU Operating Policies and Procedures website for a complete list of academic policies.

ASU OPERATING POLICIES AND PROCEDURES

The Angelo State University Operating Policies and Procedures (ASU OPs) are publicly available on the ASU website, and an option for conducting searches within the policies and procedures is provided on the ASU OP Manual home page. In addition, the ASU OPs are referenced on many pages of the institutional website, with corresponding links provided to the online manual.

Academic policies pertaining to students are found in ASU OP Chapter 10, Academic Policies—Students, which contains detailed policies on a variety of issues, including, but not limited to, admissions, grading procedures, grade grievance procedures, student performance, academic status, degree requirements, study abroad programs, and accommodations for students with disabilities. Selected examples of policies from this chapter are provided in Comprehensive Standard 3.4.5, Academic policies.

UNDERGRADUATE AND GRADUATE CATALOGS

The ASU undergraduate and graduate catalogs provide information about the degrees offered by each of the ASU colleges, degree requirements for all majors, courses offered, and faculty information. The catalogs also provide information on admissions, housing, financial aid, and academic policies related to issues such as grading, grade grievances, credit by examination, and transfer credit. See especially the section on Academic Regulations in the ASU Undergraduate Catalog 2011–2012 (pp. 310–375) and the section on Academic Guidelines and Graduate Studies Policies in the ASU Graduate Catalog 2011–2012 (pp. 28–37).

RESIDENCE HALL HANDBOOK

The office of Housing and Residential Programs has defined expectations for student conduct in the residence halls and outlined disciplinary procedures for incidents of student misconduct. These expectations and procedures are published in the Residence Hall Handbook (pp. 14–17), which is available on the Residential Programs page of the institutional website.