
UNIVERSITY INFORMATION

HISTORY OF THE UNIVERSITY

Alcorn State University was created by an act of the Mississippi State Legislature on May 13, 1871. First named Alcorn University of Mississippi in honor of James L. Alcorn, who was then governor of the state of Mississippi, the institution was heralded as a “seminary of learning.”

The institution has a rich and illustrious history. It is located on the site of the former Oakland College, a Presbyterian school for the education of white males. Oakland College closed its doors at the beginning of the Civil War so that its students might answer the “call to arms.” Upon failing to reopen after the war, the state purchased the college for the education of its “Negro citizens.” The Honorable Hiram R. Revels, the first black man to serve in the United States Senate, resigned his seat in the U.S. Senate in 1871 to become the first president of the newly established institution.

The university was given \$50,000 per year for 10 years (the same as the University of Mississippi). Alcorn State University also received three-fifths of the proceeds from the sale of agricultural scrip under the provisions of the First Morrill-Land Grant Act of 1862. According to the *1872 Alcorn University Catalogue*, “the fund amounted to \$189,000, three-fifths of which, or \$113,400, became the property of Alcorn University, the income from which is to be devoted to the agricultural and mechanical department of the institution.” Thus, from its beginning, Alcorn State University has been a land-grant institution.

In 1878, the Mississippi State Legislature changed the name of the institution to Alcorn Agricultural and Mechanical College with the enactment of the following legislation:

LAWS OF MISSISSIPPI

Chapter XIX, SECTION 1. Be it enacted by the Legislature of the State of Mississippi, that the institution known as Alcorn University is hereby established as, and declared to be, an agricultural college for the education of the Negro youth of the State and to be hereafter known as the Alcorn Agricultural and Mechanical College of the State of Mississippi.

SECTION 9. Be it further enacted, that each of said Boards of Trustees shall possess all the power necessary and proper for the accomplishment of the trusts reposed in them viz.: The establishment and maintenance of a first class institution at which the youth of the State of Mississippi may acquire a common school education and a scientific and practical knowledge of agriculture, horticulture, and the mechanical arts, also in the proper growth and care of stock, without, however, excluding scientific and classical studies, including military tactics.

Alcorn State University’s land-grant status was re-affirmed in 1890, when the state of Mississippi accepted provisions of the 1890 Morrill Act specifically providing for the establishment of separate land-grant institutions of higher education. Hence, although created under the 1862 Morrill Act, Alcorn State University is often referred to as an 1890 land-grant institution.

Recognizing the tremendous growth and impact of the institution during its more than one century of existence, the Mississippi State Legislature changed the name of the institution to Alcorn State University in 1974.

Today, Alcorn State University is an equal opportunity institution. It admits students without regard to age, race, creed, color, national origin, religion, gender, or physical disabilities. The institution is both international and cosmopolitan. It has attracted students from 82 counties in the state of Mississippi, 42 states, and 18 foreign countries.

ASSURANCE OF COMPLIANCE

On January 23, 1965, the president of the university signed, with the approval of the Board of Trustees of Institutions of Higher Learning of the State of Mississippi the “Assurance of Compliance with the Department of Health, Education, and Welfare Regulation under Title VI of the Civil Rights Act of 1964.”

The following statement indicates the commitment of the university: “Alcorn State University HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the regulations, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department, and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.”

MISSION OF THE UNIVERSITY

Alcorn State University, a historically Black College and University, is a comprehensive land-grant institution that celebrates a rich heritage with a diverse student and faculty population. The University emphasizes intellectual development and lifelong learning through the integration of diverse pedagogies, applied and basic research, cultural and professional programs, public service and outreach while providing access to globally competitive academic and research programs. Alcorn strives to prepare graduates who will be well-rounded future leaders of high character who will be competitive in the global marketplace of the 21st century.

VISION OF THE UNIVERSITY

Alcorn State University will become the premier comprehensive land-grant university that develops diverse students into globally-competitive leaders and applies scientific research through collaborative partnerships, which benefit the surrounding communities, state, nation and world.

UNIVERSITY GOALS

Student-centered. Continue to offer students an engaging, transformative learning and living environment, empowering them to become globally competitive, socially and environmentally sensitive, and technologically competent leaders.

Academic Excellence. Consistently enhance its academic excellence and become nationally recognized as a premier comprehensive land grant university offering engaging intellectual experiences and collaborative research opportunities.

Shared governance and Professionalism. Assess its processes to ensure that honest and transparent communications, merit-based systems, and accountability prevail.

Enhancement of Infrastructure and Technology. Develop and implement a strategy to ensure that the technology and infrastructure exist to achieve the University’s vision and mission.

Enhancement and Diversification of Resources. Enhance its resources and diversify the sources of funding through partnerships, creative fundraising strategies, leveraging its intellectual property, and entrepreneurship.

Diversity. Engage all stakeholders in developing an environment which embraces diversity of thought and encourages the acceptance of differences.

Community Outreach and Engagement. Strengthen its community outreach and engagement efforts by encouraging continuing education, expanding community partnerships, and developing new service and outreach programs.

ACCREDITATION AND AFFILIATIONS

Alcorn State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate, Bachelor's, Master's, and Specialist in Education degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Alcorn State University.

Alcorn's teacher education program is accredited by the National Council for the Accreditation of Teacher Education. The Bachelor of Science in Nutrition and Dietetics is accredited by the American Dietetic Association. The Associate of Science in Nursing degree, the Bachelor of Science in Nursing degree, and the Master of Science in Nursing degree programs are accredited by the National League for Nursing Accrediting Commission. Alcorn State University is an accredited institutional member of the National Association of Schools of Music, the National Association of Industrial Technology and the American Association of Family and Consumer Sciences.

The university also holds membership in the following organizations: National Association of College and University Business Officers; American Association of Colleges for Teacher Education; American Council on Education; Association of American Colleges; Association of State Colleges and Universities; Family & Consumer Sciences Association; American Library Association; American Public Relations Association; College Language Association; Council for the Advancement and Support of Education; Council on Co-op College Projects; National Association for Business Teacher Education; National Association of Dramatic and Speech Arts; National Association of State Universities and Land Grant Colleges; National Collegiate Athletic Association; National Collegiate Honors Council; National Commission on Accrediting; the Southern Association of College Registrars; the Association of Departments of English; Association of Institutional Research; Mathematical Association of America; the Association to Advance Collegiate Schools of Business-International; the Society for College and University Planning; Southern Regional Honors Council; and the Southern Association of College and University Business Officers.

CAMPUS SAFETY CENTER

The Alcorn State University Campus Safety Center and Fire Department are open 24 hours a day, seven days a week. They strive to make the Alcorn State University campus as safe and as secure as possible. This is the students' home away from home and it's the job of the Alcorn State University Campus Safety Center and Fire Department to serve and protect students during their stay at Alcorn.

CLASS ATTENDANCE REGULATIONS

Regular and punctual class attendance is required of all students enrolled at Alcorn State University. Class attendance regulations apply to all types of classes (e.g., lecture, laboratory, or practicum) as well as to all modes of instruction (e.g., face-to-face or online). Instructors record absences as they occur. Instructors and departments may set individual policies that operate within the parameters set by the university. Instructors will clearly delineate individual policies in course syllabi distributed to each student during the first week of class. Students must present official documentation for an excuse to the instructor, who will make the decision on the classification and acceptability of the excuse. Disagreements as to acceptable excuses are adjudicated by the Dean of the School.

75% Minimum

No matter how justifiable the circumstances for class absences, students must attend a minimum of 75% of the meetings for a given course in order to be eligible to receive a passing grade. If a student accumulates absences in a

course in excess of 25% of the scheduled class meetings for a semester or summer session and does not officially withdraw from the course, he/she receives the grade of "F" in that course unless the circumstances are deemed extenuating by the Provost. Except for absences incurred while representing the university in a required university event (see below), excused absences are counted as absences when computing the 75% minimum.

Excused Absences

Absences documented by official sources (i.e. medical or death of family member) are excused. Excused absences are counted as absences when computing the 75% minimum. An excused absence allows the student to make up the work and receive a grade for that work if the work is completed within two weeks after the absence. The student is responsible for obtaining assignments, scheduling make-up work, and submitting assignments to the instructor within the two-week period after the absence. Periods of absence in excess of one week must be approved and excused by the Office of the Provost.

Unexcused Absences

Students are allowed one hour of unexcused absence for each semester hour of a course. Instructors may, at their discretion, set class policies that lower grades for unexcused absences incurred above the number of unexcused absences allowed.

Excessive Absences

Instructors should report student absences on Banner Online Attendance. The university reserves the right to withdraw a student who has missed more than 25% of the scheduled class meetings, and instructors are encouraged to submit names of students with excessive absences to the Office of Academic Affairs. Whenever students miss classes, they should work directly with their instructors to make up work. Students are not relieved of responsibilities to meet all course requirements and complete all class assignments. Students who do not attend within the first two weeks of class are reported to the Office of Academic Affairs for financial aid reporting. See Non-Attendance No Show Purged Form section below.

Late Registration and Financial Aid

Students should begin attending class on the first day of the semester whether or not registration is complete. Once the Office of the Registrar completes registration and declares the rolls finalized, no student whose name is not on the official roll will be allowed in class.

Non-Attendance No Show Purged Form

Students who complete the registration process are required to attend class before receiving Federal Student Aid. Those not attending class before the deadline will be deleted from the rolls as a No-Show for non-attendance. To be reinstated on the roll, the student must attend class and present to the instructor the Non-Attendance Form for the instructor's verification of attendance. Students should print out one Non-Attendance Form for each class of non-attendance. Students must then submit the signed form to Office of Academic Affairs. Applicable forms, further instructions, and information about deadlines are available at the Financial Aid Forms webpage.

Tardiness

Instructors may, at their discretion, set policies that consider students absent when they arrive very late to or depart very early from class. All such policies must be approved by the chairperson of the department and maintained on record in the department.

DRUG-FREE WORKPLACE POLICY

It is the policy of Alcorn State University to maintain a drug-free workplace, workforce, and campus consistent with federal laws as set forth in the Drug-Free Workplace Act of 1988 and the Department of Defense Drug-Free Workforce Rule of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The university acknowledges and supports the laws of the State of Mississippi code of 1972 (1988 supp.) that prohibit the sale, distribution, manufacturing, possession or use of controlled substances in the state.

FINANCIAL AID

Graduate students pursuing a Master's Degree can receive financial assistance for up to 63 credit hours. Students will be limited to 95 credit hours when pursuing a second Master's degree. Graduate students must also adhere to the Quantitative and Qualitative measures. Once a student earns a second Master's degree, he/she shall be eligible to receive financial assistance only toward a Specialist Degree. The Office of Financial Aid mirrors the academic standards process for satisfactory academic progress for graduate students.

Satisfactory Academic Progress is monitored at the end of each academic year. Three probationary semesters are allowed during a student's graduate career. Those who fail to meet the Satisfactory Academic Progress requirements at the end of a probationary semester will be placed on financial aid suspension and will lose eligibility to receive financial aid funds. If suspended from financial aid, an appeal must be submitted to the Financial Aid Office to be reviewed by the appeals committee for reinstatement.

Students expecting to receive financial aid must submit all required financial aid documents to the Financial Aid Office. Once information received and reviewed, eligibility will be determined. If eligible to receive financial assistance, an award letter will be mailed, emailed or uploaded through Banner Online Services. Any difference in the amount awarded and the amount needed to complete the registration process must be paid before completing the registration process. Previous balances must be paid in full at the time of registration.

PREFERRED DATE FOR SUBMITTING APPLICATIONS FOR FINANCIAL AID

The priority deadline date for submitting applications (ASU Application and FAFSA) for Financial Aid is April 1st.

In order to finalize any financial aid, a student must file an application for admission and be accepted by the university. The financial aid application is not considered as an application for admission.

DIRECT STAFFORD LOAN PROGRAMS

This program enables students to borrow directly from the U.S Department of Education that is willing to make the loans to students in order to finance educational expenses.

Stafford loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the loan until the student begins repayment and during authorized periods of deferment.

Unsubsidized loans are not awarded on the basis of need. Borrowers are charged interest from the time the loan is disbursed until it is paid in full. If the borrower allows the interest to accumulate, it will be capitalized. If the borrower chooses to pay the interest as it accumulates, he/she will repay less in the long run.

Students may apply for a Direct Loan if they have been accepted as, at least, half-time students. Students who are already enrolled may apply if they are in good standing and making satisfactory academic progress.

The maximum a graduate student is eligible to borrow each academic year is \$20,500.00 (at least \$12,000 of this amount must be in unsubsidized Stafford loans).

The interest rate for direct subsidized and unsubsidized loans could change each year of repayment, but by law, it will never exceed 8.25 percent. An origination fee up to 2.5 percent of the total loan will be assessed on each loan.

The loan must be repaid. After the student graduates, leaves school, or drops below half-time enrollment, there is a six-month grace period before the borrower begins repayment.

REFUND POLICY

Students who withdraw from the university in good standing are entitled to a refund of all fees (except registration) according to the following schedule:

First official day of class	90%
Between second day and two weeks	80%
Between two and four weeks	60%
Between four and six weeks	40%
After six weeks	No Refund

Students who withdraw unofficially and return weeks or months later to officially withdraw and claim refunds are not entitled to refunds.

FOOD SERVICES

All students living in university residence halls are expected to take their meals in the Clinton Bristow, Jr. Dining Hall. Meals are served cafeteria style. Students obtain permission to eat in the cafeteria by paying board fees in advance. Sandwiches, beverages, and short orders are served in the James L. Bolden Campus Union Building.

Food services for the Natchez Campus are available by agreement at the Copiah-Lincoln Community College facility located across the street from the ASU Natchez campus. Costs vary depending on items selected from the menu.

GRADUATE STUDENT ASSOCIATION

Graduate student involvement is a vital part of the structure of services, academic offerings and activities in Graduate Studies. Students meet to promote a graduate agenda for excellence on a monthly basis.

The association is available to graduate students who are currently enrolled in graduate programs at Alcorn State University. The purposes of the Graduate Student Association are as follow:

- To provide support and services to graduate students.
- To provide an opportunity for communication, exchange, and the exchange of ideas among graduate students, faculty, and university administration.
- To network with other Graduate Student Associations locally and nationally on issues and concerns they are facing.

HEALTH AND DISABILITY SERVICES

The Department of Health and Disability Services is located in the Felix H. Dunn Health Services Center. The telephone number is 601-877-6460. It serves as the primary health care facility on the main campus offering professional services for all Alcorn State University students, faculty and staff.

Students who need disability accommodations should submit an application packet with supporting documentation from a qualified professional to the Director of Health and Disability Services. Upon careful review of the documentation and discussion with the student, the Director of Health and Disability Services will arrange reasonable physical and academic accommodations.

HOURS OF OPERATION

The Department of Health and Disability Services hours of operations are:

Monday – Thursday 8:00 a.m. – 5:00 p.m.
Friday 8:00 a.m. – 4:00 p.m.

After Hours/Emergency Care: In case of emergency please contact Campus Police/Ambulance Services at 601-877-3000 or Dial 911.

HOUSING AND RESIDENCE LIFE

The mission of the Alcorn State University Department of Residence Life/Housing is to provide “a home away from home” where students can be safe and comfortable on campus. Part of the residence hall experience is learning to live, fellowship, socialize and interact with other people from different racial, ethnic and economic backgrounds. To this end, students are guided to develop a growing sense of maturity and responsibility by participating in residence hall activities. By doing so, the students are intellectually stimulated to think critically solve problems and maintain an atmosphere conducive to academic pursuits and college life.

Housing will be available for graduate students in modern air conditioned dormitories. Limited facilities are available for married students with or without children. Housing for the graduate student is available on the Main Campus and the Natchez Campus. Persons interested in housing facilities should contact the Office of Residence Life, Alcorn State University, and Alcorn State, MS 39096.

A non-refundable \$125.00 application fee is required before the application can be processed.

Regulations Regarding Married Students

Married students who reside in residence halls are subject to the same standards of conduct and living that govern the life and activity of other resident students.

Residents are expected to respond appropriately to the reasonable requests of other residents and Residence Life staff. Residents will respect the rights of other residents, and each resident is responsible and held accountable for his or her behaviors, as well as for the behavior of his/her guests(s).

ELIGIBILITY REQUIREMENTS FOR HOUSING

All Alcorn State University students enrolled full-time (9-12 credit hours Graduate in good standing with the University), are eligible for on-campus housing. Students must present PROOF of completed registration for clearance to check into assigned residence hall.

POST OFFICE

There is no general delivery. Students may purchase a mailbox (contact the Post Office at 601-877-6334 for mailbox rental fees) or use his or her residence hall address. Mail is delivered to boxes daily at 10:00 a.m. Postal money orders are sold from 8:00 a.m. to 2:00 p.m. The mail comes on Monday through Saturday at 8:30 a.m. Outgoing mail departs at 3:00 p.m. The hours of operation are Monday–Friday 8:00 am - 4:00 pm and Saturday 8:00 am - 10:00 am., Lorman, Mississippi 39096. All the mail that is addressed to the university is distributed through the local Branch Post Office on campus. Mail arriving to the university should be addressed: Alcorn State University, Post Office Boxes or to the desired dormitories, Alcorn State University, Alcorn State, Mississippi 39096-7500. All express mail should be addressed to the correct box or dormitory at Alcorn State University, Alcorn State, Mississippi 39096-7500. It is very important that mail with box numbers 1-900 use Alcorn State University after the box number.

PUBLIC RADIO STATION (WPRL)

WPRL, 91.7 FM your trusted source for news, sports, talk, music and entertainment, is a 3000 watt CPB-qualified public radio station broadcasting on the campus of Alcorn State University to the surrounding communities as a service of the university. WPRL's mission is to engage, educate, and entertain by creating and providing innovative, outstanding programming fueled by intellectual and cultural diversity. WPRL is a member of National Public Radio, an affiliate of Public Radio International and the Associated Press. It provides educational and entertainment programming for the general audience as well as opportunities for students, faculty, staff, and community members to learn practical broadcasting skills as volunteers and interns.

REGISTRATION OF MOTOR VEHICLES

Each person who operates a vehicle on campus must be registered with the Office of Parking Services. Each vehicle must have a valid, properly displayed parking permit. Parking citations are issued for violations, including having no valid permit, and are payable at the Office of Parking Services. The online module for parking rules, registration for parking permits, and payments for citations can be accessed at www.alcorn.edu/parking.

The Campus Safety Center Office will have unregistered cars towed from the university property by a local wrecker service at the owner's expense. This department may also use a device known as a wheel-lock for vehicles that have not been registered or for vehicles that are in violation of some or all traffic regulations.

SEXUAL HARASSMENT

Alcorn State University officials provide a workplace free from sexual harassment. The University assures all students that it maintains an atmosphere characterized by respect for others. Policies published in the *Student Handbook* clearly state the university's position on Sexual Harassment. Sexual harassment may consist of requests for sexual favors, unwelcome sexual advances, threats, actual bodily contact or other deliberate verbal or physical conduct of a sexual nature. Such behavior is discouraged between all employees as well as students.

Sexual harassment is especially forbidden where the offending employee is in a position to affect the compensation or employment status of the person being harassed. In all cases, Alcorn State University officials shall take prompt and appropriate corrective action. This rule applies equally to sexual harassment of both men and women. These definitions apply to students as well as to employees who may have a complaint of sexual harassment.

Such behavior listed below can be considered inappropriate and grounds for sexual harassment.

1. Subtle pressure for sexual activity
2. Verbal harassment or abuse of a sexual nature
3. Sexist remarks about a person's clothing, body or sexual activities
4. Demanding sexual favors accompanied by implied or overt threats concerning one's job, grades, recommendations, etc.
5. Inappropriate display or dissemination of sexually suggestive or pornographic materials.

If an individual believes he or she has been subjected to any form of sexual harassment, this should be reported to the Office of Human Resources at Alcorn State University.

STUDENT AFFAIRS

The Division of Student Affairs is an integral part of our students' educational process and offers programs and services that assist students in achieving their potential at Alcorn State University. The administration, educators, advisors and student advocates strive to provide an environment that holistically promotes a diverse student population, personal growth, leadership development, social responsibility, student empowerment and student engagement activities.

The mission of Student Affairs is to give students the tools, advice and information they need to be successful in their years at Alcorn. Personnel are available to help students new to the campus navigate the University's resources and campuses, learn about university life, and realize the true spirit of being an Alcornite.

STUDENT COUNSELING SERVICES

The Office of Counseling and Testing provides services for students and staff of the university community which include:

1. academic, personal, and social adjustment;
2. career counseling;
3. customer service assessment, testing and training; and
4. counseling referral services.

Where is the Counseling Center Located?

Walter Washington Administration/Classroom Building (WWACB)
3rd Floor Room #305

Whom Do We Serve?

Enrolled ASU Students

How Do I Make an Appointment?

To make an appointment, call 601-877-6230 or come to **Room 305– WWACB**. Walk-ins are welcomed.

What Services Do We Offer?

- Individual Counseling
- Group Counseling
- Testing Services
- Attendance Monitoring
- Withdrawal Requests
- Consultation/Referrals
- Outreach Programs

What is the Cost?

There are no charges for counseling services provide by ASU Counseling and Testing Center. However, if referrals are made to outside agencies, you are responsible for any fees incurred from those agencies.

What about Confidentiality?

Students are assured of confidentiality in accordance with ethical and legal standards set by the American Psychological Association. Each Counseling and Testing staff must sign a Confidentiality Agreement. For additional information, please go to Alcorn Home page, click on Discover Alcorn, then Administrative Offices and search for Counseling and Testing Services.

STUDENT PLACEMENT SERVICES

The Office of Placement Services assists 1) students in career planning, 2) enrollees in obtaining employment in jobs for which they are qualified, and 3) presently employed graduates in making desired changes. These services are

provided cost-free to students and alumni. Graduates are placed in business, industry, government, education, and other professional areas.

These services include: 1) service to the student –by scheduling interviews with employers, counseling, securing job listings, providing occupational literature on career opportunities, consulting with professional staff and employers, and maintaining and reproducing credentials, 2) service to the employer—by making employers’ needs known to the students and alumni, by enabling them to visit and interview qualified applicants and to make contact with the professors and other university personnel, by keeping them informed of changes in educational and degree programs, and by helping them gain a deeper insight into the placement process through professional organizations; and 3) service to the institution—by establishing a source of accurate and timely information on economic and industrial market trends, by providing information concerning the effectiveness of the curriculum as it relates to specific career areas, by representing the institution to many professional arenas such as business, industry, government, medicine, and education.

UNIVERSITY BOOKSTORE

The bookstore serves the needs of the University community by providing textbooks, school supplies, novelties, toiletries, and an assortment of other items. Students can pay with cash, check, bankcard, or they can charge purchases to their Alcorn State University Gold Card (ID). Students may use this charge privilege throughout the year to purchase anything in the bookstore. These charges appear on the student’s Gold Card account. The operating schedule for the bookstore is:

- Monday – Thursday 9:00 am - 5:00 pm
- Friday 9:00 am - 4:00 pm

UNIVERSITY LIBRARIES

The university library serves as the cornerstone of education at Alcorn State University. It provides services and resources essential to the instructional, research, and public service needs of the university. Renovated and expanded in 2000, the J. D. Boyd Library is a state-of-the-art facility designed to accommodate 1000 users and hold 500,000 volumes.

It contains a thirty-station computer laboratory, a media center with a video classroom, group study rooms, an archival and special collections room and a 140 seat auditorium. Reading and study areas wired for computer access are available on the first and second floors. Administrative offices, as well as circulation, reference, serials, government documents, computer lab, microform area, and technical services facilities are located on the main level. This expansive open area provides easy access to all major reference services. The media center, video classroom, archives, and special collections are located on the second floor. The ground floor contains the shipping and receiving area, storage rooms, computer office, faculty/staff professional development center, and a staff lounge. Carrels, tables, and informal seating are interspersed throughout the spacious facility to provide an atmosphere conducive to the learning process.

WITHDRAWAL FROM CLASSES AND/OR THE UNIVERSITY

Any student who desires to withdraw from the university must adhere to the Satisfactory Academic Progression (SAP) policy. (Please review the SAP policy at www.alcorn.edu/FinAid/SAPPolicy.htm). Also, if a student withdraws from ALL courses before more than 60% of the time has elapsed in the semester, it will be determined if he/she —earned all financial aid received from federal programs. If the student did not earn the aforementioned aid, he/she will be informed of the amount that must be repaid and of the options for repayment. The student must submit an application for readmission if he/she plans to re-enroll.

Students must also process the appropriate —Statement of Clearance issued by the Office of the Vice President for Student Affairs if living in the dormitory. Failure to comply with this regulation will result in the recording of failing grades in all courses for which the student is registered and the losing of any refund of fees to which he/she may otherwise be entitled.

ADDING AND DROPPING CLASSES

Classes may be added or dropped in accordance with the deadline dates published in the University Academic Calendar each semester, in the University Bulletin or in memoranda from the Provost/Executive Vice President for Academic Affairs.

1. Students may obtain add/drop forms or assistance with the on-line add/drop process from the Office of the Registrar.
2. The student should see the student's advisor. When the student's advisor is not available, the chair of department or dean of the school may sign the add/drop form.
3. The registrar's office will process the add/drop form.

AUDIT COURSES

Courses taken for audit do not meet degree requirements and are not eligible to meet enrollment requirements to receive aid. Change of classes to audit will be treated as a withdrawal and be subjected to any changes of enrollment status policies. Courses enrolled in for audit may not be treated as credit courses. No grades will be given for credit.

ADMINISTRATIVE OFFICES

Office of Graduate Studies
1000 ASU Drive #689, Suite 519
Lorman, MS 39096

Phone: (601) 877-6122
Fax: (601) 877-6995
Email: graduatestudies@alcorn.edu

Administration

The Office of the President provides oversight of university businesses and financial operations, policies, executive actions, undergraduate and graduate professional education, teaching and research functions of the University.

Contact Information:

Dr. Donzell Lee, Interim President

Web: www.alcorn.edu/discover-alcorn/president

Phone: 601-877-6111

Email: president@alcorn.edu

Academic Affairs

The Office of the Provost for Academic Affairs coordinates the undergraduate and graduate academic resources, support, advocacy, and access through relationships that empower students across the disciplines.

Contact Information:

Dr. John Igwebuike, Interim Provost and Executive Vice President for Academic Affairs

Web: www.alcorn.edu/academics

Phone: 601-877-6140

Email: jjgwe@alcorn.edu

Contact Information:

Dr. TBA , Vice Provost for Academic Affairs and Student Records

Web: www.alcorn.edu/academics
Phone: 601-877-6147
Email: @alcorn.edu

Business Affairs

The Office of Finance and Administration supports the instructional and research mission of the university, provides business services for ASU students, faculty and staff.

Contact Information:

Carolyn DuPre, Vice President for Finance and Administration

Web: www.alcorn.edu/offices/finance
Phone: 601-877-4701
Email: cdupre@alcorn.edu

Campus Safety Center

The Campus Safety Center purpose is to provide a safe and supportive environment for the university community.

Contact Information:

Douglass Stewart, Campus Police Chief

Web: www.alcorn.edu/campus-police
Phone: 601-877-3100
Email: dstewart@alcorn.edu

Financial Aid

The Financial Aid Office processes applications for all federal, state, and institutional student financial aid for all applicants at Alcorn State University.

Contact Information:

Juanita McKenzie Russell-Edwards, Financial Aid Director

Web: www.alcorn.edu/admissions/financial-aid
Phone: 601-877-6111
Email: juanita@alcorn.edu

Help Desk

The Center for Information Technology mans a Help Desk as a centralized resource for technology issues/questions, including those pertaining to email account setups, Banner Online access and many other virtual services.

Contact Information:

Sherry Carradine, Help Desk Coordinator

Web: <http://www.alcorn.edu/offices/finance/cits>
Phone: 601-877-6111
Email: helpdesk@alcorn.edu

Library

A group of helpful, enthusiastic staff are available to assist students with media and research resources. Professional librarians offer general reference assistance in person, over the phone, or via email.

Contact Information:

Dr. Blanche Sanders, J. D. Boyd Library Dean

Web: www.alcorn.edu/academics/library
Phone: 601-877-6350
Email: blanche@alcorn.edu

Office of Sponsored Programs

The Office of Sponsored Programs is responsible for oversight of grants, contracts, and other sponsored program coordination and activities.

Contact Information:

Alfred Galtney, Director of Sponsored Programs

Web: <http://www.alcorn.edu/>

Phone: 601-877-6170

Email: agaltney@alcorn.edu

Office of Student Records

The Office of Student Records provides information regarding records, transcripts, registration, scheduling of classes, processes adds, drops, and withdrawals.

Contact Information:

Dr. John Igwebuike, Student Records

Web: <http://www.alcorn.edu/academics/registrar-office>

Phone: 601-877-6170

Email: jigwe@alcorn.edu

Residence Life (Housing)

Preparing students for independent living experiences in a nurturing residential environment in a campus setting.

Contact Information:

Aimee Reynolds, Housing and Residence Life Director

Web: www.alcorn.edu/students/residence-life

Phone: 601-877-6478

Email: alreynolds@alcorn.edu

Student Affairs

The Vice President for Student Affairs responds to the needs and concerns of students and offer services to ensure a successful experience at Alcorn.

Contact Information:

Mr. Tracy Cook, Interim Vice President for Student Affairs

Web: www.alcorn.edu/academics/student-services

Phone: 601-877-6180

Email: tmcook@alcorn.edu

Nondiscrimination Policy

Students have the right to be free from all forms of discrimination. Alcorn State University complies with all laws regarding affirmative action and equal opportunity in all its educational programs, activities, admissions or employment practices and does not discriminate against anyone on the basis of age, creed, color, national or ethnic origin, race, religion, gender, disability, sexual orientation or veteran status.

Student Conduct – Harassment

Harassment: Conduct (physical, verbal, graphic, written or electronic) that is (1) unwelcome; (2) discriminatory on the basis of race, color, religion, sex, national origin, age disability, genetic information, sexual orientation, or veteran status; (3) directed at an individual; and (4) so severe, pervasive, and objectively offensive that a reasonable person 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 to realize the intended benefits of an institutional activity, opportunity, or resource.

Student Conduct – Cyberbullying and Social Media Abuse

Cyberbullying is the use of cell phone or other devices to send or post emails, text messages or images intended to harass (Student Conduct definition of Harassment) another person.

Student Conduct – Sexual Harassment

Regardless of sexual gender, personal affiliation, and/or affiliation with the University, sexual harassment is defined as repeated unsolicited sexual advances, request for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones deemed by the victim as harassment (Student Conduct definition of Harassment).