

SECTION 3, COMPREHENSIVE STANDARD 3.4.5

The institution publishes academic policies that adhere to principles of good educational practice. These policies are disseminated to students, faculty, and other interested parties through publications that accurately represent the programs and services of the institution.

JUDGMENT OF COMPLIANCE

Compliant

Partially Compliant

Noncompliant

RATIONALE FOR JUDGMENT OF COMPLIANCE

As a member of the University System of Georgia, North Georgia College & State University adheres to the policies of the Board of Regents as outlined in the *BOR Policy Manual* [1] and the *Academic Affairs Handbook* [2]. These policies govern University System of Georgia institutions as well as conform to Southern Association of Colleges and Schools (SACS) guidelines. The Board of Regents requires that each institution of the USG maintain accreditation with SACS as well as any other program accreditation as appropriate.

NGCSU publishes materials in both print and online formats in order to make its academic policies and procedures available to students, faculty and other parties. This information is available in the *Undergraduate Bulletin* [3], the *Graduate Bulletin* [4], the *Student Handbook* [5], and the *Faculty Handbook* [6]. Policies regarding web pages on the NGCSU site are listed on the Information and Instructional Technology site [7].

The *NGCSU Undergraduate Bulletin* and *Graduate Bulletin* are reviewed and updated biennially at the department and school levels as well as by administrative offices including the Offices of Academic Affairs, Admissions, Financial Aid, Graduate Studies and Registrar. The schedule of classes for NGCSU is maintained in the Banner system and is available on the NGCSU web site [8]. Departments, schools and the Office of the Registrar annually review and update the schedule for publication on the site. The *Student Handbook*, which includes policies such as attendance, grade complaints and academic integrity, is reviewed and updated annually by the Office of Student Affairs. The Office of Academic Affairs maintains the *Faculty*

Handbook, and the Web Advisory Committee, with input from Information and Instructional Technology, maintains NGCSU Web policies.

The *Academic Affairs Policy and Procedures Manual* is available on the web [9] and in print format. The Office of Academic Affairs reviews the *Academic Affairs Policy and Procedures Manual* and distributes updates to the departments via email as needed.

Document Reference:

Number	DB Num	Document Title	Resource
1		Board of Regents, Policy Manual, Section 300, Academic Affairs	http://www.usg.edu/regents/policymanual/300.phtml
2		Board of Regents, Academic Affairs Handbook, Section 2, Academic Programs	http://www.usg.edu/academics/handbook/section2/
3		NGCSU Undergraduate Bulletin, 2004-2006	http://www.ngcsu.edu/academic/Catalog/index.shtml http://www.collegesource.org/displayinfo/catalink.asp?pid={B7D26C41-3189-4993-A182-5B5C65B87E21}&oig={1FD70D8E-2B26-4AEB-B696-5991983E2CD1}&vt=5
4		NGCSU Graduate Bulletin, 2004-2006	http://www.ngcsu.edu/enrollment/graduate/gradBulletin/index.shtml http://www.collegesource.org/displayinfo/catalink.asp?pid={A0BA6F5B-46EF-41E2-A425-C3574803691F}&oig={1FD70D8E-2B26-4AEB-B696-5991983E2CD1}&vt=5
5		NGCSU Student Handbook, 2005-2006	http://www.ngcsu.edu/Stu_Lif/Handbook/handbook.htm
6		NGCSU Academic Affairs, Faculty Handbook	http://www.ngcsu.edu/VPAA/Fcltybk/index.htm
7		NGCSU Web Resource Site	http://www.ngcsu.edu/Adminsrv/infotech/index.shtml
8		NGCSU Banner Information System, Class Schedule	https://eagle1.ngcsu.edu:2001/pls/prod/COM_F02_PKG.course_search

Number	DB Num	Document Title	Resource
9		NGCSU Academic Affairs, Policy and Procedures Manual	http://www.ngcsu.edu/vpaa/policyprocedurehandbookhome_files/policyprocedurehandbookTOC.shtml