

FACULTY AND PROFESSIONAL STAFF CONFLICT OF INTEREST

1. In any case where a conflict of interest may exist because an employee, student or faculty member has immediate family ties with the grantor of grades in a course or within a degree program, the course grade of degree shall be subject to review by the Dean of the College and the Vice-President for Academic Affairs.
2. Faculty, staff and administrative personnel are eligible to be enrolled in a graduate degree program of study within their own college provided that there is neither conflict of interest nor a restriction established by the policies in this document.
3. Faculty, staff and administrative personnel may enroll as graduate students in another college other than the one in which they are employed provided that there is neither conflict of interest nor a restriction established by the policies in this document.
4. A graduate student within a specific discipline shall not hold nor be assigned any secretarial or administrative position in the department in which the graduate student is seeking a degree.
5. Employees of Albany State University shall not be allowed to seek a graduate degree in a program in which they are in a position to alter graduate records.
6. Members of the immediate family (such as spouse, parent, child, brother, or sister) of a faculty member may enroll for graduate credit in course taught by the faculty relative only with written approval of the chairperson of the department, the dean of the college, and the Vice President of Academic Affairs.
7. Members of the immediate family may be enrolled in a graduate degree program in which the faculty relative has voting status only with the written approval of the chairperson of the department, the dean of the college, and the Vice President for Academic Affairs. This statement does not prohibit faculty relatives from enrolling in degree programs in other departments within the same college at Albany State University.
8. When a full time employee desires to enter a graduate program, the immediate supervisor and the dean of the college must be notified by the employee. The employee and administrators must reach a common written understanding about job requirements and academic responsibilities.
9. If a second degree is pursued within the Albany State University Graduate School, nine (9) graduate hours may be transferred from a previous graduate degree. Faculty, staff and administrative personnel are limited to two master's degrees at Albany State University, from which nine (9) graduate hours can be transferred to the second master's degree.
10. Exceptions to this policy may be granted only by a majority vote of the Graduate Council or by the President of Albany State University or his designee.