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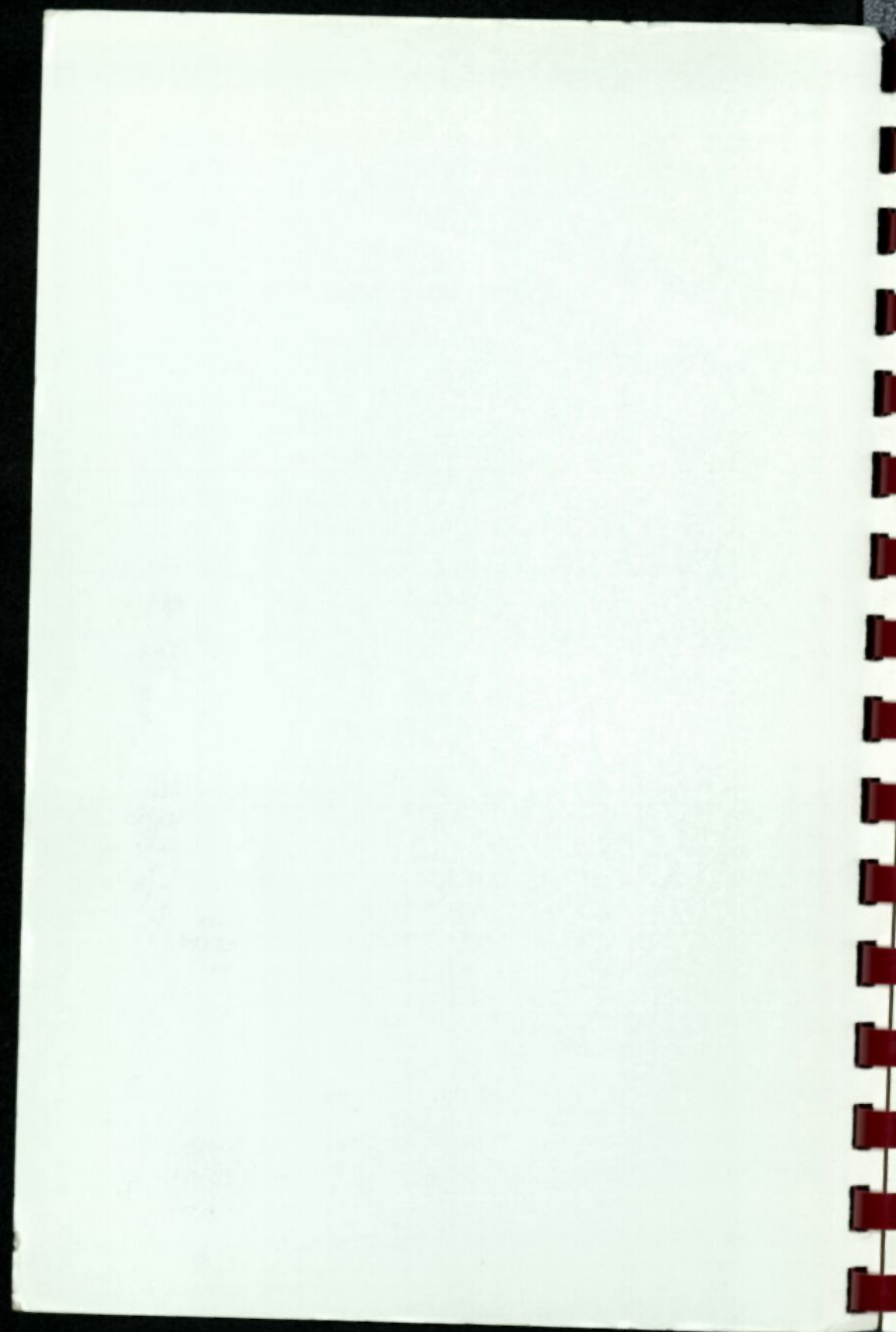
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UAH

Student Handbook



Student Handbook



The University
Of Alabama
In Huntsville

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The University of Alabama in Huntsville is committed to equal opportunity in employment and education. The University does not discriminate in any program or activity on the basis of race, color, religion, sex, age, or national origin or against qualified handicapped persons, and it maintains an affirmative action program for protected minorities and women.

Although this handbook intends to reflect any current policies or rules of the Board of Trustees of The University of Alabama referred to as incorporated herein, users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. In the event of such a conflict the current statements of Board policy contained in the official minutes and manual of rules, by-laws, and guidelines shall prevail.

The University of Alabama in Huntsville also reserves the right to modify its institutional policies from time to time. Students enrolling in the University are subject to current policies and rules as contained herein and as subsequently stated or modified by official institutional action.



UNIVERSITY HISTORY AND MISSION

The University of Alabama in Huntsville is a part of The University of Alabama System. In June 1969, The University of Alabama Board of Trustees established the University of Alabama System with three independent campuses at Huntsville, Birmingham, and Tuscaloosa. Each campus has a separate president who reports to the Board of Trustees through the chancellor of the system. Academic programs were initiated in Huntsville in 1950; in 1963, degree opportunities at the master's level were provided and in 1964, at the baccalaureate level. The first master's degree based on work begun and completed in Huntsville was awarded in 1964, and the first undergraduate degrees were awarded in 1968. Doctoral programs in physics and engineering were initiated in 1971. In 1973, UAH received its first residents in family practice and its first medical students taking electives toward their M.D. degrees from the University of Alabama School of Medicine.

UAH's first full-time medical students began their core clinical experience at the Huntsville component of the University of Alabama School of Medicine in the fall of 1974. UAH is accredited by the Southern Association of Colleges and Schools.

The 337-acre UAH campus is located in northwest Huntsville adjacent to Research Park. The university buildings, all of which have been constructed since 1960, contain modern equipment and exemplify modern functional design. The 10-acre medical campus is in the downtown medical district and provides two modern buildings for medical education and patient health care.

The University of Alabama in Huntsville is dedicated to the intellectual, aesthetic, social, technological and economic advancement of the state and region it serves and is a competent member of the national and international academic communities. Such membership requires constant attention to teaching, research, and interaction with local, state, and regional communities. It demands a steady allegiance to academic values, an atmosphere conducive to the unhindered pursuit of knowledge, and the education of students as thinking individuals. Basic to the establishment and maintenance of its identity as a true university is a strong program in the liberal arts and sciences, which continues to form the core of education. This institution intends to expand its programs by pursuing the special advantages of its environment.

WHERE TO GO, WHERE TO CALL

CONCERN	GO TO	LOCATION	PHONE 895-
Information			
Events & Activities	Information Desk	Lobby-Univ. Ctr.	6009
Academic & Admission	General Info. Desk	Room 124 - Univ. Center	6295
Academic Concerns	Records Office	Room 116 University Center	6075
Application for Graduation			
Credit by Examination			
Change of Address			
Change of Name			
Change from Credit to Audit			
Change of School			
Declaration of Major			
Dropping a Class			
Enrollment Certification			
Pass/Fail Option			
Pre-Registration			
Transcript Requests			
Withdrawal			
Accounting & Business Legal Systems		Room 308 Morton Hall	6159
Accounts Receivable		Room 214 University Center	6222
Administrative Science Graduate Program		Morton Hall	6024
Administrative Science, School of Dean of Undergraduate Advisement		Room 319 Morton Hall	6735
Admissions, Office of		Room 124 University Center	6070
Advisement			
Academic	Academic Advisement Ctr.	Room 118 University Center	6290
Career	Career Planning & Placement	Room 212 University Center	6612

WHERE TO GO, WHERE TO CALL

CONCERN	GO TO	LOCATION	PHONE 895-
Personal	Campus Ministry Association	604-A Campus Housing	837- 2483
	Counseling Referral	Room 118 University Center	6290
	Huntsville-Madison County	Mental Health Center 660 Gallatin St.	533-1970
Alumni Affairs Office		Room 228 Madison Hall	6500
Ambulatory Care Ctr.		205 Governors Dr.	536-5511
Application for UAH Graduate School	Admissions Office or Academic Info. Desk	Room 124 University Center	6070
		Room 124 - U.C.	6295
Appeal Form for Parking Tickets	Safety Office	Physical Plant	6596
Astronomy		Room 138 Science Bldg.	6276
Art and Art History		Room 314 Humanities Bldg.	6114
Arts, Humanities, & Social Sciences, School of		Room 256 Morton Hall	6200
Audit a Class	Registration	University Center	6070
Auto Registration	Campus Safety	Physical Plant	6596
Athletics		Spragins Hall	6144
Racquetball reservations		Information Desk	6586
Ticket Information		Hockey VBCC	533-1953
		All other sports	6144
Biological Sciences		Room 144 Science Building	6260

WHERE TO GO, WHERE TO CALL

CONCERN	GO TO	LOCATION	PHONE 895-
Cashier		Room 213 University Center	6226
Chemistry		Room 140 Science Building	6153
Clubs & Organizations	University Center Director's Office	Room 100 University Center	6445
Communications Arts Courses		Room 232 Morton Hall	6645
Computer Room		Annex B Research Institute	6347
Computer Science Dept.		Room M-34D Research Institute	6088
Computer Services		Room M-10 Research Institute Room 112 University Center	6048
Books & School Supplies	UAH Bookstore	University Center	6600
Bursar (Student Accts.)		Room 214 University Center	6226
Business Admin.		Room 319 Morton Hall	6735 6680
Cafeteria		University Center	6137
Campus Mail	Mail Services	Central Receiving Building	6116
Campus Police & Safety		Physical Plant Building	6596

WHERE TO GO, WHERE TO CALL

CONCERN	GO TO	LOCATION	PHONE 895-
Continuing Education, Division of		Room 111 Continuing Edu- cation Building	6010 6010
Day Care Service	University Pre- School Learning Center	4711 Holmes Ave.	837-9553
Education & Develop- mental Learning		Room 232-K Morton Hall	6180
Earth Science		Room 203 Science Building	6605
Economics/Finance		Room 334 Morton Hall	6590
Educational Oppor- tunity Center		Room 124H University Center	6290

Employment

On-Campus, Part-time	Financial Aid Office	Room 124 University Center	6241
On-Campus, Full-time	University Personnel Office	Room 135 Madison Hall	6545
Off-Campus, (full or part-time)	Career Planning & Placement	Room 212 University Center	6612
Cooperative Education	Cooperative Education Prog.	Room 212 University Center	6741

WHERE TO GO, WHERE TO CALL

CONCERN	GO TO	LOCATION	PHONE 895-
Engineering			
Electrical		Room 267	6316
Industrial & Systems		Engineering Bldg. Room M-65	6256
Mechanical		Research Institute Room 113	6154
Chemical		Engineering Bldg. Room 113	6154
Civil		Engineering Bldg. Room 113	6154
		Engineering Bldg.	
English		Room 203 Morton Hall	6320
Environmental Sciences Program		Science Building	6384
<i>Exponent</i>		Room 104 University Center	6090
Finance		Room 335 Morton Hall	6590
Financial Aid Information	Financial Aid Office	Room 124 University Center	6241
Foreign Languages & Literatures		Room 323 Humanities Bldg.	6300
Fraternity Information	Director's Office	Room 100 University Center	6445
Graduate Studies, School of		Room 220 Morton Hall	6002
Graduation Filing for Info. Re: Ceremony	Records Office Student Affairs	Room 116 U.C. Room 114 U.C.	6750 6700
Handicap Services and Referrals	Student Affairs	Room 114 University Center	6700
Health Insurance	Student Govern- ment Assoc.	Room 106 University Center	6428 6428

WHERE TO GO, WHERE TO CALL

CONCERN	GO TO	LOCATION	PHONE 895-
Health Services	Ambulatory Care Center	109 Governors Dr.	536-5511
History & Philosophy		Room 409 Humanities Bldg.	6310
Housing	Housing Office	606-B S. Loop Rd.	6108
I.D. Card	Spragins Hall Office	Room 205 Spragins Hall	6589
International Student Services	Admissions & Records	Room 119 University Center	6070
Job Placement	Career Planning & Placement	Room 212 University Center	6612
Learning Resources Ctr.		4th floor Nursing Bldg.	6512
Library Services	UAH Library	Library Bldg.	6530
Acquisitions			6285
Administration			6540
Bibliographic Support			6588
Catalog Maintenance			6536
Circulation			6530
Reference			6529
Medical Library			536-5511
Linguistics		Room 323 Humanities Bldg.	6687
Lost and Found	University Police Department	Physical Plant Building	6596
Management		Room 342 Morton	6680
Mgmt. Information Systems		Room 342 Morton	6680
Management Science		Room 342 Morton	6680
Mgmt./Marketing		Room 342 Morton	6680
Mathematics and Statistics		Room 321 Madison Hall	6470

WHERE TO GO, WHERE TO CALL

CONCERN	GO TO	LOCATION	PHONE 895-
Music		Room 210 Humanities	6346
Natural Science		Room 140 Science Building	6153
Nursing School		Room 211 Nursing Building	6512
Optical Engineering		Room A-12 Research Institute	6316
Optical Sciences		Room 203 Science Building	6605
Payment of Bills	Bursar's Office	Room 214 U.C.	6222
Parking and Traffic (Info. and Appeals)	Campus Safety Office	Physical Plant Building	6596
Philosophy & History		Room 409 Humanities Bldg.	6310
Physics		Room 138 Science Building	6276
Political Science		Room 250 Morton Hall	6192
Police, UAH		Physical Plant	6596
Pre-Med & Dental Advising		Room 329 Science Building	6261
Primary Medical Care, School of	Clinical Science Center	109 Governors Dr.	536-5511
Psychology		Room 126 Morton	6191
Sociology		Room 126 Morton	6191

WHERE TO GO, WHERE TO CALL

CONCERN	GO TO	LOCATION	PHONE 895-
Sorority Information	Director's Office	Room 100 University Center	6445
Student Affairs, Division of		Room 114 University Center	6700
Study Skills	Special Services	Annex A, Morton	6006
Student Government Association Hotline		Room 106 University Center	6428 6666
Tests (ACT, MAT, GRE, MCAT, CLEP, GED, GMAT, NTE, LSAT, TOEFL, CRT)	Testing Services	Room 211 University Center	6725
Transcripts, Copy of	Transcripts Clerk	Room 124 University Center	6750
Tutoring	Special Services	Annex A, Morton	6450
	Educational Opportunity Ctr.	Room 124 University Center	6290
	<i>(Some academic departments also provide tutorial service)</i>		
University Center	U.C. Office	Room 100 University Center	6445
Veterans Affairs Office		Room 116 University Center	6750

Facilities available for Student Use

University Center Noojin House	Director's Office	Room 100 University Center	6445
Spragins Hall	Spragins Hall Manager	Front Lobby Spragins Hall	6589

WHERE TO GO, WHERE TO CALL

CONCERN	GO TO	LOCATION	PHONE 895-
Classrooms	Institutional Scheduling Office	Room 119 University Center	6110

Housing Recreation Rooms	Housing Office	606B S. Loop Rd.	6108
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Student Recreational Programs and Cultural Activities

Art Exhibits	Art Gallery	Room 147 University Center White Church	6114
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Spragins Hall (Hours of Operation & Reservations)	Spragins Hall	Front Lobby	6586
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Gym Tennis Courts Racquetball/Handball Weight Room Pool	Spragins Hall		6586
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SGA Weekly Activities (Films, Cabarets)	Student Govern- ment Assoc.	Room 106 University Center	6666
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Intramural Sports	Spragins Hall Office	Room 205 Spragins Hall	6589
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UAH Administration

Office of the President		Room 118 Madison Hall	6340
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Vice President for Academic Affairs		Room 123 Madison Hall	6337
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Vice President for Finance & Admin.		Room 130 Madison Hall	6350
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WHERE TO GO, WHERE TO CALL

CONCERN	GO TO	LOCATION	PHONE 895-
Vice President for Student Affairs		Room 114 University Center	6700
Executive Director for Univ. Advancement		Room 116 University Center	6127
Dean's Offices			
School of Administrative Science		Room 319 Morton Hall	6735
School of Arts, Humanities, & Social Sciences		Room 256 Morton Hall	6200
School of Engineering		Room 102 Engineering Bldg.	6474
School of Graduate Studies		Room 220 Morton Hall	6002
School of Science		Room 203 Science Building	6605
School of Nursing		Room 211 Nursing Building	6512f
School of Primary Medical Care		Room 206 Clinical Science Center	536-5511
Withdrawal from University or from classes	Records Office	Room 116 University Center	6210

Student Recreational Facilities

Chapter 1



Student Recreational Facilities

1.1 University Center



Phone: 895-6445

General Information

The new University Center is a welcome addition to the UAH campus. The long awaited center is a part of the co-curricular educational program of the University and has become a focal point of the campus. Designed for the entire campus community, it offers facilities and programs to meet the intellectual, social, recreational, and cultural needs of students, faculty, staff, alumni, and the rest of Huntsville.

The facility offers meeting rooms, a dining room and cafeteria, lounges, a game room, TV viewing rooms, a typing room, an information desk, a computer terminal room, an art gallery and the University Bookstore.

Additionally, the building houses the offices of the Vice-President for Student Affairs, Student Government Association,

Exponent, Axis, Admissions and Records, Financial Aid, Academic Advisement, Testing Services, Co-op Education, Career Planning and Placement, and Bursar.

Information Desks

In addition to having general campus information, the information desk in the University Center lobby sells a variety of tobacco, candy, and newspapers. The University community can obtain or purchase tickets for campus events, get assistance in scheduling events in the University Center, or receive directions to campus or community points.

Academic, admissions, and financial aid information is available at the information desk in the student services corridor of the building.

Lounges

Two well lit spacious lounges are located in the building. Designed as places to relax and meet friends, they are equipped with comfortable furniture and have a large number of plants and windows providing an outdoors effect.

Game Room

Located in the lower level of the center, the game room has pool tables, shuffle board, and ping pong tables as well as a wide variety of pinball machines and video games. Additionally, a large number of board games are available for use. Three TV lounges equipped with cable TV are also located in the game room.

Meeting Rooms

The Center has 10 meeting rooms designed for a variety of functions. The rooms can accomodate meetings for 10 to 500 people. The Center has a large number of tables, chairs, a portable stage, and audio-visual equipment. The University Center staff can assist in setting up any conference or meeting.

1.2 University Bookstore

Phone: 895-6600

Located on the lower level in the University Center, the UAH Bookstore is a full-service college bookstore operated for the needs and convenience of the UAH community. In addition to providing textbooks and other items required for courses taught on campus, the store also sells UAH sportswear, study aids, a complete line of



Cliff's Notes, gifts, and the most complete line of collegiate school supplies in the city.

At selected times each term, the Bookstore buys back used texts, paying the seller more for each book than any other store in town.

The Bookstore is perhaps best known for featuring the largest selection of technical and reference books in North Alabama. In addition to the wide variety of titles in stock, the store will gladly generate special orders for any book in print as well as for records, class rings, and other jewelry. The Bookstore also sells a complete line of Sperry personal computers and accessories.

1.3 UAH Gallery of Art

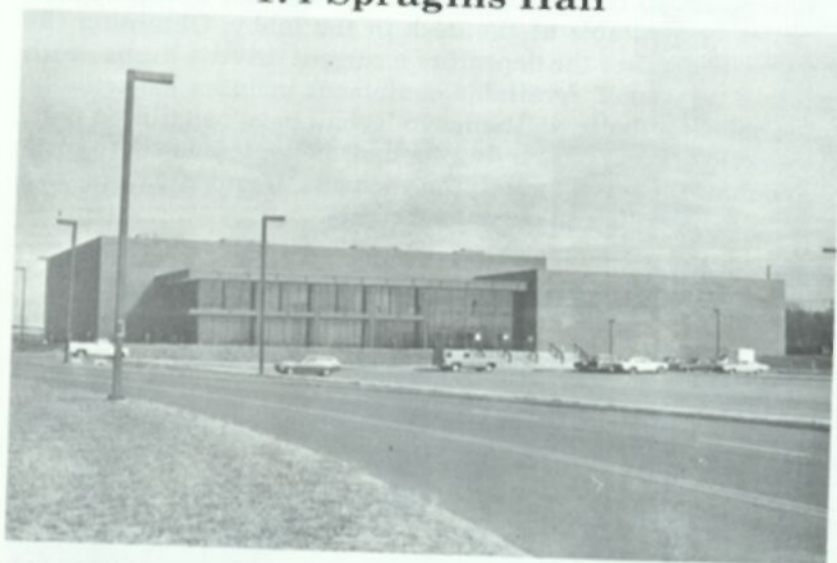


Location: Room 147 University Center

Located in the University Center, the Gallery of Art displays exhibits that feature works by students, and regional artists. The gallery is open to the general public free of charge.

Past Victorian exhibitions at the gallery have included art nouveau glass, 19th century photographs, Victorian leaded glass windows, sculpture in a variety of media, prints and paintings, state juried exhibitions, fiber arts, and laser works.

1.4 Spragins Hall



*Building Hours: 8am - 10pm Monday thru Thurs.
8am - 6pm Friday and Saturday
1pm - 10pm Sunday*

Phone: 895-6586

Spragins Hall is a multi-purpose recreational facility that includes a gymnasium with basketball, volleyball, and badminton courts; a natatorium with a high diving board; four racquetball and six tennis courts; a weight room; horseshoe pits; and several instructional classrooms.

Spragins Hall facilities are open for recreational use during hours not reserved for classroom instruction or varsity and intramural athletic competition. These hours are published each quarter and a copy of them may be acquired at the check-in desk in the Spragins Hall lobby.

The use of Spragins Hall is reserved for students who are currently enrolled and possess a validated UAH photo ID card. UAH faculty, staff, and alumni may also use Spragins Hall, provided they present a proper photo ID card or a recreational pass.

Information regarding the use of Spragins Hall by guests and dependents is available in the Spragins Hall manager's office (Room 205) or by calling 895-6586.



Equipment to be used in conjunction with the Spragins Hall facilities is available at the desk in the lobby. Obtaining the equipment requires the deposit of a current driver's license with the desk personnel. Available equipment includes basketballs, volleyballs, footballs, softballs, volleyball nets, badminton nets, shuttlecocks, bats, bases, flag football belts, tennis court keys, racquetball racquets, badminton racquets, tennis racquets, and various dumbbells and strap-on weights.

1.5 The University Noojin House



Phone: 895-6445

Built in 1950 as the private residence of F. Kenneth Noojin, this house became available to the community through acquisition by The University of Alabama in Huntsville Foundation, which in turn gave the facility to the University. The house is available for receptions, conferences, luncheons, parties, and workshops. UAH faculty, staff, students, and the community are encouraged to utilize this gracious facility.

Reservations and further information are available in Room 100 of the University Center or by calling the number above.

Student Advising and Career Services

Chapter 2



Student Advising and Career Services

2.1 Academic Advisement and Information Center

Location: Room 118 University Center

Phone: 895-6290

*Office Hours: 8:15am - Noon
12:45pm - 5pm*

*Advisor Hours: 9:30am - Noon
1:30pm - 4pm*

Students may receive academic advising in the Academic Advisement and Information Center; in advising offices in the Schools of Administrative Science, Nursing, and Engineering; or in the department or program in which a major has been declared. Special advising is provided in the Academic Advisement Center for the pre-professional areas of law and medicine, and for student athletes. Freshmen and undeclared majors are advised in the Academic Advisement and Information Center or, in the case of engineering and nursing freshmen, in the advising offices of the Schools of Engineering and Nursing. When students declare a major, they are assigned a faculty advisor in their major department or program. All students are encouraged to maintain contact with their advisors and to take advantage of the opportunities for academic advising which the University provides.

All freshmen students except those enrolled in the Schools of Engineering and Nursing are required to visit the Advisement Center at least once each term to review their academic progress and to plan their schedule of courses for the next term. These schedules must be signed by an advisor in the Advisement Center in order to be processed by the Office of Admissions and Records. Undergraduates enrolled as special students must also have schedules validated each term in the Academic Advisement Center as long as they remain in the special-student category. Sophomore students outside of the three professional schools (Administrative Science, Engineering, and Nursing) who have not declared a major will be advised in the Advisement Center and will continue to have their registration cards signed by

advisors in the Advisement Center. Students with 45 semester hours who are still not prepared to declare majors, will declare an intention to seek advice from the Advisement Center.

The Academic Advisement Center is staffed with faculty who are familiar with academic programs and procedures of the University. Questions about courses, programs, schedules, degree requirements, academic appeals, declaration of majors, changing schools, and withdrawals can be answered or referred to other University offices. Faculty in the Academic Advisement and Information Center are aware of the problems encountered by new students, whether freshman or transfers. Their experience and advice can help students adjust to the UAH environment. Faculty advisors in the Academic Advisement and Information Center can also lend assistance in course selection and curriculum planning. A conference with one of them might center on any of the following:

Pre-Professional Planning: Pre-medical and pre-law advisors are available in the Advisement Center.

Academic Decision Making: Advisors can help you understand why you are here, where you are going, and how to get there. They can give you accurate and clear information on which to base academic decisions.

Curriculum Evaluation: Advisors can suggest how degree requirements in one field may be applied to another.

Curriculum Direction: Advisors can outline what courses and programs are needed to fulfill a professional or vocational goal, or suggest possible directions based on completed course work.

Indecision Resolution: Advisors may help plan course selection in general education requirements which may apply to several possible majors. Careful course planning allows open options and more time to decide on a career goal.



2.2 Career Planning and Placement



***Location: Room 212, University Center
Phone: 895-6612***

***Hours: 8:15am - 5pm
Monday thru Friday***

The focus of Career Planning and Placement services is upon the student not only immediately before and after graduation, but also during the earlier undergraduate years in the quest for self-understanding, appraisal of interests and abilities, and efforts to determine vocational objectives which are most meaningful and satisfying.

The objectives of Career Planning and Placement services at The University of Alabama in Huntsville are to promote early career awareness and exploration by students; to provide an opportunity for all students to obtain information regarding vocational objectives; to provide a broad knowledge of the types of careers available; to provide experience in the procedures of applying and accepting employment, as part of a student's total education; and to provide opportunities for part-time and full-

time employment referral both during and after the student's college career.

The Career Planning and Placement Office provides professional career planning assistance and job placement referrals to the following groups of people, listed by priority:

1. All undergraduates and graduate students currently enrolled at UAH;
2. All alumni who have obtained an undergraduate or graduate degree from UAH;
3. Those individuals entering UAH for the first time who have in their possession a letter from the Office of Admissions and Records indicating their acceptance into the undergraduate or graduate program; and,
4. Faculty, staff, and administrators currently employed at UAH.

Current UAH identification cards may be requested in order for individuals to utilize the Career Planning and Placement Services.

The Career Resource Center is also open to the public for the in-house use of career information.

Services Provided

1. *Career Counseling* and assistance in planning job search campaigns is available.
2. *Workshops* on resume writing, interviewing techniques, job search strategies, and career planning are scheduled periodically throughout the academic year. Anyone eligible for Career Planning and Placement services may attend any number of workshops.

A small fee is charged to cover the cost of materials, payable at the time of registration. Students must register at least 24 hours in advance of the workshop. Workshop size is limited to 20 participants.

Workshops can also be arranged for any UAH class, student organization or club upon request. A minimum of 10 participants is required. A small fee per participant will be charged to cover the cost of materials.



3. Access to the *Career Resource Center* which contains information on various occupations, hiring organizations, entry-level salaries, annual reports, industrial directories, military information helpful job search magazines, job vacancy announcements, and graduate school bulletins is available. Access to the *Occupational Information File* containing pamphlets and brochures from national organizations relating to professional careers is also available.
4. Access to a computerized *Guidance Information System*, through the Alabama State Occupational Information Coordinating Committee, which provides the following current and accurate occupational and educational information is available:
 - A) Job bank summary for Alabama
 - B) National and state occupational information
 - C) Two and four-year college and graduate school information
 - D) State occupational training programs
 - E) National and state scholarships
 - F) Armed services information
5. Access to the computer based career guidance system, *Discover*, which provides the student:
 - A) *Self-Information* - assessment of interests, abilities, and values and related occupations for each. Summary provided.
 - B) *Strategies for Identifying Occupations* - based on test scores, aptitude scores, selected job characteristics, or by majors or programs of study.
 - C) *Occupational Information* - with an in-depth browse capability to ask 14 key questions about 400 occupations (salary, work setting, tasks, pleasant and unpleasant tasks, academic background required, etc.).
 - D) *Searches for Educational Institutions* - including all two-year, four-year, and graduate institutions in the United States.

6. *Student Employment* - (part-time, full-time, temporary, and off-campus) the Career Planning and Placement Office acts as a referral agent to employers in the greater Huntsville metropolitan area who have a need for part-time, full-time, temporary, or summer student workers who have not yet fulfilled their degree requirements.

7. *Full-time Placement* - The Career Planning and Placement Office acts as a referral agent to employers nationwide who are seeking entry-level professional employees who have completed or who will complete their undergraduate or graduate degree requirements at UAH within one year. There is no charge for this service. Registration is on a voluntary basis. The Career Planning and Placement Office does not provide or guarantee jobs for candidates. To register, candidates can secure a packet of materials which they are to complete and return to the Career Planning and Placement Office. Upon receipt of all completed materials, a credentials file in the candidate's name will be established.

2.3 Cooperative Education

Location: Room 212, University Center
Phone: 895-6741

Hours: 8:15am - 5pm
Monday thru Friday

Cooperative Education is a program through which the student's academic work is enriched with productive periods of practical experience in business, industry, and government. In addition to gaining practical insights into their fields of interest, students enrolled in the program earn sufficient money to pay a substantial portion of their university expenses.

Students participating in the UAH Cooperative Education Program alternate terms of full-time study with terms of full-time career-related work. Work assignments are arranged by the UAH Cooperative Education Office. The work assignments are with leading employers in the area.

There are two levels in the Cooperative Education Program—undergraduate and graduate.



Undergraduate Program

Full-time UAH students may participate in the program if they have a minimum of 16 hours credit, at least 8 of which were earned at UAH, and if they have an overall grade-point average (GPA) of at least 2.5 on all courses attempted at UAH.

The undergraduate Cooperative Education Program is open to all UAH students, regardless of race, color, religion, age, sex, national origin, or handicap status of an otherwise qualified handicapped person. Students majoring in all disciplines are potential candidates for the program.

Graduate Program

This program is limited at present to those students admitted in a degree program as graduate students in Science, Engineering, Administrative Science, or English.

Typically, students complete a first work-term of six months, supplemented by concurrent academic work; a second six-month term as a full-time student; and a final work-term of six months also supplemented by concurrent academic work. Normally, students completing the program will proceed to become full-time career employees for the employer with whom their work-terms are served.

2.4 Educational Opportunity Center

Location: 118 University Center

Phone: 895-6290

Hours: 8am to Noon

1pm - 5pm

Monday thru Wednesday

The UAH North Alabama Educational Opportunity Center is a federally funded program through the Department of Education. Its services are totally free and confidential. EOC personnel can help to guide, explore, and share students' life/career plans and goals. Their services include:

Tutorial Assistance - Special individualized help in academic subjects, free of charge.

Interest Testing - Tests designed to assist with career choice, change or adjustment.

Technical Assistance - Help with filling out educational or financial aid applications.

Referral Assistance - Assistance in making contact with any on and off-campus agencies.

Employment as a Tutor - A great way to supplement one's income while helping a fellow student.

Students can feel free to share frustrations and doubts, as well as dreams and aspirations by calling the EOC.

2.5 Special Services

Location: Morton Hall Annex 'A'

Phone: 895-6006

Hours: 8:15am to Noon

1pm - 5pm

Monday thru Friday

The Special Services Program provides a variety of services to the UAH students who qualify for the program. These services include study skills classes, individualized reading comprehension classes, individualized spelling workshops, vocabulary development, a writing referral clinic, individualized tutoring, math anxiety-test confidence workshops, stress-reduction workshops, and personal counseling. These services are offered to help students maximize their chances of successfully completing their degrees. Students who are interested should contact the Special Services Office to see if they qualify.



2.6 Reserve Officers Training Corps (ROTC)

*Location: Professor of Military Science
Alabama A & M University
Phone: 859-0390 or 859-2650*

The ROTC Program is a cooperative program contractually agreed to by the United States Army and Alabama A&M University as a means of providing officer leadership in the interest of national security. The goal of the department is the production of well-educated young men and women, with leadership potential, for positions within the defense structure of the United States.

Through the Visiting Student Program, students at The University of Alabama in Huntsville may enroll in the ROTC Program through the Department of Military Science at Alabama A&M University. A prescribed course of study under the program prepares graduates for positions of officer leadership within the national defense structure. Depending upon their qualifications, students may enroll in either a basic or advanced course of study in the ROTC Program. Specific requirements and a description of the courses of study are provided in the current Alabama A&M Bulletin.

To qualify for enrollment in the ROTC Program, a student must be medically qualified (determined by a standard Army medical examination); achieve a minimum qualifying score of 100 on the Officer Student Battery, 850 on the Scholastic Aptitude Test (SAT) or a composite score of 18 on the American College Test (ACT); and have a grade point average of at least 2.0.

Two, three, and four-year scholarships are available to students who are selected by national competition. Scholarships provide for payment of tuition, fees, books, and a \$100 subsistence allowance per month.

2.7 Testing Services

Location: Room 211 University Center
Phone: 895-6725

Hours: 8:15 am - 5 pm
Monday and Tuesday
8:15 am - Noon
12:45 pm - 5 pm
Wednesday thru Friday

The tests used for admissions, credit by examination, and placement are administered through this office. They include: The American College Test (ACT), the Miller Analogies Test (MAT), the Graduate Record Examination (GRE), the Medical College Admissions Test (MCAT), the College Level Examination Program (CLEP), the General Education Development (GED) Testing Program, and the UAH Chemistry Placement Test. Applications and information pertaining to the following testing programs are also available: the Graduate Management Admissions Test (GMAT), the National Teachers Examination (NTE), the Law School Admissions Test (LSAT), and the Test of English as a Foreign Language (TOEFL). Information and applications are also available in the University Center, Room 124.

2.8 International Student Services

Location: Room 119 University Center
Room M-17 Research Institute

Hours: 8:15 am - 5 pm
Monday thru Friday
at both locations

Services for international students at The University of Alabama in Huntsville are available in the Office of the International Student Advisor (Room 119, University Center) and the Office of Industrial Security and Immigration Administration (Room M-17 Research Institute). Students who have an F-1 visa



status should contact the international student advisor regarding Immigration and Naturalization Service forms which need to be completed. J-1 students should consult the Office of Industrial Security and Immigration Administration for assistance with forms which must be submitted to the State Department or Immigration and Naturalization Service.

Enrollment certification and request for foreign exchange approvals should be made in the Office of the International Student Advisor.

For complete information on other services available, a student should contact the appropriate office dependent upon his or her visa status.



Student Support Services

Chapter 3



Student Support Services

3.1 Computer Services

*Locations: Room M-10, Research Institute
Room 112, University Center
Phone : 895-6048*

*Hours: 8 am - 1 am
Monday thru Friday
Saturday 10 am - 1 pm
Sunday 1 pm - 8 pm*

The University Computer Center, located in Research Institute, is available for student usage Monday through Sunday at the hours listed above. Interactive terminals are provided in Research Institute, the Science Building, Morton Hall, Madison Hall, and the University Center. These terminals are available during the hours in which the building is open to the student population. A limited amount of dial-up service is also available for access from terminals and micro-computers with communications capabilities.

A computer center is also located in the new University Center. This center is open during the normal University Center hours of operation.

A personal computer workroom is located in Morton Hall, Room 118. The personal computers in this workroom may be used by students, faculty, and staff.



3.2 Financial Aid

Location: Room 124 University Center
Phone: 895-6241

Hours: 8:15 am - 5 pm
Monday thru Friday

The fundamental purpose of the Financial Aid Program at The University of Alabama in Huntsville is to make it possible for students to attend who would normally be deprived of a college education because of inadequate funds. Based on the belief that higher education should not be a privilege reserved only for those who can afford it, that educational opportunities should not be limited by the financial resources of the student and the student's family, and considering the fact that total resources available for financial assistance to students at The University of Alabama in Huntsville are limited, we have adopted these principles for our Financial Aid Program:

1. The primary purpose of our Financial Aid Program is to provide financial assistance to students who, without such aid, would be unable to attend The University of Alabama in Huntsville.
2. Financial assistance consists of scholarships, grants, loans, and employment, which may be offered to students in various combinations or on a separate basis.
3. The family of a student is expected to make a maximum effort to assist the student with college expenses. Financial assistance from the University is viewed only as supplementary to the efforts of the student and the family.
4. In selecting students to receive financial assistance, the University shall place primary emphasis upon need, character, future promise, and academic achievement.
5. A student who seeks financial aid shall provide a reasonable part of the total amount required to meet college costs;



6. The total amount of financial assistance offered a student by the University shall not exceed the financial need; and
7. All other statements of purpose and policy may be found in the UAH Financial Aid Office publication: *Student Financial Aid*.

All students who apply for financial aid at The University of Alabama in Huntsville must meet certain eligibility requirements. These requirements are that a student must:

1. Be enrolled or accepted for enrollment as a regular degree-seeking student;
2. Have U.S. citizenship or permanent residence;
3. Maintain satisfactory academic progress;
4. Be enrolled at least half-time;
5. Not be in default on a loan or owe a repayment to a grant at The University of Alabama in Huntsville; and
6. File a Statement of Educational Purpose.

Exceptions to the above requirements are not made. Each student who receives financial aid at The University of Alabama in Huntsville must meet all of the above eligibility requirements.

UAH offers a variety of financial aid from the following types of programs:

1. *Grant* - Pell Grant, Supplemental Educational Opportunity Grant, and State Grant. Funds awarded to a student from these programs are not repayable.
2. *Loan* - National Direct Student Loan, Alabama Guaranteed Student Loan, Plus Loan, and Federal Insured Student Loan. Loan funds awarded to a student from these programs are repayable.

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3. *Scholarships* (Academic and Co-Curricular) Institutional scholarships and private scholarships from entities off campus. Scholarships awarded to a student by UAH or an organization off campus are normally not repayable. Each scholarship will have differing qualifications.
 4. *Scholarships* (Athletic) - Institutional scholarships for varying amounts are available for men and women. Sports offering scholarships are basketball, soccer, hockey, and crew. Interested students should contact the Athletic Department for additional information.
 5. *Work Programs* - College Work-Study and institutional employment. Jobs are available to students on a part-time basis. As a rule, students work from 10 to 20 hours per week under the College Work-Study Program or the Institutional Work Program.

Students who are interested in any of the above programs should contact the Financial Aid Office, University Center, Room 124 for more detailed information. Additional information is available in written form for interested students.

Appointments can be scheduled with Financial Aid Office personnel for personal financial counseling sessions.

Financial aid is also available to graduate students at The University of Alabama in Huntsville. Graduate students may contact the Financial Aid Office for information on the College Work-Study Program, the National Direct Student Loan Program, the Nursing Traineeship Program, and the Alabama Guaranteed Student Loan Program. Information concerning Graduate Teaching Assistantships and Graduate Research Assistantships is available in the Office of the Dean of the Graduate School.

Applications for student aid should be filed in the Office of Financial Aid before the priority deadline, March 1, for the following school year. No award implies automatic renewal - a new application must be submitted by this deadline each year.



3.3 Health Services

3.3.1 Medical Care

***Location: UAH Ambulatory Care Center
Family Practice Center
301 Governors Drive, SW
Phone: 536-5511***

***Hours: 8 am - 5 pm
Monday thru Friday***

Students who do not have a local provider of health care services may become patients of the UAH Ambulatory Care Center by registering with the intake nurse between the hours of 8 am and 5 pm, Monday through Friday (telephone 536-5511, ext. 222). Students will be assigned to family practice doctors in the Ambulatory Care Center. It is urged that registration be completed in advance of the need for services.



Students Eligible

Students must be registered for four credit hours or more per term and have a current UAH student ID card.

Clinic Hours

Clinic hours are from 8 am to 5 pm, Monday through Friday. At other times contact the Huntsville Hospital Emergency Room (private treatment area, or call Ambulatory Care Center physician).

Payment

All fees will be due when services are rendered. Physician fees will be discounted 25 percent for UAH students not covered by insurance. If the student is covered by appropriate insurance, the discount shall be applied to any amount not paid by the policy. Other charges (lab, x-ray, pharmacy) cannot be discounted.

3.3.2 Optional Student Health Insurance

The University of Alabama in Huntsville Student Government Association is pleased to make available to all full-time students and their dependents an excellent accident, sickness, and major medical insurance program.

The purpose of this plan is to relieve students and parents of possible financial strain for medical and mental health services in the event of major illnesses or injuries.

Application forms and detailed coverage and eligibility requirements can be found in a brochure available in the University Center at the Information Desk or the SGA Office, Room 106.

UAH provides injury insurance coverage for students involved in the Intercollegiate Athletic Program. This coverage does not include injuries to participants in intramurals, club or other recreational sports, or in physical education classes.



3.3.3 Mental Health

*Location: Room 118
University Center
Phone: 895-6290*

Hours: Monday, 9 am - 2 pm

The University of Alabama in Huntsville has contracted with a mental health care practitioner to facilitate student access to the mental health services available in the community and to advise students, faculty, and staff. This person is available on a part-time basis to counsel students and to assist them in finding appropriate help through available community agencies.

3.3.4 Campus Ministry Association

*Location: Apartment 604-A
South Loop Road
Phone: 837-2483*

*Hours: 1 pm - 4 pm
Monday thru Friday*

The Campus Ministry Association, an interfaith cooperative providing various ministries to the UAH community (students, faculty, and staff), offers counseling services free of charge on an as-needed basis. Services normally offered can be categorized as: 1) guidance, life-career counseling; 2) crisis intervention; and, 3) pre-marital and marriage counseling. Services are provided by the director and occasionally by one of the denominational representatives to CMA who have a special interest in pastoral care and counseling. Though the motivations for care giving and counseling are deeply religious, all care is offered in a non-judgmental fashion, appreciative of the diversity of philosophical/religious backgrounds of all persons. Services can be secured by calling the director at 837-2483. It should be noted that when requests are of a nature beyond the limits of the counselor, referrals are usually made to the Mental Health Center, Family Services Center, the Key Counseling Center, and particular therapists in the Huntsville community.

3.4 Housing

*Location: Apartment 606-B
South Loop Road
Phone: 895-6108*

*Hours: 8:15 am - 5 pm
Monday thru Friday*

The University of Alabama in Huntsville offers a variety of housing facilities to meet the needs of its diverse students. The apartment-type housing at UAH combines the convenience of living at home with accessibility to the entire campus. The apartments are located within walking distance of classes, the library, the gymnasium with its pool and tennis courts, and the University Center. At the same time, the apartments are convenient to supermarkets, drugstores, movie theaters, restaurants, and department stores.

Each apartment has its own entrance and is air-conditioned, carpeted, and equipped with a stove and refrigerator. All residents have full use of coin operated laundry rooms, which are conveniently located within the housing complex. In addition, study lounges and recreation rooms are provided for residents' educational and social needs.

University Housing is administered by a director of housing in the University's Division of Student Affairs. The director is aided by resident assistants who are assigned to apartment areas and are available to help the residents with academic, maintenance, or personal problems. It is the desire of the entire housing staff to assist students in their adjustment to college life and to be of service to all housing residents.

Access to University Housing is a privilege. Any person, married or single, who has been admitted to the University shall be eligible for University Housing; however, the University reserves the discretionary right to evaluate each applicant for the purpose of determining eligibility and suitability for residence in University Housing. A prospective student need not be accepted for admission prior to applying for campus housing. A married couple is eligible if either husband or wife is or will be a UAH student. If admission to the University is denied, the housing application shall be rejected on grounds of ineligibility and the application deposit will be refunded.



Priority for assignments is based on date of application. The sooner a student submits an application with the required deposit, the better his or her chance for the preferred assignment. Students may request roommates; or the housing office will attempt, by screening the applications, to assign roommates who have similar interests and characteristics.

Since University Housing space is limited, students interested in living there should apply at least one academic term before enrolling at UAH. An application deposit submitted with the completed application form will reserve a place on the waiting list for housing. Rental charges are on an academic term basis with rent due when tuition is due. Housing policies and regulations are contained in the housing rental agreement that residents are required to sign. Housing application forms and additional information may be obtained from the Housing Office. Individual and group tours of the apartments may be arranged by appointment through the Housing Office.

3.5 Library

Phone: 895-6530

***Hours: 8 am - 10 pm
Monday thru Friday
Noon - 6 pm
Saturday and Sunday***

General Information

The University of Alabama in Huntsville Library is open to all. Circulation privileges are available to The University of Alabama system's faculty, staff, and students, as well as the faculty and students of Alabama A & M University, Athens College, Calhoun Community College, and the faculty of Oakwood College.

There is an outdoor bookdrop located at the south parking lot for the return of library books. The following materials are *not* to be returned in the book drop: Interlibrary loan books, journals, microfilms, records, reserve books, government documents, unbound items, overdue materials, and all materials borrowed by non-UAH patrons. These items should be returned directly to the circulation desk.



Special services that the library provides include rooms available for classes or discussion groups, and duplicating machines on each floor. Prior approval is required in order to reserve a meeting room. To reserve a room call 895-6530 or stop by the circulation desk.

Unpaid Fines and Lost Books

UAH students who have not returned all library materials and paid all fines by the end of the term will have their registration for the next term suspended.

In the case of lost books, the borrower will have to pay the purchase price of the book plus a processing fee. This rule applies to *all* patrons of the library. Failure to resolve delinquencies will result in the submission of the patron's name to a collection agency.

Repeated violation of library rules may result in the loss of borrowing privileges.



3.6 Preschool Learning Center

Location: 4711 Holmes Avenue

Phone: 837-9553

***Hours: 6:30 am - 6 pm
Monday thru Friday***

An on-campus preschool is provided by the University Preschool Parents Association to accommodate the students, faculty, and staff, as well as the public. In addition to cognitive development, the center focuses attention on the social, physical, and emotional development of the children enrolled. The center has several attendance plans to accommodate the various schedules of student parents.

The University Preschool Learning Center provides on-campus day care for three, four, and five year-olds. Due to space limitations the preschool maintains a waiting list. For current rate and availability information contact the University Preschool Learning Center.

3.7 University Police Department

Location: Physical Plant Building

Phone: 895-6596

The University Police Department works twenty-four hours a day, seven days a week to help protect and assist the UAH campus community, especially the student body. In the event of any emergency on UAH property the University Police Department should be notified.

In addition to enforcing traffic regulations the university police also provide a number of student services. The department assists motorists, provides a lost and found service, and conducts crime prevention seminars. It is the goal of the UAH Police Department to make students' learning experiences safe and enjoyable by providing professional assistance and protection.

3.8 Vending

Soft drinks, snacks, and cigarettes are offered campus-wide in vending machines. The selections in the machines have been established through sales history; however, suggestions for new products are always welcome. Refunds are also given for lost money. Both product suggestions and refund requests should be brought to the Office of Director of the University Center and Auxiliary Services, Room 100, University Center.

3.9 Veterans Affairs

Location: Room 116 University Center
Phone: 895-6210

Hours: 8:15 am - Noon
12:45 pm - 5 pm
Monday thru Friday

UAH offers a full range of services to the student attending under the Veterans Administration Educational Assistance Program. These services include veterans' advisement, educational loans, and the Veteran Tutorial Program.

It is the student's responsibility to remain in good standing with the Veterans Administration and to respond to notification of changes in regulations. For additional information, write to: Veterans Administration Regional Office; 474 South Court Street; Montgomery, Alabama 36104.

3.10 Vocational Rehabilitation

Students with physical disabilities may obtain grants-in-aid covering fees, books, and supplies through the local district office of the Alabama Vocational Rehabilitation Service, which is supported by federal and state appropriations. For further information, write to: Alabama Vocational Rehabilitation Service; 407 Governors Drive, SW; Huntsville, Alabama 35801 (536-6621) or the Director of Vocational Rehabilitation; Room 416, State Office Building; Montgomery, Alabama 36104.

Student Activities and Programs

Chapter 4



Student Activities & Programs

4.1 Athletics

Location: Room 205, Spragins Hall
Phone: 895-6144

Hours: 8:15 am - 5 pm
Monday thru Friday

The UAH Athletic Department offers competitive athletics on the intercollegiate and club sports level in twelve different areas including:

For men and women:

- o Basketball
- o Crew
- o Cross-country
- o Golf
- o Tennis

For men:

- o Ice Hockey
- o Soccer

Athletics at UAH have traditionally been very strong. Charger teams have participated in more than a dozen national championship events, winning three national championships and finishing as runners-up on three other occasions. Additionally, UAH teams have won numerous other conference, district, and regional championships. They have also been honored by being chosen to host three national championship events.

The success of the various teams has resulted in numerous honors for individual athletes. These honors range from conference and regional recognition, to the naming of 11 UAH athletes to All-American teams.



UAH students with current, validated ID cards are admitted free of charge to all regular season UAH campus athletic events. Students with current, validated ID cards are also admitted free of charge to the Von Braun Civic Center for UAH Hockey games; however, this policy is subject to change.



4.2 Intramural Sports

Location: Room 205, Spragins Hall
Phone: 895-6589

Hours: 8 am - 5 pm
Monday thru Friday

The UAH Intramural Program includes competition on both an individual and team level. Competition is divided between male, female, and coeducational leagues, and when participation levels permit, by skill levels.

Team sports that are offered include: Sunday afternoon flag football, Monday night volleyball, weekend softball and nightly basketball. Competition also has been offered in the sports of tennis, racquetball, horseshoe pitching, frisbee, golf, wrestling, swimming, bicycling, and track.

To participate in the Intramural Program at UAH, an individual must be a currently enrolled UAH student and possess a current photo ID, or be a UAH faculty or staff member with ID.

A more detailed look at the UAH Intramural Program can be found by securing a copy of the Intramural Sports Program Handbook from the Spragins Hall manager's office.

Other areas of recreational life for UAH students held at Spragins Hall include the annual Alumni Association sponsored Racquetball Tournament, the almost annual All-Nighter held in the spring, and the Tuesday Nite Toughies Volleyball program. TNT is strictly for *everyone* and is held each Tuesday night that the gym is open from 6 pm until 8 pm.





4.3 Student Government Association

Location: Room 106, University Center
Phone: 895-6428

Hours: 1 pm - 5 pm
Monday thru Friday

The Student Government Association promotes the welfare of students in all areas of university life. Its primary purpose is to help improve the educational environment. This includes promoting academic innovation and working closely with the faculty and administration to help bring about desirable changes in institutional policies.

The SGA is also responsible for developing and sponsoring programs which will enrich the student's cultural, intellectual, and social life. Each student enrolled at UAH is automatically a member of SGA. An executive branch and a 16 member legislature are responsible for carrying out the official business of the organization.

The Association sponsors many student services such as health insurance, a store discount plan, special rates for community cultural events, and information about other local services. It also includes the following student activity programs: Entertainment Series, Film Series, Symposium and Lecture Series, and the Drama Board. The SGA provides students with a grievance officer, a used textbook exchange, and a telephone information service called the "Source". The "Source" number is 895-6666.

4.3.1 Student Program Council

SGA Film Series

The SGA Film Series, which is free to UAH students, shows art, foreign, contemporary, and classic movies weekly. The intent behind the series is to entertain as well as provide students with a wide cultural background in films, and to give them an opportunity to investigate the social and economic importance of film as an art form. Call the SGA Office (895-6428) or the University Center Desk (895-6009) for current film/entertainment information.

SGA Symposium and Lecture Series

The Symposium and Lecture Series, in bringing a variety of speakers to the campus, serves as an extension of the classroom. At these programs, students, faculty, and staff have opportunities to discuss contemporary matters with authoritative personalities. All students are encouraged to attend the programs and actively participate in the series.

SGA Entertainment Series

The Entertainment Series sponsors dances, concerts, and other social activities. Students are admitted free by showing their ID cards except in rare cases when there is a nominal charge. All students are encouraged to participate in these weekly activities.

SGA Drama Board

The University Playhouse is a student group administered by the SGA Drama Board. The group's goal is to produce theater for UAH students. Membership is open to any currently enrolled student interested in theater. Each year a broad selection of plays is presented.

4.3.2 Funding of Clubs and Organizations

The Student Government Association allocates a portion of its annual budget to help fund SGA recognized clubs and organizations. After a club or organization has been chartered by the SGA and recognized by the University, that group is eligible to submit a request to the SGA Legislature for SGA funding. Information on the criteria for such funding and assistance in preparing a budget request can be obtained by contacting the SGA vice president in Room 106 of the University Center or by calling 895-6428.

Groups interested in SGA sponsorship are encouraged to submit their budget during the spring or summer for the upcoming academic year. SGA funding is limited, and budget requests are handled on a first-come first-served basis.

4.3.3 UAH Clubs and Organizations

A detailed description of the various UAH clubs and organizations can be found in the *UAH Catalog*. For additional information about UAH student clubs and organizations contact the Office of the Director of University Center and Auxiliary Services, University Center, Room 100, or call 895-6445.



Academic Honor Societies

Administrative Science Honor Society
Alpha Epsilon Delta (Pre-Medical)
Alpha Kappa Delta (Sociology)
Alpha Lambda Delta (Freshman Honorary)
Alpha Phi Sigma (Criminal Justice)
Alpha Psi Omega (Theater)
Beta Beta Beta (Biology)
Eta Kappa Nu (Electrical Engineering)
Kappa Pi (Art)
Omicron Delta Epsilon (Economics)
Omicron Delta Kappa Honorary (Students with a high degree of leadership in collegiate and related activities)
Phi Alpha Theta (History)
Phi Delta Kappa (Education)
Phi Kappa Phi (Superior Scholarship in all academic disciplines)
Phi Sigma Iota (Foreign Language)
Pi Sigma Alpha (Political Science)
Pi Tau Sigma (Mechanical Engineering)
Psi Chi (Psychology)
Sigma Tau Delta (English)
Sigma Theta Tau (Nursing)
Sigma Pi Sigma (Physics)
Tau Beta Pi (Engineering)

Departmental Clubs

American Society of Mechanical Engineering
Biology Club
Business Club
Chemical Engineering Society
Civil Engineering Society
Collegium Musicum
Criminal Justice Club
Engineering Council
German Club
Institute of Electrical and Electronic Engineers
Institute of Industrial Engineers
Math Club
Music Educators National Conference
Nursing Students' Association

Political Science Club
Slavic Club
Society for the Advancement of Management
Sociology Club
Student National Education Association

National Sororities and Fraternities

Panhellenic

Chi Omega
Delta Sigma Theta
Delta Zeta
Kappa Delta

Inter-Fraternity Council

Alpha Tau Omega
Delta Chi
Kappa Alpha Psi - Colony Status
Pi Kappa Alpha

Service Organizations

Alumni Student Council
Circle K
Compass Club
International Students Association
Lancers
Medical Students Association
Panhellenic Association
Residents' Advisory Council
Student Government Association





Special Student Interest Clubs & Organizations

Black Students Association
Charger Radio Association
Chargerettes Dance Team
Cheerleaders
Choir
Combat Arms Club
Jazz Ensemble
Madison County Young Republicans Club
Medical Careers Association
National Society for Black Engineers
Pep Band
Society of Women Engineers
Students' International Meditation Society
Village Singers
Wind Ensemble
Young Democrats of America

Sports Clubs

Crew Team
Cross Country Team
Golf Team
Racquetball Team
Tennis Team

Student Religious Organizations

Baptist Student Union
Campus Ministry Association
Christian Student Organization
Episcopal Students Fellowship
Presbyterian Student Fellowship

4.3.4 Procedure for the Chartering of Student Organizations

A club is designated as any group of students who organize into a unit which has goals, functions, and purposes that are educational, political, religious, or service oriented. Scholastic honoraries are considered as clubs while fraternities and sororities (either national or local) are not.

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1. All student clubs are required to be chartered by the SGA. Fraternities and sororities are allowed to colonize and to work toward charter status only with written University approval from the vice president of student affairs and the appropriate national governing group. Clubs established at The University of Alabama in Huntsville shall operate in the overall framework of the goals, aims, objectives, and purposes of The University of Alabama in Huntsville, and the structure, function, direction, scope, and membership standards shall be defined in the written constitution of the club.
 2. The membership of each club shall determine the structure, function, direction, scope, and membership standards of the club.
 3. Each club shall have one or more faculty advisors as selected by the membership.
 4. The written constitution and a list of the officers shall be submitted for approval to: (1) the club membership; (2) pertinent faculty advisors.
 5. The written constitution, after approval by the membership and faculty advisor(s) involved, and a list of at least 10 members, shall be submitted to the SGA legislature for action. Approval shall be in the form of legislative action subject to the SGA Constitution and by-laws.
 6. Each club is subject to review and recharter as specified by the SGA Constitution and by-laws.
 7. Each organization must file with the University Center Office a list of its officers each time one or more new officers are elected. An up-to-date copy of the charter, constitution, and/or by-laws of every approved organization must be on file with the Office of the University Center.

Each organization is expected to conduct its activities in such a manner that it will reflect credit to the University.



4.3.5 Constitution of the Student Government Association

Current copies of the Student Government Association Constitution and Student Election Board Policies and Procedures are available from the Office of the Director of the University Center.

4.4 University Committees of Student Interest

Serving as a member of a university committee or an advisory board provides the student with a valuable out-of-the-classroom learning experience and also the opportunity to make significant contributions to our university. Students are either elected by the student body or appointed by the SGA to serve on University committees. To obtain additional information about student positions on University committees contact the SGA, Room 106 of the University Center or call 895-6428.

Student Affairs Advisory Board

The purpose of the Student Affairs Advisory Board is to advise and make recommendations to the vice president for student affairs on all relevant aspects of student life. The Student Affairs Advisory Board has the specific responsibility of recommending policies concerning student activities, student publications, athletics, intramural and recreation fees, and the allocation and management of these fees.

Campus Planning Committee

The purpose of the Campus Planning Committee is to study, assess, and plan for the development and expansion of new physical facilities; modernization, improvement, and alteration of existing facilities; and traffic and parking control.

Finance/Strategic Planning Committee

The purpose of the Finance/Strategic Planning Committee is to review, assess, and make recommendations concerning:

- a. the mission, role, and scope of the university
- b. the objectives and plans of the major budget units

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- c. the information base and planning procedures utilized in budget preparation, and
 - d. the annual budget requests and annual operating budgets.

Intercollegiate Athletic Committee

The Intercollegiate Athletic Committee's charge is to review, assess, and make recommendations relative to intercollegiate athletics and club sports as they pertain to intercollegiate athletics, with the goal of developing and maintaining a quality athletic program that will be of benefit to the University.

University Judicial Board

The University Judicial Board exists to ensure that the rights of students are protected and that the standards of conduct for students are upheld. The Code of Student Conduct contains a statement of student rights and responsibilities and defines a student disciplinary system. (See Chapter 7 of this handbook)

Library Committee

The purpose of the Library Committee is to review, assess, and make recommendations on matters of general library policy, procedures, and organization; the development of library resources and services; and the means to best integrate the library program with the instructional, research, and other service activities of the University.

Publications Board

The purpose of the Publications Board is to recommend editorial and business policies concerning all student publications. The Board reviews and recommends to the Student Affairs Advisory Board the budgets of all student publications, establishes business practices and guidelines to be followed by the editors and business managers of all student publications, and appoints the editors of student publications.

University Center Advisory Board

The University Center Advisory Board is not a University committee but has been created to advise the center director on the operational policies and procedures for the building, the development and establishment of programs and services, and in the general operation of the facility. The board is composed of five student members and five members of the faculty, staff, and alumni.



University Commencement Committee

The purpose of this committee is to review, assess, and recommend policies and procedures related to the commencement exercises.

4.4.1 Filling Vacancies in Student Positions on University Committees

I. Policy

It is the policy of the University to fill vacant student positions on University committees in an appropriate and timely manner.

II. Procedures

A. Positions representing individual schools and regularly filled by student elections

If a student position representing an individual school on a committee becomes vacant between regular elections, the following procedures will be implemented:

1. The chair of the committee will notify the vice president for student affairs who will notify the chair of the elections board of the vacancy.
2. The chair of the elections board will advertise the vacant position in the student newspaper and urge students to apply.
3. In addition to (A.2.) above, the Elections Board chair will ask the appropriate dean to submit the names of at least three students to be considered for the vacancy.
4. The applications generated through advertising and contact with the dean will be given to the president of the Student Government Association.

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5. From the applications submitted the Student Government Association president shall select an individual to fill the vacant position until the next election.

B. Positions elected at large

If a student seat elected at-large for a committee becomes vacant between regular elections, the following procedures will be implemented:

1. The chair of the committee will notify the vice president for student affairs who will notify the chair of the Elections Board of the vacancy.
2. The chair of the Elections Board will advertise the vacant position in the student newspaper and urge students to apply.
3. In addition to B.2. above, the Elections Board chair will seek nominations from appropriate academic departments.
4. For at-large positions to committees where the Student Government Association president is not a member, the SGA president will review all applications and select one student to fill the position.
5. For at-large positions to committees where the Student Government Association president is a member, the Student Government Association legislature will review all applications and select one student to fill the position.

III. Procedures for emergency situations

If time does not permit for the procedures in II above to be implemented, the following process will take place:

- A. Positions representing individual schools and regularly filled by student elections:**



1. After consulting with the appropriate dean, the vice president for student affairs and the president of the SGA will meet and select a person to fill the vacancy until such time as II.A. above can be implemented.

B. Positions elected at-large:

1. The vice president for student affairs and the president of SGA will meet and select a person to fill the vacancy until such time as II.B. above can be implemented.

4.5 Student Publications

The *Exponent* is the UAH student newspaper. The paper is published weekly except during exams and holidays. The *Exponent* Office is located in Room 104 of the University Center, telephone 895-6090. The Publications Board, a joint faculty-student board, is responsible for the policies, planning, selection of editors, coordinating, and overseeing of the *Exponent* and the student publications under its jurisdiction.

Axis is an art and literary magazine. *Axis* is the printed campus forum for art and literature which is sponsored by the Publications Board. All UAH students are eligible to submit their work for publication in *Axis*. Anyone wishing to submit art or literature for consideration for the next issue can bring or mail his or her work to the *Axis* Office located in Room 103 of the University Center.

4.5.1 Publications Board - Statement of Purpose, Operation, & Responsibility

Nature and Purpose

The Publications Board is a standing committee of The University of Alabama in Huntsville and is empowered by and responsible to the president of the University through the vice president for student affairs. The Publications Board has jurisdiction over the *Exponent*, the literary magazine, the yearbook, and any other student publications funded by student

activity fees. The board is responsible for the policies, planning, coordinating, and overseeing of the student publications under its supervision.

The Publications Board promotes the highest standards of jurisdiction in the operation of student publications; safeguards their interests, including their financial stability and their editorial independence; and ensures that those publications are responsive to the needs and concerns of the University community.

The Publications Board is also a management board and has the authority to act in this capacity. The board provides student publications with guidelines for financial structure, with long-term planning, and with uniform procedures for officer selection.

The Publications Board shall have jurisdiction only over those complaints alleging acts or omissions relating to the student's official duties in connection with the publication. Other complaints shall be referred to the University Judicial Board or cognizant institutional officials, as appropriate.

The Publications Board recognizes that in the future new student publication needs may appear. The board encourages the evaluation of media to meet these needs. All proposals for funding from student activity fees must secure an affirmative recommendation from the Board.

Copies of the complete statement regarding the purpose, operation, and responsibility of the Publications Board are available from the Office of the Vice President for Student Affairs.





Academic Policies

Chapter 5

Academic Policies

5.1 Registration

Dates of early, regular, and late registration are listed in the UAH calendar. Any continuing or returning student eligible to register may take part in early registration. Students who owe past due amounts may register, but the registration will be cancelled if delinquent and current charges are not paid in full by the deadline.

All students in the Schools of Administrative Science, Engineering and Nursing are required to have an advisor's approval of registration request. All students should refer to the *Timetable of Classes* for the required approvals to process registration requests.

A student who schedules courses during any registration period (early, regular, or late) makes a financial commitment to the University. If courses are dropped or changed, these changes must be submitted in writing to the Office of Student Records (Room 116, University Center). Adjustments in fees, if any, will be made by the Bursar's Office.





5.2 Class Attendance

Education at UAH depends upon the cooperation of students and faculty. Students are held responsible for the full work of the course in which they are registered, including participation in the discussion and work of the class at each class meeting. Faculty may announce policies concerning student attendance at the beginning of each academic term. A student's final grade in each course is determined on the basis of identified course requirements; therefore, regular class attendance is important.

5.3 Declaring a Major

Students will declare a major by the end of the freshman year. When the student declares a major, the student will be assigned an advisor by the relevant dean/departments chairperson. At that time the complete advising folder will be transferred from the Academic Advisement and Information Center to the relevant dean or department chairperson's office for permanent retention. Sophomores who have not declared a major will continue to have their registration cards signed in the Academic Advisement and Information Center (AAIC). If students with 45 semester hours are still not prepared to declare their majors, they will declare an intention to continue to seek advice from the AAIC. Career counseling assistance is available from the offices of Career Planning and Placement, Equal Opportunity Center, or Special Services.

A student may elect to complete requirements for more than one major within the same degree program.

5.4 Change of School

Students who are pursuing a program of study in one school or division at UAH and desire to change to a program in another school or division may petition to do so by making application at the Office of Student Records (Room 116, University Center). Academic advisement before changing programs may help students avoid losing credits. Application of previously earned credits toward the new program will be determined after the transfer has been approved.

5.5 Credit by Examination

Undergraduate students may obtain up to one-fourth of their degree (32 semester hours) by examination. There are three alternatives by which students may gain credit through examination at UAH: the Advanced Placement (AP) Program, the College Level Examination Program (CLEP), and departmental examinations. Credit by examination is not allowed: (1) to receive credit when a student has successfully completed a course at higher level than the one being challenged, (2) to raise a passing grade, (3) to remove failures received in a course during the period of current enrollment, or (4) to satisfy the residence requirements for graduation.

5.5.1 Advanced Placement Program

Several UAH departments will award credit to students who have earned a score of 3 or higher on the Advanced Placement (AP) Program examinations of the College Entrance Examination Board. The areas in which credit is presently awarded are Biological Sciences, Chemistry, Mathematics, English, French, and Spanish. Credit, if awarded, will be recorded without grades or quality points and will not, therefore, be included in calculation of the grade point average.

5.5.2 College Level Examination Program

The College Level Examination Program (CLEP) is a national program under which a person can receive credit for college level achievement. Anyone who has practical knowledge in an area through independent study, work experience, cultural exposure, or intensive reading, may substantially reduce the cost in both time and money spent on a college degree by taking one or more of these tests. The policy for CLEP credit varies with each institution. The policies listed herein are those of UAH. These tests are given monthly but students must be registered for these tests three weeks or longer before the testing date. For a complete listing of dates and deadlines, contact the Office of Testing Services in Room 211, University Center.



5.5.3 General Examinations

The General Examinations are objective tests that measure achievement in five basic areas of the liberal arts: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences and History. Credit by General Examination can be given only if examinations were taken before entering college or during first term in college, providing the student has not been enrolled in a comparable course for more than three weeks. The student may be awarded 6 hours elective credit per examination. To achieve credit for any of the general tests, the student must score a minimum of 549. No credit is awarded for scores below 549. Credit is recorded without grades or quality points and is counted as elective credit only.

5.6 Examinations

During each term, one or more announced examinations of class period length may be held.

At the end of each term, a two and one-half hour examination period is scheduled for each course. Absences from a scheduled final examination without previous arrangement with the course instructor (except in extenuating circumstances) will be classified as unexcused and a failing grade in the course will be assigned.

Any students whose final examination schedule is such that they are scheduled to take three examinations during a single day shall have the right to have the middle examination rescheduled. The date and time of the rescheduled examination shall be by mutual agreement between the student and the effected faculty member and must be agreed upon by the end of the ninth week of classes. It is the student's responsibility to notify the appropriate instructor of this type of conflict, and it is the instructor's responsibility to verify that the conflict actually exists. If a student is scheduled to take four examinations during a single day, then the same procedure shall apply except that the student shall now have the right to have both the second and third examinations rescheduled.

Students have the right to review with faculty members their final examinations. Matters of academic dishonesty during examinations are addressed in the Student Judicial Code (see Chapter 7 of this Handbook).

5.7 Student Classification

Undergraduate students are classified as indicated in the following table when they have completed the number of semester hours shown.

	Semester Hours Earned
Freshman	0-29
Sophomore	30-59
Junior	60-91
Senior	92 up

5.8 Student Course Loads

A full-time undergraduate student is one who is enrolled in courses totaling at least 8 semester hours a term. The maximum number of semester hours in which a student will be permitted to enroll in one term is 13, including simultaneous correspondence courses. Under exceptional circumstances, permission may be granted by the dean of the school in which the student is enrolled to take additional hours (equivalents will be used for noncredit and audit courses). Students enrolling for a minimum load each term should not expect to graduate in four years unless they enroll four terms each year.

Students are responsible for independent study. Careful budgeting of time is necessary if the desired academic goals are to be reached. Accordingly, full-time students are advised to limit their employment. Experience has shown that approximately twenty hours a week constitutes an average work load that will allow needed time for adequate study.

5.9 Schedule Changes

After a student has completed registration, all schedule changes must be made on a Change-of-Course Form and recorded in the Office of Student Records. (See section on Registration for approval required.)



Credit to Audit

A student is permitted to change a course from credit to audit only during the first three weeks of classes.

Removal of Course from Schedule

1. In the case of a cancelled class, submission of a Change-of-Course Form by the students helps to keep their records correct.
2. In the case of a drop before class, a Change-of-Course Form must be submitted before the first day of the term.
3. Except in the case of (1) or (2), removal of a course after the first scheduled meeting of a class is considered a withdrawal (see below).

Other Kinds of Changes

The following kinds of changes may be accomplished only during the designated hours of regular and final registration (see UAH calendar).

1. Change from one course to another.
2. Change from one section to another section of the same course.
3. Addition of course to schedule.
4. Change from audit to credit. Only students who are otherwise eligible to take the work for credit will be permitted to make this kind of change.

Withdrawal*

A student who wishes to withdraw from one or more courses at UAH must obtain a Request for Withdrawal Form from the Office of Student Records (Room 116, University Center). Regardless of the reason for withdrawal, the following procedures must be followed:

1. During the first two weeks of the term, the Request for Withdrawal Form must be signed by the student's advisor before being submitted to the Office of Student

Records. A student without a declared major must obtain a signature from an advisor in the Academic Advisement and Information Center. A grade of W is recorded.

2. During the third, fourth, fifth, and sixth weeks of the term, a Request for Withdrawal Form must be signed by the student's advisor and his department chairman (or dean) before being submitted to the Office of Student Records. A grade of W or WF will be assigned by each instructor; grades assigned will be based on the student's performance up to the date of withdrawal.
3. Beginning with the seventh week, a student may withdraw only for exceptional circumstances and only with the approval of the dean. If the dean approves, a grade of a grade of W or WF will be assigned by each instructor, with grades assigned based on the student's performance up to the date of withdrawal.
4. The Request for Withdrawal Form with all appropriate signatures must be returned to the Office of Student Records. The effective date of withdrawal is the date the form is received in the Office of Student Records.

Notification to instructors will be provided by that office.

*Withdrawals and refunds see *Student Handbook* at 6.6.

5.10 Grades

I-Incomplete

Assigned by the instructor when a student, due to circumstances beyond his or her control, has not satisfied some requirement of the course. This grade becomes an F unless the course requirements are completed during the first four weeks of the next term of enrollment. If the grade of I is on a student's record at the time of graduation, it is treated as an F.

X-Excused Absence from Examination

Assigned by the instructor when a student completes all course requirements except the final examination. This grade becomes an F unless the examination is completed by the time of the



announced deferred examination date at the beginning of the term of the next regular enrollment of the student. Scheduled deferred examinations time allows for only one examination. If a student received more than one X, he or she should make arrangements directly with the course instructors to make up the additional exams.

W-Withdrawal

Recorded by the Office of Student Records when a student withdraws from a course with passing work.

WF-Withdrawal Failing

Recorded by the Office of Student Records when a student withdraws from a course with failing work.

Other Grades

A grade of S (satisfactory) or U (unsatisfactory) is assigned in all noncredit courses and in some specified credit courses. A grade of P (passing) or F (failing) is assigned in some courses. (See Pass-Fail System.)

Change of Grade

Grades submitted to the Office of Student Records can be changed only by submission by the instructor of a Change of Grade Form containing a written explanation of the change. The Change of Grade Form must be approved by the dean of the school concerned.

Student Grade Report

At the completion of each term, a report of final grades is mailed to the address furnished by the student.

A statement of a student's satisfactory or unsatisfactory academic performance will be provided, upon request, to an individual or agency sponsoring that student's tuition if the individual or agency submits a statement certifying grade release unless written notification to the contrary is submitted by the student to the Office of Student Records before the final examination period.

Grade-Point Average

The grade-point average (GPA also referred to as Quality Point Average) is computed by dividing the total number of quality points earned by the total number of semester hours attempted. Courses in which a grade of W, P, or S is assigned are not included.

5.11 Repeating A Course

There is no limit on the number of times a student may repeat a course. Each time a course is taken, the hours attempted and the quality points earned will be counted in calculating the student's grade point average. The credit for any course repeated may be counted only once toward graduation (with the exception of some music education courses.)

5.12 Pass-Fail System

To be eligible to take courses on a P-F basis, a student must: (1) have junior or senior standing; (2) not be on probation; and (3) have an approved major or program plan appropriately filed. A student is limited to 12 semester hours of credit on a P-F basis. The P-F system applies only to courses chosen as electives. Some departments limit the P-F option to electives outside the department or school.

A grade of P may be changed to a regular grade only if the student changes his or her program to an area in which a regular grade is required. The change must be initiated at the dean's office and must go through the normal grade change procedures. Once a P grade has been changed to a regular grade, it must remain.

Under the P-F system, a grade of P will not be counted in a student's GPA; a grade of F, however, will be counted in a student's GPA.

A student wishing to exercise a P-F option must make application at the Office of Student Records before the end of the late registration period.

Even though a student chooses to take elective courses on the P-F basis, instructor's grade sheets will reflect the actual letter grade earned and the student may be informed of the regular grade upon request.

5.13 Academic Probation and Suspension

In order to remain in good academic standing, an undergraduate student must maintain an average of 2.0 (C) on all work attempted.



At any point that a student's cumulative grade point average, either overall or at UAH, falls below 2.0 (C), the student will be placed on scholastic probation. (See exception applied to freshmen below.)

If a student's grade point average for one term (minimum load 8 hours, accumulated for part-time students) is below 1.0 (D) with the cumulative GPA greater than 2.0, a warning message will be printed on the student's grade report, and a list of such students provided to the school deans.

Beginning freshmen will be reviewed for the first time at the end of the first term in which they have attempted a total of 8 semester hours of work (accumulated for part-time). At this point, if the student has at least a 1.0 but less than 2.0, he or she is given an academic warning and referred for appropriate advising. If such a student has a GPA of less than 1.0, he or she is placed on scholastic probation.

Once a student is placed on scholastic probation, such a student is reviewed in intervals of a minimum of 8 semesters hours of work attempted (accumulated for part-time students). At such review points, three actions are possible:

1. If the cumulative GPA is 2.0 on all work and on UAH work, the student is removed from probation.
2. If the cumulative GPA is less than 2.0 on all work (or on work at UAH) but the block of work being reviewed is 2.0 or higher, the student is continued on probation.
3. If the cumulative GPA is less than 2.0 on all work, (or work at UAH) and the block of work being reviewed is less than 2.0, the student is suspended.

A regularly admitted student suspended for the first time is automatically eligible to re-enter the second term following such suspension. A student admitted in any special category and suspended for the first time must petition the Admissions Committee for permission to re-enter, after at least one term absent.

A student suspended the second time within the University of Alabama System is disqualified for readmission on an indefinite basis. After a period of one year, such student may petition for readmission.

A student whose academic status is indeterminate because of grades I or X may be permitted to register conditionally. A

student with either of these grades should take the necessary steps to remove the incomplete grades within the specified time limits. At the time such grades are changed to regular letter grades, the appropriate scholastic review will be made and necessary action taken.

Individual schools may have additional requirements specific to their programs. Refer to the *UAH Catalog*.

5.14 Degree Requirements

For a listing of total degree requirements consult the *UAH Catalog*.

5.15 Application For Graduation

Candidates for graduation must file their application at least six months prior to the time graduation requirements are expected to be completed. Application forms may be obtained at the Office of Student Records. Early application will assist the student by confirming those requirements remaining to be completed.

Students completing degree requirements in any term other than spring and fall terms will be given certified letters of completion and will receive diplomas at the next Commencement ceremony.

5.16 Transcripts

Official transcripts are issued and sent by the Office of Student Records to recognized institutions and agencies which require such documents. Transcripts are issued only upon the written request of the student involved.

Official transcripts are not issued directly to the individual student. The student may, however, request an unofficial transcript which does not bear the University seal.

No transcript will be issued for a person who has an outstanding unpaid financial obligation to the University.

Request for Transcript Forms are available at the Student Records Office.

There is no charge for transcript copies.

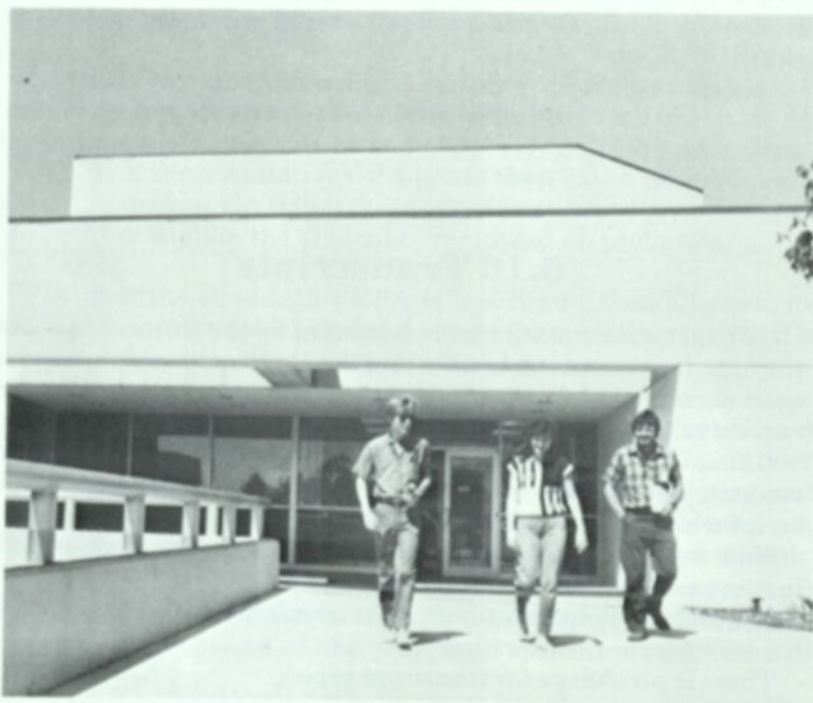


5.17 Time Limit To Complete Degree Program

Students may complete graduation requirements as specified in the edition of the *UAH Catalog* in use for the year they enter UAH, provided they do so within a period of seven years from their original date of entry. If a student does not complete requirements for graduation within this prescribed time, he or she shall be subject to the current Catalog and must meet the requirements as specified therein. At any time within the seven year period a student may elect to be governed by new requirements for graduation made effective during that period.

5.18 Academic Appeals

For the policy on academic appeals, see 'Grievance Procedures' located in the Administrative Policy section of this handbook.



Administrative Policies

Chapter 6



Administrative Policies

6.1 Alcoholic Beverage Policy

University policy forbids the possession or consumption of alcoholic beverages by a student anywhere on University property, except in the student's residence in University housing. In addition, *any* possession or consumption of alcohol beverages by a student under 21 years of age, the legal age for drinking established by state law, or any other violation of state or local law with respect to drinking is contrary to established University policy. Activity of this kind may subject a student to both criminal prosecution and campus disciplinary action.

A student organization should be aware that it may be held responsible for the actions of individuals, including nonmembers, connected with their consumption of alcoholic beverages made available by the organization at its functions. Careful consideration of this potential liability under the law and under University policy should therefore enter into plans to offer such beverages at an activity.

6.2 Nondiscrimination Policy

The University of Alabama in Huntsville is committed to equal employment and educational opportunity. Its policy is one of nondiscrimination with regard to any person on the basis of race, color, national origin, religion, sex, or age, and with regard to any otherwise qualified handicapped individual solely on the basis of handicap. This equal opportunity policy extends to the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of all programs and activities. Additionally, the University is an affirmative action employer of protected minorities and women.

Under its policy of non-discrimination with respect to sex, the University does not apply any rule concerning actual or potential marital status or actual or potential parental or family status which treats persons differently on the basis of sex or which discriminates on the basis of pregnancy, childbirth, termination of pregnancy, or similar condition. Further, disability related to pregnancy, childbirth, termination of pregnancy, or recovery therefrom are treated in the same manner and under the same

policies as any other temporary disability. However, with regard to a student with a temporary disability, the University may require written approval of the student's physician before allowing participation in an activity or program which might adversely affect the student's safety or health.

Although this handbook intends to reflect any current policies or rules of the Board of Trustees of The University of Alabama referred to or incorporated herein, users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. In the event of such a conflict the current statements of Board policy contained in the official minutes and manual of rules, by-laws, and guidelines shall prevail. The University of Alabama in Huntsville also reserves the right to modify its institutional policies from time to time. Students enrolling in the University are subject to current policies and rules as contained herein and as subsequently stated or modified by official institutional action.

Inquiries or complaints concerning the application of these federal requirements and this policy should be directed to one of the following persons:

Academic Affirmative
Action Officer
123 Madison Hall

Equal Employment
Compliance Officer
131 Madison Hall

The University of Alabama in Huntsville
Huntsville, AL 35899 (205)/895-6337

6.3 Sexual Harassment

UAH affirms its desire to create a work environment for all employees and a study environment for all students that is fair, humane, and responsible -- an environment which supports and rewards career and educational goals on the basis of such relevant factors as ability and work performance.

Sexual harassment of employees or students which imposes a requirement of sexual cooperation as a condition of employment or academic advancement is inimical to this environment. Equally harmful is sexual harassment in forms falling short of coercive efforts toward sexual relations but which still creates an intimidating, hostile, or offensive working/learning environment or which unreasonably interferes with an individual's performance as an employee or student. Unwelcome sexual



advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may thus all be considered intolerable under this policy and under the law.

Inquiries or complaints concerning the application of this policy should be directed to the Office of the Vice President for Student Affairs.

6.4 Confidentiality Of Records

The Family Educational Rights and Privacy Act of 1974 is a federal law which protects the confidentiality of student educational records. To implement this law UAH has formulated and adopted a written institutional policy governing the handling of these records. Copies of this policy document are available to students at the Office of Student Records, (Room 116, University Center), and should be referred to for a more comprehensive treatment of this subject than is given in this summary statement.

Under this law and University policy, students have a right of access to their educational records and may inspect and review the information contained in them. The term educational record generally refers to any record maintained by the institution directly pertaining to an individual as a student, other than that made by institutional, supervisory, or administrative personnel remaining in the sole possession of the maker; by campus security; or by a physician, psychiatrist, or any other such professional medical personnel. This right of access does not extend to financial information submitted by the student's parents or to confidential letters and recommendations collected under established policies of confidentiality and placed in his or her files before January 1, 1975. Furthermore, students may at their discretion waive the right to any confidential letters of recommendation.

If a student believes his or her records contain inaccurate, misleading, or otherwise inappropriate data, he or she may bring the matter to the attention of the records official concerned. If by informal discussion with this official the student does not obtain the corrective action desired, he or she is entitled to a hearing at which he or she may challenge the item found to be objectionable. The decision of the hearing official or panel shall be final. If the decision is adverse to the student, he or she may insert in the educational record an explanatory statement relating to the contested item.

A student's privacy interest in his records is further protected by the rule against unauthorized disclosure. The University may not without the student's consent release educational records or any personally identifiable information contained in them to other individuals or agencies. Disclosure to the following parties, however, is specifically excepted by the Privacy Act from this rule: (a) administrative and academic personnel within the institution who have a legitimate educational interest; (b) officials of institutions in which the student seeks to enroll; (c) persons or organizations to whom the student is applying for financial aid; (d) accrediting agencies; (e) organizations conducting studies relating to tests, student aid programs or instruction; (f) certain federal and state government officials; (g) any person where the disclosure is required for compliance with a judicial order or proper subpoena; (h) appropriate persons where a health or safety emergency affecting the student exists; and (i) parents of a dependent student. As to some of these parties, additional conditions must be met in order for the disclosure to be allowable in the absence of written consent from the student. Personally identifiable information will be transmitted by the University to a third party only on the condition that the recipient not permit any other party to have access to it without the student's consent.

The University may release directory information to others without the necessity of obtaining permission from the student. Directory information is limited to the student's name, address (local and permanent), telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height statistics if he or she is an athletic team member, dates of attendance, degrees and awards received, and the previous educational institution most recently attended. If students do not wish this information to be released, they must indicate so on the form provided at the time of registration, and the University will withhold it during that particular term. This request for nondisclosure of directory information must be renewed each term.

The following officials have been designated as records officials for student records within their respective area:

Director, Admissions and Records
Director, Academic Advisement and Information Center
Coordinator of Undergraduate Advisement, Administrative Science



Programs Coordinator, Administrative Science
Assistant to Dean, Engineering, Lower Division
Appropriate Engineering Department Chairmen, Upper
Division and Graduate
Director, Nursing, Undergraduate Program
Chairman, Nursing, Graduate Program
Director, Continuing Education
Vice-President, Student Affairs
Director, Medical Student Affairs
Director, Financial Aid

Students should make requests concerning their educational records to the appropriate official listed above.

Students who believe that their rights under the Privacy Act have been violated by the University may notify and request assistance from the Vice President for Academic Affairs and may file a complaint with the Family Educational Rights and Privacy Act Office, Department of Health and Human Services; Washington, D.C. 20201.

6.5 Billing And Payment Procedure

Students participating in early registration will receive in the mail (see mailing date in calendar in timetable of classes) a schedule of courses, a tuition bill, and an identification card. Tuition charges must be paid in full by the close of business on the due date indicated on the statement. Students whose payments have not been received by the deadline will have their registration cancelled, and such students will be required to complete a new set of registration materials during final registration hours.

Tuition will be payable at the time of registration for all who register during periods of final registration.

Charges resulting from dropping, adding, or other changes will be due at the time the change is made.

Many students have all or part of their tuition and other costs paid by various sponsoring agencies (including tuition remission for faculty, staff and their dependents). It is the student's responsibility to see that the Bursar's Office receives the approved tuition assistance authorization from the sponsor. In many cases the sponsor does not pay the entire amount. These students should contact the Bursar's Office to determine the

unpaid amount and make full payment before the due date to avoid cancellation of their registration.

Fees for courses being audited are the same as those being taken for credit.

Full-time students may include full-term, regular credit courses offered through the Division of Continuing Education under the maximum fee structure of UAH. Standard fees and fee conditions, however, do not apply for short-term, off-campus, or noncredit offerings. For a complete list of fees and charges consult the current *UAH Catalog*.

6.6 Withdrawals and Refunds*

After classes have begun, students may withdraw from one or more classes until the end of the sixth week of classes. A student desiring to withdraw from the University completes a Withdrawal Request Form at the Office of Student Records, Room 116, University Center. The official date of withdrawal is the date the written request is received at the Office of Student Records. The date of withdrawal will determine the amount refunded. All fees except registration, late registration, course change, and withdrawal fees are refundable.

<i>Date of Withdrawal From School</i>	<i>Fees Owed</i>
Withdrawal after registration is completed but before classes begin	Registration fee - \$5.00
During first two weeks of classes	Withdrawal fee - \$15.00
After first two weeks of classes	100% of fees

Fees related to withdrawal from courses which are scheduled on other than a full-term basis will be prorated.

Refund checks will be issued as quickly as they can be processed after the second week of classes.

Students suspended for disciplinary reasons shall have no right to a refund of any portion of any fees paid or due to be paid.

*Policy regarding withdrawals see *Student Handbook* at 5.9.



6.7 Photo ID Card

Location: Room 205 Spragins Hall
Phone: 895-6586

Each student must have a current photo ID card to use the Library, Spragins Hall, to gain free entrance to athletic events, or to participate in the Student Government Association's programs.

At the beginning of each academic year, a new photo ID card is made and each subsequent quarter students must have their photo ID card validated. Photo ID cards are made in Spragins Hall and to have one made the student must bring some type of photo identification (such as drivers license or military ID) and a current activity card. The dates for photo ID card validation can be found in the quarterly Timetable of Classes. There is a replacement charge for lost or stolen ID cards.

6.8 Parking and Traffic Regulations



General

All motor vehicles driven or parked on the University of Alabama in Huntsville campuses (streets and parking lots of the

main and medical campuses excluding the off-campus community housing area) by students, faculty, and staff between the hours of 7:30 a.m. and 10:30 p.m., Monday through Friday, with University holidays excepted, must be registered or registered at the beginning of each school year and permanently display a current UAH decal.

Decals and permits issued at Alabama Agricultural and Mechanical University (A&M) are accepted on this campus. However, those issued by all other colleges and universities are not valid on the campus of UAH.

UAH does not assume the obligation of providing a parking space for all motor vehicles. The parking plan is designed, however, to accommodate most persons desiring to use campus facilities.

A complete list and explanation of UAH parking and traffic regulations can be found in the current Motor Vehicle Regulations Booklet available at the Campus Safety Office in the Physical Plant Building on South Loop Road.

6.9 Posters and Notices Policy

Policies and Procedures Concerning Display Materials

Applicable to all building areas of the University Campus except classrooms, laboratories, studios and offices.

A. Bulletin Boards

1. General University bulletin boards, so designed, shall be used for any notice pertinent to affairs of the University community. These boards will have a copy of this display policy.
2. Students or the public having merchandise or services to sell or promote shall use a 3" x 5" card only and shall use only those boards designated for this purpose. All such notices shall be marked with a date for removal. A person in each building will be designated to monitor these boards.
3. Outside groups wishing to display posters, etc., will normally request approval of the Office of Development and University Relations before hanging. Posters must be



stamped with the date for removal. A person in each building will be designated to monitor the removal of the material when out of date.

B. Approval of Material

The Office of the Vice President for Student Affairs will be the approval office for student requests of posters, displays, and handbills. The maintenance staff is to be instructed to remove on sight and without notice any poster or signs placed on non-designated walls, doors, or glass areas.

University Center

Students and recognized student organizations who desire to advertise in the University Center must carry their publicity materials to the Office of the Director of University Center, Room 100, University Center. Posters can be no larger than 14" x 22". If approved by the Office of the Director of University Center, the publicity materials will then be displayed on University Center bulletin boards by the staff of the Office of the Director of University Center.

No notices of any kind may be displayed on glass doors, walls, or any painted surface. Improperly displayed notices, including those not approved in advance by the Office of the Director of University Center, will be removed.

Handbills cannot be placed on cars parked on University property.

6.10 Residency

A determination of residency status is made at the time a student is admitted to UAH. For further information about the requirement to establish residency, consult the Admissions Office, Room 124, University Center.

6.11 Solicitation On Campus

A table will be placed in the lobby of each building for handbills. No individual solicitation is permitted on campus. A person in each building will be designated to monitor the removal of this material when out of date.

6.12 Smoking Policy In University Buildings

No smoking will be permitted in classrooms, large public meeting rooms, elevators, undesignated areas of the library, or in any other area or University property in which smoking has been prohibited by the posting of a sign or otherwise. Smoking will be permitted in private offices, small conference rooms, the cafeteria, hallways, and in lobby areas where there are proper receptacles.

6.13 Injury/Accident Reports

When a student sustains a personal injury on UAH property, no matter how minor the injury, the Campus Safety Office should be contacted as soon as possible and in any event not later than 5 days after the injury so that a personal injury report form may be completed and filed.

In the event of a traffic accident on UAH property, the UAH Police Department (895-6596) should be notified immediately so that officials then may file a motor vehicle accident report.

6.14 Catalog Policy

A free complimentary copy of the current UAH undergraduate or graduate catalog is provided to each student upon admission to the University. Additional copies of the catalog may be purchased at the University Bookstore.

6.15 Grievance Procedures

Resolution of a student's grievance, unless otherwise specified, shall begin with the University official whose decision is being appealed. If the problem cannot be resolved at this level, the matter may be pursued through the appropriate administrative chain. For academic appeals this chain is the faculty member, the department chairman, the dean of the school (or director of the division) and the vice president for academic affairs, in that order. For non-academic appeals, this chain is the director of the department, and then the appropriate vice president or executive committee member.



At each level of appeal above the initial level, the student shall provide to the appropriate official a written statement of grievance, setting forth the nature of the grievance, the pertinent facts, and the remedial action desired; any other pertinent materials shall also be presented. The student shall receive a written response from such official within two weeks of the latter's receipt of the grievance statement. The response shall be one of the following:

- a. A decision in favor of the student;
- b. A decision supporting the previous action;
- c. A statement of compromise agreed to in a discussion with the parties involved and signed by them;
- d. A recommendation to the challenged official's immediate supervisor, with a copy to the student; or
- e. An explanation for delaying the decision for an additional two weeks, followed by a response as in a-d above by the end of that period.

If, at any level, a student does not receive a response in the manner stated above, he or she may immediately submit his or her grievance to the official at the next level. The procedure there will be the same as described above. The failure of an official to respond will, therefore, not preclude a student from carrying the grievance to the next level. If, for any reason, a student decides that he or she does not wish a written response, the student shall so indicate in the statement of grievance submitted to the official at that level.

If the student feels that a satisfactory resolution of the grievance has been reached at any level, the process shall be concluded and no further action need be taken by any party. If after exhausting the administrative chain as described above, a student still feels that there is just cause for grievance, the student may seek redress from the president of the University. When the matter has been presented by written statement to the president for final action, the president, or his designee, shall respond to the student within the time limit specified above.

Student Conduct

Chapter 7



Standards of Student Conduct

The University of Alabama In Huntsville Code of Student Conduct

To All Students, Faculty and Staff:

By issuance of the Code of Student Conduct, the University of Alabama in Huntsville hereby establishes the standards and disciplinary procedures which shall govern student conduct at this institution. Students and student organizations will be expected to become familiar with this Code and to assure its successful operation by their observance of its provisions and their support of its objectives.

All questions regarding the Code should be directed to the vice president for student affairs.

Article I. Introduction

The University of Alabama in Huntsville is an academic institution with a mission which is, in the broadest sense, educational in character and which is carried out by means of programs and activities devoted to the pursuit of knowledge, the instruction and development of students, and the general betterment of public life in the area it serves. It exists primarily as a community of individuals, including students, faculty, administrators, and staff, who provide, participate in, and/or support these activities and programs. Its campus, facilities, properties, and other resources facilitate the educational mission.

The University has an inherent interest in developing policies to preserve and enhance its ability to function effectively as an academic institution. These policies must uphold the integrity of the educational process and protect persons and property. They necessarily entail recognition of both rights and responsibilities for all members of the University community. It is these considerations which make student conduct a natural and legitimate concern of the University.

When a person enrolls at the University, the person comes to the campus as both a citizen and a member of the academic community. As a citizen, a student is entitled to the freedoms and rights guaranteed to other citizens by the United States Constitution and the Constitution of Alabama. The right to free speech, lawful assembly, petition, due process, etc., are not lost upon enrollment. As a student, the individual also has a right to the opportunity to learn and to benefit from the institution's educational environment.

Accompanying these rights, however, are certain general and special responsibilities. A citizen-student must abide by federal, state, and local laws. The student is obliged to respect the lawful rights of others. The student is expected to comply with valid institutional regulations, to contribute to the good order of the University's academic and administrative processes, and to uphold standards of common decency and honor in all conduct. These incumbent rights and obligations are inextricably linked together. It is only when individuals are *responsible* as citizen-students that their *rights* as citizen-students can be assured. Freedom must be exercised responsibly in the context of recognized interests of others and of the institution itself.

It is to secure these ends that the policies and procedures in this Code are established. Such policies and procedures are fundamentally designed to help maintain a campus environment





conducive to learning and other educational pursuits. They are intended to ensure the enjoyment by students of all proper rights, without undue infringement by others. They are a means to the attainment by the University of its educational mission by protecting the institution's processes, resources, and constituent community.

General authority in the governance of students enrolled at any campus of the University of Alabama System is vested by law in the Board of Trustees. See Alabama *Constitution*, Article 14, Section 264; Section 16-47-34, *Code of Alabama* (1975, as amended). The Board has delegated responsibility for supervision of student affairs to the respective campus Presidents. It is within the scope of such authority by the President, and pursuant to such further delegation to the Vice President for Student Affairs, that this Code of Student Conduct is promulgated for The University of Alabama in Huntsville.

This Code shall be published and made available, by any reasonable means, to students at this institution, and it shall be applicable to all such students (undergraduate and graduate, full-time and part-time, etc.) Upon enrollment a student shall be deemed to have accepted the conditions and obligations stated herein and to have agreed to be bound hereby, in addition to all other applicable University regulations which may have been or may in the future be issued and published by proper authority. The Code shall likewise apply to all student groups, whether formally or informally organized and whether chartered by the University or not. Conduct off-campus as well as that taking place on University property shall be fully within the scope of this Code. The fact that criminal or civil proceedings may have been instituted against a student shall not bar commencement of the disciplinary process involving such student under this Code, nor shall the University be bound by the outcome of such proceedings in its determination of whether misconduct did or did not occur or in its selection of an appropriate sanction. In regard to conduct by a student which may be the subject of such a criminal or a civil action, the University shall have the discretionary right to proceed under this Code against the student before, during the pendency of, or after the final disposition of such action, or even in the absence thereof. As a general policy in such a situation, however, the University shall resort to its disciplinary process only where the alleged conduct directly and/or adversely affects interests of the institution or the campus community, as discussed above.

Article II. Student Rights and Responsibilities

As a means of giving greater content and definition to the important notion of student rights and responsibilities, those identified below shall be recognized as accruing to students at this institution. This enumeration is not intended to be exhaustive, however, nor shall it in any way prevent recognition of additional, different, or modified rights and obligations for students through supplementation to this Code, issuance of other University policy, or any alternative, appropriate means.

A. University Community

1. The University, as a community, has the right and responsibility to formulate and make public, policies and guidelines to promote the general welfare of its members. Student have the responsibility to know such policies and guidelines of the University.
2. The students shall have a voice, through the Student Government Association, in those affairs of the University directly concerning the student body.
3. Students shall conduct themselves in such a way as to recognize the legitimate rights of others and to promote the welfare of the University community.

B. Academic Freedoms and Responsibilities

1. In all academic matters students have a right to be governed by justifiable regulations.
2. Students have a right to an educational environment conducive to learning and free from distraction. Students are responsible for classroom behavior which is conducive to the teaching/learning process for all concerned.
3. Students shall be free to take reasoned exception to data and views offered in the classroom and to maintain personal judgment about matters of opinion, without fear of penalty.



4. Students have a right to grades that represent the instructor's professional judgment of their performance in courses and laboratories.
5. Students shall have a right to accurately and clearly stated information which would enable them to determine:
 - a. The general requirements for establishing and maintaining an acceptable standing;
 - b. Their own academic/admission relationship with the University and any special conditions which apply;
 - c. The graduation requirements for any particular curriculum and major.
6. Students are responsible for meeting the requirements of a course of study according to standards of performance established by the instructor.
7. Students have a right to protection against improper disclosure of information acquired by instructors concerning their grades, views, beliefs, political association, health, or character.
8. Students have a right to seek assistance from instructors during the instructors' regularly scheduled office hours.
9. Students have a right to be informed of the content and objectives of a course, the methods and types of evaluations, and the relative importance of each test, paper, etc., comprising the total evaluation.
10. Students have the right to refrain, without penalty, from activities that involve unreasonable risk to the physical health and safety of the student except with the student's consent.
11. Students have a responsibility for honest and ethical conduct in all academic and non-academic matters.

C. Educational Records

1. A student's right of confidentiality in and access to his educational record shall be as stated in the University's Institutional Student Records Policy.
2. To minimize risk of improper disclosure, a student's academic and disciplinary records shall be separately maintained. A student's transcript shall only contain information concerning a student's academic experience.

D. Freedom of Inquiry and Expression

1. Students shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall always be free to support any causes by lawful means. At the same time, it shall be made clear to the academic and at-large community that in their public expression or demonstrations, students or organizations speak only for themselves.
2. Discussion and expression of all lawful views is permitted within the institution in public places subject to reasonable time, manner, and place requirements for the maintenance of order, and to applicable state, federal and local laws. The University retains the right to provide for the safety of individuals, the protection of property, and the continuity of the educational process.
3. Chartered student organizations may invite and hear any persons of their own choosing subject to requirements for use of institutional facilities and subject to the UAH speakers policy.
4. Students have a right to express opinions through student publications and they have a responsibility to adhere to the canons of professional journalism.

E. Student Life

1. Students shall be free to organize and associate to promote their common interests.



2. Student organizations are required to publicize information concerning purpose, criteria for membership, and a current list of officers. They shall not be required to submit a membership list as a condition of institutional recognition other than an initial list of ten student or faculty members.
3. Chartered student groups may use University facilities, if available, in accordance with normal scheduling policies, unless they prove to be irresponsible in the care of such facilities.

F. University Housing

1. The student has the right to be secure in his or her possessions against invasion of privacy and unreasonable search and seizure.
2. Students shall not violate the rights of other students residing in University Housing.
3. University Housing is a privilege not a right.

G. Redress of Grievances

1. In the case where a student's rights as outlined herein are contravened, he or she has the right to petition for redress of grievance in all matters. (See 6.15, "Grievance Procedures", in the *Student Handbook*.)

Article III. Misconduct

Every student and student group at the University shall be required to act lawfully and in such a way as not to affect adversely the educational processes of the University or the rights of members of the University community and others. Violation of this general standard of behavior shall be considered misconduct under this Code. The following types of misconduct are specifically prohibited, and individuals or groups found guilty of any such misconduct by the procedures set forth in this Code shall be subject to discipline.

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- A. All forms of academic dishonesty, including the following:
1. Copying from another student's test paper.
 2. Using materials during a test not authorized by the person giving the test.
 3. Collaborating during a test with any other person by giving or receiving information without authority.
 4. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
 5. Selling or giving away all or part of an unadministered test.
 6. Bribing any other person to obtain an unadministered test or information about an unadministered test.
 7. Substituting for another student, or permitting any other person to substitute for oneself, to take a test.
 8. Submitting as your own, in fulfillment of academic requirements, any theme, report, term paper, essay, or other written work; any speech or other oral presentation; any painting, drawing, sculpture, musical composition or performance, or other aesthetic work; any computer program; any scientific experiment, laboratory work, project, protocol, or the results thereof; etc., prepared totally or in part by another.
 9. Selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any work described above.
 10. "Plagiarism", defined as the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered in fulfillment of academic requirements.
 11. Submitting, in fulfillment of academic requirements, if contrary to course regulations, any work previously presented, submitted, or used in any course.



12. Falsifying records, laboratory results, or other data used in a course.
 13. Cheating or deceit in any other manner.
- B. Furnishing false information to the University with the intent to deceive.
 - C. Fabricating, forging, altering, or misusing any University document, record, instrument of identification (such as a student card or a meal card), etc.
 - D. Obtaining any service or thing of value from the University by false pretenses.
 - E. Vandalism, destruction, damage, defacement, abuse, or misuse of public or private property, whether intentionally or by negligence.
 - F. Theft, embezzlement, misappropriation, or the unauthorized temporary taking of the property of another, including the property of the University.
 - G. Littering of University property.
 - H. Unauthorized use, access to, manipulation of, tampering with, or duplication of any University computer hardware, firmware, software programs, and/or associated documentation.
 - I. Unauthorized use of or access to information, in whatever form, proprietary to the University.
 - J. Negotiation or delivery to the University of a check or other negotiable instrument with the intent, knowledge, or expectation that there will not be sufficient funds on account with the depository to cover it. It is evidence that the student had the requisite intent, knowledge, or expectation if he/she had no account with the depository at the time the check or instrument was given to the University, or if the depository refuses payment for lack of funds and the

student fails to pay the University the full amount due thereon, together with a service charge of \$5.00, within 10 days after receiving notice from the University that payment was refused.

- K. Unauthorized entry upon any University property or into any University building or structure, or any part thereof, access to which has been restricted.
- L. Entry and/or remaining upon any University property or into any University building or structure, or any part thereof, after receiving an order by an authorized University official not to enter and/or remain.
- M. Unauthorized use, possession, duplication, and/or distribution of one or more keys to any University building or structure, or any part thereof.
- N. Intentional disruption, obstruction, hindering of, or interference with teaching, research, administration, disciplinary proceedings, or any other lawful activity which takes place on University property or which is sponsored by the University or by a University recognized/related group.
- O. The commission or threatened commission of physical abuse or violence with respect to a University person anywhere or with respect to any non-University person on University property or at an activity which is sponsored by the University or by a University recognized/related group. Physical abuse or violence includes a nonconsented striking, forcible restraining, manhandling, assault with a dangerous weapon, or any similar act which involves physical contact with and poses a danger to the safety or health of another person. A threat shall be understood to mean any act, gesture, or words directed toward another person and reasonably evidencing, under all the circumstances, an intention to commit physical abuse or violence or to produce fear, or apprehension of physical abuse or violence. The fact that a threat is expressed conditionally shall not alter its character as misconduct.
- P. Conduct which is disorderly or which breaches the peace. The essential element to such conduct shall be an intentional causing or recklessly creating a risk of public



inconvenience, annoyance, or alarm without proper authority, such as by fighting or engaging in violent behavior, making unreasonable noise, obstructing vehicular or pedestrian traffic, disturbing a lawful assembly, etc.

- Q. Lewd, indecent, or obscene behavior which flagrantly flaunts community standards with respect to sexuality.
- R. Fire mischief, including tampering with fire safety equipment, such as fire extinguishers and fire alarm devices; entering or reporting a false fire alarm; or setting or causing to be set any unauthorized fire on University property or at an activity sponsored by the University or by a University recognized/related group.
- S. Smoking in classrooms, in large public meeting rooms, in the Library, or in any other area on University property in which smoking has been prohibited by the posting of a sign or otherwise.
- T. Possession, distribution, or use of firearms, ammunition, explosives, fireworks, incendiary devices or any other dangerous weapons or instrumentalities on University property or at an activity sponsored by the University or by University recognized/related group, except as expressly authorized by the University.
- U. Possession, use, manufacture, sale, giving away, or other distribution of any controlled substance (such as an opiate, narcotic, hallucinogen, etc.) as defined by federal or Alabama law, except upon prescription or except by a practitioner (as defined by Alabama law), or his/her authorized agent under his/her supervision, incident to teaching, research, chemical analysis, or professional practice.
- V. Commission of any of the following acts relating to possession or use of alcoholic beverages:
 - 1. Possession or consumption of an alcoholic beverage anywhere on University property, except the Noojin House, the President's residence, or one's residence in University Housing.

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2. Possession or consumption of an alcoholic beverage by any student who has not reached the legal age for drinking established by state law.
 3. Public intoxication.
 4. Driving while under the influence of alcohol.
 5. Sale of alcoholic beverages anywhere without a proper license.
 6. Furnishing false identification or otherwise making false representation about one's age for the purpose of buying receiving, or otherwise obtaining alcoholic beverages.
 7. Selling, giving away, or otherwise distributing an alcoholic beverage to any student who has not reached the legal age for drinking established by state law.

A person shall *conclusively* be considered to be intoxicated or under the influence of alcohol if his blood alcohol concentration is .10% or greater, though such condition may be established by any other credible evidence.

- W. Participation in any form of hazing. Hazing shall be defined as any action taken, requirement or coercive expectation imposed, or situation created by a student organization, its members, or persons associated with it, with respect to prospective, trail, or new members or pledges which is, as to the latter, onerous, hazardous, insulting, humiliating, or abusive, which could reasonably be expected to produce mental or physical discomfort, embarrassment, pain, or injury; or which violates any law or University regulation.
- X. Bribery, which shall mean the offer of or agreement to confer a thing of value to a University or student official with the intent of improperly influencing the action of such official; or the acceptance of a bribe, which shall mean the solicitation of or agreement to accept a thing of value by a student official with the understanding that action by such official shall be improperly influenced.



- Y. Violation of written University policies, rules, and regulations, including those pertaining to housing and the operation of motor vehicles on University property.
- Z. Failure to comply with a lawful order or direction of a University official or employee acting in the performance of his/her duties and within the scope of his authority.
- AA. Conduct in violation of federal or state statutes or local ordinances, whether resulting in a conviction or not.
- BB. Any conduct not specifically stated herein which adversely affects the educational processes of the University or the rights of members of the University community or others.
- CC. Any attempt to commit an act of misconduct prohibited by this Code.
- DD. Procuring, inducing, or causing another person to commit an act of misconduct prohibited by this Code, or assisting another person in the commission of such act.

A student group or organization shall be deemed responsible for acts of misconduct committed by individuals where such acts:

- are mandated, sponsored, approved, or encouraged by the group or organization, whether explicitly or implicitly;
- take place in the context of a tradition, custom, or past practice of the group or organization; or
- are reasonably foreseeable as a result of an activity carried on by the group or organization.

When a group is charged with misconduct, the presiding officer and, if appropriate, other student leaders thereof shall be required to participate in disciplinary proceedings conducted under this Code as representatives of the group.

Article IV. Disciplinary Entities

The Vice President for Student Affairs shall have general jurisdiction and authority over all student misconduct matters. The following parties and entities shall also function within the disciplinary system with responsibilities as set out below:

- A. Coordinator for Student Conduct. A Coordinator for Student Conduct shall be appointed by the Vice President for Student Affairs. The Coordinator shall have certain initial responsibilities in regard to the filing and initial processing of a complaint.



- B. Preliminary Hearing Officer. A Preliminary Hearing Officer (PHO), identified below (in Article V-C-2), shall carry out certain screening, investigatory, and early resolution functions at the preliminary stage in the disciplinary process.
- C. Publications Board. The composition of the Publications Board shall be as prescribed in the document, "Publications Board - Statement of Purpose, Operation, and Responsibility." It shall have original jurisdiction over any editor or business manager of a student publication in regard to conduct arising out of the performance of his/her official duties in connection with the publication.



D. University Judicial Board

1. Jurisdiction. The University Judicial Board shall have original jurisdiction over all cases of student misconduct not falling within the original jurisdiction of the Publications Board.
2. Organization.
 - a. Composition.
 - Six undergraduate students, elected by the undergraduate student body.
 - Four graduate students, elected by the graduate student body.
 - Six faculty members, elected by the Faculty Senate with one representative respectively from the Schools of Engineering, Science, Nursing, Administrative Science, Primary Medical Care, and Arts, Humanities and Social Sciences.
 - Four graduate faculty members, appointed by the Dean of the School of Graduate Studies.
 - Two staff members, appointed by the President.
 - b. Term. Each student and staff member shall serve on the University Judicial Board for a period of two years, beginning June 1 each year. The term of each faculty member shall be determined by the Faculty Senate. Whenever possible, terms of office shall be staggered so that the term of $\frac{1}{2}$ of the members shall expire each year. Any individual shall be eligible to serve successive terms. No student who is on academic probation or who has been found guilty of misconduct shall be eligible to serve on the University Judicial Board. A student who becomes ineligible while serving a current term shall resign or be removed by the Vice President for Student Affairs. Vacancies in any University Judicial Board position shall be filled in

the same manner as provided above in regard to the original appointment. The Vice President for Student Affairs shall have the authority to make an interim student or staff appointment if necessary to facilitate the operation of the University Judicial Board.

c. Chair. The Chair shall be elected from among the faculty membership of the University Judicial Board by the members on or about June 1 of each year. The Chair shall serve for one year, beginning June 1 and continuing through May 31.

d. Quorum. Five members of the University Judicial Board shall constitute a quorum for a hearing, provided that there are at least three students present.

Article V. Disciplinary Procedure

The disciplinary procedure set forth below shall govern the operation of the University Judicial Board.

A. Filing a Complaint

1. A complaint charging a student or a student organization with misconduct may be filed by any University person having knowledge of the pertinent facts based on personal observation or other reliable information. A complaint may be filed in the name of the University by an authorized institutional official. The party filing a complaint shall be designated the "Complainant" and the party charged with the misconduct the "Respondent" for the purposes of this Code.
2. All complaints must be in writing and must be submitted on a form available from the Coordinator. A complaint shall succinctly state the alleged facts upon which the charge of misconduct is based and shall be signed by the Complainant.
3. Filing shall be accomplished by delivery of a signed complaint to the Coordinator.



B. Determination of Jurisdiction. The Coordinator for Student Conduct shall first address the issue of jurisdiction based on the principles set forth in Article IV.

1. A complaint within the jurisdiction of the Publications Board shall be processed as provided in Appendix A of the "Publications Board - Statement of Purpose, Operation, and Responsibility."
2. A complaint within the jurisdiction of the University Judicial Board shall be processed as provided below.

C. Preliminary Hearing Officer

1. The PHO will be one of two members of the University Judicial Board appointed by the Chair, one from among the faculty membership and one from among the graduate student membership. These two individuals will serve as PHO for one year and shall not have any other role or responsibility on the University Judicial Board for that period of time. Cases shall be assigned by the Chair to these individuals on a rotating basis, except that the graduate student may not serve as PHO in any case involving another graduate student.
2. The PHO shall conduct a preliminary investigation of the matters alleged in the complaint. Early in the course of such investigation, the PHO shall meet with the Respondent for the purpose of presenting such party with the complaint and allowing the latter an opportunity to explain or rebut its allegations. To facilitate such a meeting, the PHO shall give the Respondent written notice stating that a complaint has been filed, indicating the general nature of the misconduct charged, and offering the Respondent an opportunity to meet informally with the PHO for the purpose mentioned above. The notice shall state that it is the responsibility of the *Respondent* to arrange a meeting with the PHO and that scheduling of the meeting must take place within five days of receipt of the notice or the Respondent will be deemed to have waived the opportunity for such a meeting. Failure of the Respondent to schedule a meeting within such five-day period shall, absent miti-

gating circumstances, constitute a waiver, and the PHO may proceed without the necessity of meeting with the Respondent.

3. The PHO shall scrutinize any complaint which alleges misconduct by a student group or organization or which alleges individual misconduct under circumstances where there may be group responsibility. In either event, the PHO shall consult with the Director of the University Center and the presiding officer of the student representative organization most immediately concerned with the group, such as the Interfraternity Council, Panhellenic Board, Student Program Council, Student Government Association, etc., to determine whether individual or organizational misconduct should properly be charged. The complaint may be amended to conform to such determination.
4. The PHO shall, in appropriate cases, seek resolution of the matters in dispute through informal consultation with the principal parties, mediation, and other voluntary means.
5. If settlement is not achieved or if it is not appropriate under the circumstances, and after completion of the preliminary investigation, the PHO shall determine whether the complaint warrants a full hearing, based on a finding of probable cause. Probable cause shall be deemed established when, upon reasonable inquiry, an apparent state of facts is found to exist as would incline a prudent person to suspect or believe, though there may be some doubt, that the Respondent may have committed the misconduct charged.
6. In the event the PHO concludes that probable cause does not exist, the complaint shall be dismissed and the Complainant and Respondent so informed. A notation of dismissal shall be made for the file.
7. In the event the PHO concludes that probable cause does exist, he/she shall, unless Section 8 below applies, select a sanction deemed appropriate. A conference shall then be scheduled by the PHO at a time which does not



interfere with the Respondent's classes, and reasonably advance written notice thereof shall be given to the Respondent. At such conference the probable cause finding and the proposed sanction shall be discussed. The Respondent shall be given the choice of accepting the finding and proposed sanction or of having the matter referred to the University Judicial Board for a full hearing. The PHO shall proceed as follows:

- a. If the Respondent chooses to accept the finding and sanctions, he/she shall sign a statement to that effect and the case shall be referred to the Vice President for Student Affairs for implementation of the sanction. Such an acceptance shall be deemed a waiver by the Respondent of any right to a full hearing, and the signed statement shall so indicate.
- b. If the Respondent chooses not to accept the finding and sanction, he/she shall sign a statement to that effect and the PHO shall refer the case to the University Judicial Board for a hearing.



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- c. If the Respondent fails without good cause to attend the conference with the PHO, or, though attending fails or refuses to exercise the foregoing option, he/she shall be deemed to have waived any right to a full hearing, and the PHO shall refer the case to the Vice President for Student Affairs for implementation of the proposed sanction. The written notice to the Respondent advising of the scheduled conference with the PHO shall expressly indicate the consequences to the Respondent of his/her failure to attend.
8. In the event the PHO concludes that probable cause does exist, the case shall be referred to the University Judicial Board for a hearing in any instance in which:
- the Respondent is an individual and the sanction deemed appropriate by the PHO is expulsion or suspension.
 - the Respondent is an individual and due to special circumstances the PHO is persuaded that he/she should not propose a sanction.
 - the Respondent is a student group or organization.
9. The referral by the PHO to the University Judicial Board shall be made in writing and shall be limited solely to a brief statement that mediation efforts and an investigation have been completed and a probable cause finding has been made. The signed complaint may be restated by the PHO for purposes of clarification or standardization, and it shall be attached, with the Complainant's signature, to the referral document. Referral shall be accomplished by the forwarding of these materials, constituting the case file, to the Chair of the University Judicial Board.
10. The PHO shall have the right at any time during the course of the preliminary investigation, and without the necessity for further process, to dismiss summarily a complaint if it is, in the judgment of the PHO, clearly frivolous, groundless, or otherwise without any merit.



11. Except in unusual circumstances, the PHO shall conclude his/her responsibilities under this Article within fourteen days of the filing of the complaint.

D. Pre-Hearing Procedure

1. Upon receipt of a case from the PHO, the Chair of the University Judicial Board shall carry out the following procedural steps:
 - a. The Respondent shall be given a copy of the signed complaint. The Respondent shall additionally be provided with a summary statement of the hearing and appeal process and the rights afforded therein to a Respondent.
 - b. The Respondent shall be presented with a roster of the names of the members of the University Judicial Board available to serve on the hearing panel and shall be permitted to strike two members.
 - c. The Complainant shall also be presented with such roster and allowed the same number of strikes as the Respondent, if desired.
 - d. A hearing panel shall be selected, consisting of 5 to 7 members. A presiding officer shall be designated from among the hearing panel members.
 - e. The summary statement of rights given to the Respondent shall state that the Respondent shall have the right to select and have present during the hearing an advisor, who may be any University or non-University person, including an attorney retained at the Respondent's expense. The Respondent shall also have the right to have an advisor provided by the University. If the Respondent wishes to exercise this latter option, he/she shall submit a request in writing to the Chair within 5 days after receipt of the complaint and summary statement of rights, and the Chair shall appoint as an advisor a member of the Board not serving on the hearing panel. If the Respondent selects an advisor, he/she shall notify the

Chair of the name and address of the Advisor within 5 days after receipt of the complaint and summary statement of rights.

- f. The Chair shall designate an appropriate University person to participate in the hearing as the proponent of the charges. If the circumstances of the case do not suggest a suitable choice, a member of the Board not serving on the hearing panel shall be appointed.
 - g. The summary statement given to the Respondent shall indicate that the hearing will be closed to the public, unless the Respondent submits to the Chair a request in writing that it be open and the request is approved by the Chair. Any such request by the Respondent must be made not later than 5 days after receipt of the complaint and summary statement of rights from the Chair.
 - h. The Chair shall, upon completion of the foregoing procedural requirements, forward the case with pertinent documentation to the Presiding Officer for further action. Except in unusual circumstances, the Chair shall complete these requirements within 10 days after receipt of the case from the PHO.
2. Upon receipt of the case, the Presiding Officer shall schedule the hearing as soon as practicable, consistent with the requirement, however, that the Respondent shall be given notice at least 7 days in advance of the hearing date. Written notice of the time, date, and place of the hearing; of the identity of the members of the hearing panel, the Proponent, and the Respondent's Advisor, if any; and of the open or closed nature of the hearing shall be provided by the Presiding Officer to the following parties: the Chair, Complainant, Proponent, Respondent, Advisor, all hearing panel members, and the Vice President for Student Affairs. If, upon demonstrated good cause communicated in writing to the Presiding Officer, a Proponent or Respondent will be unable to attend the hearing as scheduled or will be unable to secure important evidence by such time, the Presiding Officer shall set a new date for the hearing.



Except in unusual circumstances, the Presiding Officer shall complete these pre-hearing requirements within 5 days after receipt of the case from the chair.

3. The Respondent shall have the right to request from the Proponent and receive, no later than three days before the hearing, a list of the names of witnesses which the Proponent then intends to call at the hearing and a general description of any other evidence which Proponent intends to use.

H. Hearing

The hearing shall be an administrative fact-finding proceeding the purpose of which shall be to determine whether the Respondent is or is not guilty of committing the misconduct charged in the complaint. Deviation from prescribed procedure during the hearing, or in any pre-hearing or post-hearing action, shall not impair the proceeding or its outcome unless clear, significant prejudice is caused to the Respondent, or the Complainant, as a result.

1. The Presiding Officer shall insure that the hearing is conducted in a manner which is fair, orderly, not unduly delayed or prolonged, and in compliance with these procedures. The Presiding Officer shall have authority to rule on requests and objections which may arise; adopt reasonable rules to facilitate the hearing process; include or impose reasonable constraints on any party, including the Respondent, whose behavior is disruptive, intentionally dilatory, or harassing or who refuses to adhere to a ruling or procedure; and generally to exercise such control as may be necessary or expedient to accomplish these ends. Except where it is not practicable to do so, the Presiding Officer shall act upon consultation with other members of the hearing panel.
2. If the hearing is closed, only those parties who are deemed participants in the hearing shall be allowed to be present: the Respondent and his/her Advisor, the Complainant, the Proponent, and the hearing panel. Persons essential to the recording or transcription of the hearing and other similar support personnel may be present. The

Presiding Officer may in his/her discretion allow immediate family of the Complainant or Respondent to attend, upon the request of either such party. Witnesses, other than any of the foregoing parties, shall be excluded from the hearing except when testifying. Any person may attend an open hearing, including members of the press.

3. The Presiding Officer shall determine what evidence shall be received, utilizing as governing criteria relevance to the issues at hand, fundamental fairness, and a preference against repetitious evidence which would unduly prolong the hearing. Formal or technical rules of evidence shall not apply, although recognized rules of confidentiality and privilege shall be respected. Affidavits properly sworn may be received if the affiant is not reasonably available to testify in person or if receipt of affidavits would avoid the necessity of calling multiple witnesses on the same matter in issue and would not be prejudicial to the non-calling party. Witnesses shall be asked to affirm that their testimony is truthful. The panel may take judicial notice of matters which are clearly within the general experience of members of the University community.
4. The Respondent shall have the right to defend against the charges in the complaint by offering the testimony of witnesses, documents, and other evidence. The Respondent may testify or remain silent. No inference of guilt shall be made should the Respondent remain silent. The Respondent shall further be entitled to be present throughout the hearing, to have the assistance of or be represented by his/her Advisor, to examine all documents submitted to the hearing panel, to question all witnesses appearing at the instance of the other party, and to make argument to the hearing panel (by oral or written statement as the Presiding Officer may determine). Absence of the Respondent from the hearing without good cause shall be deemed a waiver of these rights, and the hearing may proceed.



5. The Proponent shall prepare and present the case against the Respondent, based on the charges in the complaint, by offering the testimony of witnesses, documents, and other evidence. Both the Proponent and the Complainant shall be entitled to be present throughout the hearing, subject to the same rule concerning absence without good cause as stated above with respect to the Respondent. The Proponent's rights of participation shall be the same as those extended to the Respondent above.
6. The Presiding Officer may request either party to produce additional designated documents or other evidence or call additional identified witnesses. Any member of the hearing panel may question any witness.
7. The burden of proof shall be upon the Proponent. In order to carry this burden and sustain a finding of misconduct, the Proponent shall be required to establish by a preponderance of the evidence, that is, by the greater weight of credible evidence, that the Respondent committed the acts charged.
8. The hearing may, if necessary or appropriate, be adjourned or continued from time to time to a subsequent suitable date at the discretion of the Presiding Officer.
9. A record of the hearing shall be kept by means of a tape recorder or a transcriber, at the discretion of the Presiding Officer. The Respondent shall have the right to produce a written record of the hearing from the recording or transcription at his/her own expense.
10. The hearing shall proceed generally as follows, though departures may be permitted for good cause and where neither party would be prejudiced:
 - The Presiding Officer shall read the charge(s) stated in the complaint to the Respondent, who shall then admit or deny the charge(s). Failure to respond shall be deemed a denial. The Respondent's admission of the charge(s) with an Advisor present shall be suf-

ficient to sustain a finding of misconduct without the necessity of further proceedings.

- The Proponent shall offer evidence in support of the charge(s).
- The Respondent may offer evidence.
- Rebuttal evidence may be offered by either party.
- Each party may make a closing statement.
- The hearing panel shall retire for its deliberations.

11. The panel's deliberation after the completion of the hearing process shall be in closed session. Only evidence and arguments received at the hearing shall be considered in making its findings. A finding of misconduct shall require an affirmative vote of a majority of the members of the hearing panel. A tie vote shall not sustain such a finding.
12. If the hearing panel finds that the Respondent is guilty of the misconduct charged, it shall, prior to imposition of a sanction, be provided with the past disciplinary record and/or information concerning any criminal record of the Respondent. Such record or information shall not, however, be made available to the hearing panel prior to that time.
13. The final determination of the hearing panel, shall be stated in a written report which shall set forth the panel's findings, with the evidentiary support therefor, and the sanction to be imposed. This report shall be sent to the Respondent, the Complainant, the Proponent, and the Vice President for Student Affairs within 3 days after the close of the hearing.



F. Interim Suspension

1. A student may be suspended on an interim basis and without prior resort to the disciplinary procedures set forth above, where his/her continued presence in the campus community poses a substantial threat to persons (including himself/herself) or property or to normal institutional functions. Such an interim suspension may be imposed only by the Vice President for Student Affairs, and only in accordance with the following special procedures:

a. The student shall be given written notice of the imminent possibility of suspension and of the opportunity to appear before the Vice President for Student Affairs or designee, for an interim hearing at a time and place designated. The hearing shall generally be limited to the following issues:

- the reliability of available information concerning the student's conduct, including any identity questions which may be raised.
- whether the student's conduct and the surrounding circumstances reasonably indicate that his/her continued presence in the campus community does pose a substantial threat to persons (including himself) or property or to normal institutional functions.

If the student, without good cause, fails to appear for the interim hearing at the time and place indicated, or if the student does appear but the foregoing issues are resolved in favor of a suspension, the student may be placed on immediate interim suspension.

b. If under all the circumstances it is not feasible or prudent to hold an interim hearing prior to imposition of the suspension, the student may be suspended immediately and without prior notice. Within 5 days of the effective date of such suspension and upon written notice, the student shall be afforded an interim hearing on the issues set forth above, at which time the suspension shall either be lifted or continued.

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- c. Notice of interim suspension shall be given to the student in writing.
 2. An interim suspension shall remain in effect pending completion of the normal disciplinary process. The Vice President for Student Affairs shall, however, have the authority to modify the terms of an interim suspension at any time.
 3. In addition to suspension, the Vice President for Student Affairs shall have the authority to impose, on an interim basis and in accordance with these procedures, any lesser sanction, including specifically restriction of privileges, removal from a class, etc.
 4. A student organization shall be subject to interim suspension by action of the Vice President for Student Affairs under the same circumstances and upon the same procedures as set forth above.

Article VI. Administrative Procedures for Academic Misconduct

- A. If a faculty member has information indicating that a student has committed an act of academic dishonesty, the faculty member shall hold an informal conference with the student. At this conference the student shall be presented with the information and given an opportunity to explain or rebut it by any reasonable means.
- B. If the matter is not satisfactorily resolved (such as exoneration of the student) by means of the informal conference, the following procedures shall apply:
 1. The faculty member may impose one or more academic sanctions appropriate to the circumstances, such as requiring a revision of the assignment in question or completion of a new assignment, giving an oral or written reprimand, awarding an F for the graded work or for the entire course, etc. The student shall have the right to seek review of this action by utilizing the normal grievance process.



2. The faculty member shall give written notice of the incident to the Vice President for Student Affairs. The notice shall state the name of the student, the nature of the academic dishonesty which occurred, and the academic sanction imposed.
 3. The faculty member may, in addition or as an alternative in application of academic sanctions, elect to have the matter handled within the disciplinary system by filing a complaint against the student, as provided in Article V above.
- C. Upon receiving two or more notices from faculty concerning instances of academic misconduct by the same student, the Vice President for Student Affairs may have a complaint filed in the name of the University against the student.



Article VII. Sanctions

An individual student or a student organization found guilty of misconduct shall be subject to the imposition of the following sanctions. A sanction may be imposed alone or in conjunction with one or more additional sanctions.

A. Sanctions for Individuals

1. Warning - A written or oral notice to the student that continuation or repetition of specific conduct may be cause for further and more severe disciplinary action.
2. Censure - An official, written reprimand coupled, where appropriate, with a warning that further instances of such misconduct within a stated or indefinite period of time may result in more severe disciplinary action.
3. Educational Alternatives - An order or option that the student issue an apology, carry out research, participate in counseling, attend a workshop, or perform any other reasonable assignment intended to have an educational or rehabilitative effect.
4. Restitution - An order that the student make a compensatory payment to the appropriate party for damage to property or loss of funds. In the case of property damage, restitution shall be limited to the actual cost of repair or replacement.
5. Work Reparation - An option offered to the student, usually in an instance in which restitution to the University is an appropriate sanction, to perform work for the University without pay.
6. Fine - An order that the student pay the University a designated sum of money.
7. Restriction of Privileges - Denial, withdrawal, or limitation of one or more privileges made available by the University to students, such as access to housing, use of a facility, participation in an activity, etc., for a designated period of time.
8. Voluntary Withdrawal - An option offered to the student to voluntarily withdraw from the University or from a class upon the condition that readmission not be sought for a designated period of time. Readmission of a student who has voluntarily withdrawn shall require the approval of the Vice President for Student Affairs.



9. Disciplinary Probation - Placement of the student in a probationary status for a designated period of time. The restrictions which shall accompany probation (such as, for example, ineligibility for participation in intercollegiate activities, ineligibility for election/appointment to or the holding of a Student Government Association office) shall be determined on a case-by-case basis. Probation shall carry with it a warning that further misconduct may result in suspension or expulsion.
10. Disciplinary Suspension - Separation of the student from University for a designated period of time not to exceed two years. During the period of suspension, an individual shall not be allowed to participate in any activity requiring student status. Readmission upon the expiration of the suspension period shall require the approval of the Vice President for Student Affairs.
11. Expulsion - Separation of the student from the University permanently or on an indefinite basis. Readmission of a student expelled on an indefinite basis shall not occur within two years and shall require the approval of the Vice President for Student Affairs.

B. Sanctions for Groups and Organizations

1. Warning - A written or oral notice to the organization that continuation or repetition of specific conduct may be cause for further and more severe disciplinary action.
2. Censure - An official, written reprimand coupled, where appropriate, with a warning that further instances of such misconduct within a stated or indefinite period of time may result in more severe disciplinary action.
3. Educational Alternatives - An order or option to the organization that it and/or its members issue an apology, attend a workshop, render public service, or carry out any other reasonable assignment intended to have an educational or rehabilitative effect.
4. Restitution - An order that the organization make a compensatory payment to an appropriate party for damage to property or loss of funds. In the case of property damage, restitution shall be limited to the actual cost of repair or replacement.
5. Work Reparation - An option offered to the organization, usually in an instance in which restitution to the University is an appropriate sanction, that its members perform work for the University without pay.

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6. Fine - an order that the organization pay the University a designated sum of money.
 7. Restriction of Priveleges - Denial, withdrawal, or limitation of one or more priveleges made available by the University to students or student organizations, such as access to housing, use of a facility, participation in an activity, etc., for a designated period of time.
 8. Disciplinary Probation - Placement of the organization in a probationary status for a designated period of time. The restrictions which shall accompany probation shall be determined on a case-by-case basis. Probation shall carry with it a warning that further misconduct may result in suspension or expulsion.
 9. Disciplinary Suspension - Denial to the organization of access to University facilities, services, and any other privileges granted to student organizations having institutional recognition status, for a designated period of time, not to exceed two years.
 10. Expulsion - Termination of institutional recognition of the organization permanently or on an indefinite basis. Reapplication for recognition of an organization expelled on an indefinite basis shall not be permitted within two years.
- C. The stated availability of a measure as a disciplinary sanction, as provided above, shall not imply that such a measure may not be imposed outside the disciplinary system by a University official who has authority to do so.
- D. Imposition of a sanction may be stayed pending an appeal upon written request to and at the discretion of the Vice President for Student Affairs (see Article VIII - Appeals).

Article VIII. Appeals

- A. The determination of the University Judicial Board shall be subject to review on appeal to the Vice President for Student Affairs.



- B. The Respondent shall have five days from the date of the report announcing the determination of the University Judicial Board to initiate an appeal by filing a written *notice of appeal* in the Office of the Vice President for Student Affairs. Within five days of the filing of the notice of appeal, a written statement of position setting forth the grounds for the appeal shall also be filed in the same office. Failure to file either the notice of appeal or the position statement within the allotted time shall render the determination of the University Judicial Board final and conclusive. A copy of such documents shall be provided by the Vice President for Student Affairs to the Complainant, who shall have the option of submitting a position statement in support of the determination.
- C. Review on appeal by the Respondent shall be limited to the following grounds:
- The sanction assigned is unreasonably harsh in relation to the offense.
 - A procedural irregularity, misinterpretation of a University regulation, or other error occurred which was not only adverse to the Respondent but resulted in clear, significant prejudice to the Respondent in terms of the outcome of the proceeding.
 - The findings were not supported by *any* substantial evidence. Review on this ground shall not involve reassessing or weighing the evidence to determine the correctness of the findings but shall instead be limited to ascertaining the presence or absence of *some* evidence ostensibly worthy of belief which is consistent with the findings.
 - New and significant evidence has been discovered which was unavailable at the time of the hearing or which could not have been discovered in time for use at the hearing by a properly diligent Respondent.

Failure to allege one of the foregoing grounds for the appeal shall result in immediate dismissal.

- D. The Complainant shall have a right to appeal the determination of the University Judicial Board, but such appeal may be made only on the grounds of error prejudicial to the Complainant or newly discovered evidence, as those grounds are stated above. An appeal by the Complainant shall be made and processed in accordance with the requirements set forth above for the Respondent.
- E. On a properly submitted appeal by a Respondent, the Vice President for Student Affairs shall have the discretionary authority to do the following:
- affirm the finding(s) and sanction(s).
 - affirm the finding(s) and reduce but not eliminate, the sanction.
 - remand the case to the University Judicial Board for reconsideration of its determination or a reopening of the hearing to allow rectification of error and/or consideration of new, significant evidence.
 - overturn the finding(s) and dismiss the case.

On a properly submitted appeal by a Complainant, the Vice President for Student Affairs shall be limited to either affirming the determination or remanding the case for action as cited above.

- F. The decision of the Vice President for Student Affairs on appeals shall be final, except in those cases specified in Article VIII-G below. The decision on appeal shall be communicated in writing to all parties entitled to notice of the determination of the University Judicial Board (see Article V-E-13). In the event of a remand, the University Judicial Board shall reconvene and carry out its duties as directed without undue delay. A determination on remand shall be made and communicated as required for the initial determination. Appeal of the determination on remand



may be allowed, in appropriate circumstances, at the discretion of the Vice President for Student Affairs.

- G. In any case in which expulsion, suspension, or a fine of \$500 or more has been imposed and remains as a sanction after review by the Vice President for Student Affairs, final appeal may be made by the Respondent to the President of the University. Right of appeal shall be exercised within five days after the date of the decision on appeal from the Vice President for Student Affairs by filing a notice of appeal, with an accompanying position statement, in the Office of the President. The scope of review procedure on appeal, shall be the same as that set forth above for the Vice President for Student Affairs.

Article IX. Disciplinary Records

- A. A case file shall be developed and maintained in connection with each complaint filed against a student. It shall include and be limited to the following:
1. The complaint.
 2. The PHO notice to the student (Article V-C-1) and the documentation of the PHO's disposition of the complaint (dismissal, resolution by student's acceptance of PHO finding(s) and sanction, resolution by student's default, or referral to the University Judicial Board) (see Articles V-C-5,6,7,8).
 3. All pre-hearing documents (or copies thereof) exchanged between University Judicial Board personnel and the student (see Article V-D-1,2).
 4. All documents pertaining to a student's interim suspension.
 5. From the hearing, a list of any special rules or procedures adopted, all documentary evidence accepted, any written argument submitted, the verbatim hearing record (in audio or written form), any disciplinary record of the student considered, and the final report of the hearing panel.

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6. Any notice(s) of appeal and position statement(s) received on appeal, together with the decision(s) on appeal.

No other material shall be added to or included with the case file.

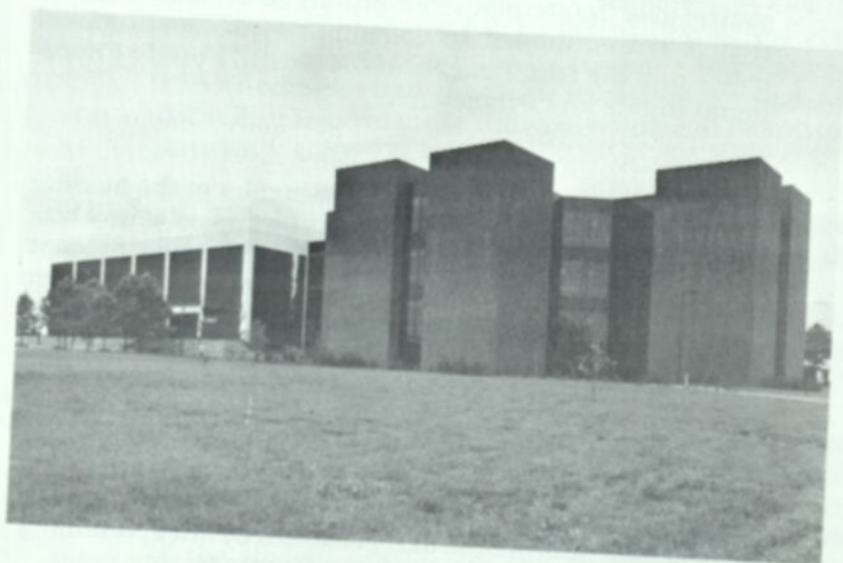
- B. Materials in the case file shall constitute the official record of the disciplinary proceeding, and it shall be forwarded to the appropriate person at each successive stage in the process. For disposition above the preliminary hearing level, only materials and information in the case file shall be considered.
- C. At the completion of the disciplinary process the case file, and any other materials not included in the file but which were accumulated in connection with the case, shall be maintained as a part of the student's disciplinary record at the institution. The disciplinary record shall be maintained separate and apart from the student's academic record. The Vice President for Student Affairs shall have control over the student's disciplinary record and shall see that it is maintained in compliance with institutional policy and the requirements of the federal Family Educational Rights and Privacy Act.
- D. A summary statement of the determination of the hearing panel and the disposition of the case on appeal, if any was filed, shall be prepared by the Vice President for Student Affairs or designee. A Respondent's request for an open hearing shall constitute authorization for public access to the hearing and public disclosure of its outcome, including action by subsequent reviewing officials, and in such case the Vice President for Student Affairs shall have the discretionary right to release the summary statement or information therefrom to third parties. In the event of a closed hearing, the Vice President for Student Affairs may release such information as is permitted by laws pertaining to the confidentiality of educational records.



Article X. Miscellaneous Provisions

A. Definitions:

1. "Case file:" See Article IX-A.
2. "Day:" When used in computing a prescribed period of time, a calendar day. The day of the act or event from which the designated period of time begins to run shall not be included. The last day of the period shall be included, unless it is a Saturday or Sunday, or a holiday during which the administrative offices of the University are closed, in which case the period shall extend to the next day which is not a Saturday, Sunday, or holiday.
3. "Student:" Any individual enrolled at the University in any of the recognized admission categories (undergraduate, graduate, etc.) and currently taking courses on a full-time or part-time basis.
4. "Student group/organization:" Any association of individuals, whether formally or informally organized and whether chartered by the University or not.



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5. "University" or "Institution:" The University of Alabama in Huntsville.
 6. "University person" or "member of the University community:" Any student and any faculty member, staff member, administrator, or other official, officer, employee, or agent of this University and all other institutions within the University of Alabama System. Members of the Board of Trustees of the University of Alabama System shall be deemed "University Persons".
 7. "University property:" Real, personal, and/or tangible property, as the context may require, as to which the University has possessory rights by virtue of ownership, lease license, or any other established relationship to such property.
 8. "University recognized/related group:" Any group or organization which is chartered by the University or otherwise regarded by the University as being affiliated or associated with it. Such term shall not imply approval or endorsement by the University of any specific activity carried out by the group.
 9. "University sponsored activity:" Any activity conducted under the auspices of the University as a whole or of any division, department, office, or other unit of the University.
- B. Notice: When written notification is required under this Code, it shall be effected by personal delivery or by mailing by certified mail to the student's current residence, as recorded in the Office of Student Records. If attempts to provide notice in the foregoing manner are unsuccessful, notice may be given by posting the writing on the front door of the student's residence, by regular mail, or by any other means reasonably calculated to bring the matter to the attention of the student.
- C. Any Proposed amendment to this Code shall be submitted to the Vice President for Student Affairs who shall, as appropriate, consult with the Student Government Association and/or the Faculty Senate, regarding the advisability of the amendment. Amendments raising issues



of institutional policy shall be approved by the University Executive Committee prior to implementation. Otherwise, a proposed amendment shall become effective upon approval by the Vice President for Student Affairs.

7.11 Mental Health Withdrawal Policy

It is the policy of the University of Alabama in Huntsville to require that all students conduct themselves in a manner that promotes an environment conducive to learning, teaching, research, and public service. In some instances if a student's behavior is disrupting the educational environment or harmful to the individual or others the student's enrollment may be terminated for a specific period in order to insure the safety and well being of the student and/or other members in the University Community, and/or the orderly operations of normal University functions.

The complete student mental health policies and procedures are available from the Office of the Vice President for Student Affairs.



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