9-1-1987


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 currently any 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.
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<td>Room 205 Spragins Hall</td>
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<td>Job Referral</td>
<td>Career Planning &amp; Placement</td>
<td>Room 212 University Center</td>
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<td>University Center</td>
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<td>Special Services</td>
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<td>(Some academic departments also provide tutorial service)</td>
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<td>UAH Medical Clinics</td>
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<td>201 Governors Dr., S.W.</td>
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<td>U.C. Office</td>
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<td>Withdrawal from University</td>
<td>Records Office</td>
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<td>or from classes</td>
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### WHERE TO GO, WHERE TO CALL

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<td>Racquetball/Handball</td>
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<td>Weight room</td>
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<td>Pool</td>
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<td>SGA Weekly Activities (Films, Cabarets)</td>
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<tr>
<td>Office of the President</td>
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WHERE TO GO, WHERE TO CALL

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<tr>
<td>Vice President for Research and Graduate Studies</td>
<td>Room M-16</td>
<td>Research Institute</td>
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<tr>
<td>Vice President for Student Affairs</td>
<td>Room 114</td>
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<tr>
<td>Executive Director for University Advancement</td>
<td>Room 116</td>
<td>Madison Hall</td>
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*(Will be relocated to Continuing Ed. Building upon completion of Bevill Center)*

DEAN’S OFFICES

| College of Engineering                       | Room 102               | Engineering Bldg. | 6474       |
| College of Administrative Science            | Room 256               | Morton Hall       | 6200       |
| College of Liberal Arts                      | Room 319               | Morton Hall       | 6735       |
| College of Nursing                           | Room 211               | Nursing Building  | 6512       |
| College of Science                           | Room 203               | Science Building  | 6605       |
| School of Graduate Studies                   | Room 220               | Morton Hall       | 6002       |
| School of Primary Medical Care               | Room 206               | Clinical Science Center | 536-5511 |
Student Recreational Facilities
1.1 University Center

PHONE: 895-6445

General Information

The University 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 Huntsville community. 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, the Student Government Association, the Exponent, Axis, Admissions and Records, Financial Aid, Academic Advisement, Testing, Co-op Education, Career Planning and Placement and the Bursar.

Information Desks
In addition to having general campus information, the information desk in the University Center 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 23K 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 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 accommodate 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 any conference or meeting.

Alert Systems Bank Teller Machine
The bank teller machine is located in front of the University Center. The machine will accept all Alert System bank cards and will be available seven days a week, 24 hours per day.

1.2 UAH 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, Greek items, greeting cards, study aids, a complete line of Cliff's Notes, records, 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
PHONE: 895-6078

Located in the University Center, The Gallery of Art displays new exhibits each month. Exhibits feature works by students, faculty and regional artists. The gallery is open to the general public free of charge. Past 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. A section of the gallery is set aside exclusively for the exhibition of students' work.
Spragins Hall is a multi-purpose recreational facility that includes a gymnasium for basketball and volleyball, a natatorium, four racquetball courts, six tennis courts, a weight room, and several instructional classrooms.

Spragins Hall facilities are open for recreational use during hours not reserved for classes or varsity and intramural competition. These hours are published each quarter, and a copy may be obtained at the information desk in the Spragins Hall lobby.

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

Information regarding the use of Spragins Hall by guests and dependents is available in the Spragins Hall manager’s office, Room 101, or by calling 895-6589.
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 Building
PHONE: 895-6290 OFFICE HOURS: 8:15am - 5pm

ADVISING AFTER 5PM: By Appointment

Students may receive academic advising in the Academic Advisement and Information Center; in advising offices in the Colleges 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 Colleges 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 Colleges 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 Colleges (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.

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 Colleges and withdrawals can be answered or referred to other university offices. Faculty in the Academic Advisement and Information Center are aware of problems encountered by new students, whether freshmen 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 selections 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   HOURS: 8:15 a.m. - 5pm
University Center   Monday through Friday
PHONE: 895-6612

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 administration currently employed at UAH.

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

The Career Resource Center is 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 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: job bank summary
   from Alabama, national and state occupational information,
   two- and four-year college and graduate school information,
   state occupational training programs, national and state
   scholarships, and armed services information.

5. Access to the computer-based career guidance system,
   Discover, which provides for the student:
   A) Self-Information - assessment of interests, abilities,
      and values and related occupations for each.
   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 key questions about 400 occupations
      (salary, work setting, tasks, academic background
      required, etc.).
   D) Searches for Educational Institutions - including
      two-year, four-year, and graduate institutions.

6. A battery of tests, COP System, is offered for a small fee. This
   includes an objective abilities test, interest inventory, and values
   inventory. The scores on each portion are plotted on a chart of
   potential occupational fields.

7. A one credit course, ED-111, Career Exploration, is offered
   twice a year. In this course, students learn about themselves, the
job market, individual occupations, and job search techniques. It is highly recommended for students who are unsure of a major.

8. Student Employment (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.

9. Full-time Employment - 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 (CO-OP)
LOCATION: Room 212  HOURS: 8:15am - 5pm
University Center  Monday through Friday
PHONE: 895-6741

The UAH Cooperative Education (Co-op) Program provides the opportunity for the academic work of qualified students to be enriched with productive periods of practical experience in business, industry, and government. In addition to gaining practical experience in a field directly related to their major, Co-op students earn sufficient money to pay a substantial portion of their University expenses. At graduation, the majority of UAH Co-op students are offered full-time permanent employment with their Co-op employer.

Most students participating in the UAH Co-op program alternate terms of full-time study with terms of full-time, career-related work with leading employers in the Huntsville area.

Students majoring in all undergraduate disciplines are potential candidates for Co-op positions if they meet the program's academic requirements. Any currently enrolled UAH student may apply to the program if the student has a minimum of 16 hours college credit, at least eight hours earned or in process at UAH, and if the student has an overall quality point average (QPA) of at
least 2.5 on all courses attempted at UAH. A graduate Co-op program is also offered to UAH students, regardless of race, color, religion, sex, age, national origin, handicap or veteran status.

2.4 STUDENT DEVELOPMENT SERVICES
LOCATION: 113 University Center
PHONE: 895-6203  HOURS: 8:15am - 5pm  Monday through Friday

The Office of Student Development Services offers to UAH students a variety of services that are aimed at assisting them in mastering the increasingly demanding challenges of campus life.

At the beginning of your academic career, we offer an orientation program that will acquaint you with the students, faculty and staff at UAH, as well as the services, policies, and procedures that you need to know in order to be a more successful student.

As you continue your career at UAH, you will find that we also provide free tutoring in many of the lower-level math, English, foreign language, business, engineering and science courses.

We also provide opportunities for out-of-class learning experiences through workshops and seminars on topics such as study skills, assertiveness training, stress management, drug and alcohol awareness, and other topics.

At some point in their college career, many students experience problems relating to academic stress, emotional concerns, or other personal issues. If you find yourself confronting similar concerns, you may obtain confidential, personal counseling through the Student Development Services Office.

If you are interested in any of these programs or resources, or have questions or concerns about college life, come by the University Center, Room 113, or call 895-6203.

2.5 EDUCATIONAL OPPORTUNITY CENTER
LOCATION: 118 University Center
PHONE: 895-6290  HOURS: 8am - 12 Noon
1pm - 5pm  Monday and Wednesday

The UAH North Alabama Educational Opportunity Center is a federally funded program through the Office 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.

2.6 SPECIAL SERVICES

LOCATION: 113 UC    HOURS: 8:15am - 12 noon
                    1 p.m. - 5 p.m.

PHONE: 895-6203    Monday through Friday

The Student Development Services office provides a variety of services to UAH students. These services include educational assistance to the handicapped, study skills classes, individualized reading comprehension classes, 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 degree. Students who are interested should contact the Student Development Services office to see if they qualify.

2.7 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) and have a grade point average of 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.

2.8 TESTING SERVICE

LOCATION: Room 203 University Center
PHONE: 895-6725

Hours: 8:15am - 5pm
Monday and Tuesday
8:15am - 12 Noon
12:45pm - 5pm
Wednesday through 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, the UAH Chemistry Placement Test, and Math 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 Admission Test (LSAT), and the Test of English as a Foreign Language (TOEFL). Information and applications are also available in the University Center Room 124.

2.9 INTERNATIONAL STUDENT SERVICES

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

Hours: 8:15am - 5pm

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 F-1 visa status 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.
SERVICES

STUDENT SUPPORT

Chapter 3
Student Support Services

3.1 COMPUTER SERVICES

LOCATIONS: M-10 Research Institute

HOURS: 8am - 1am
Monday Through Friday
Saturday 10am - 1pm
Sunday 1pm - 8pm

PHONE: 895-6347

The University Computer Center, located in Research Institute, is available
for student usage Monday through Friday, from 8 a.m. to 1 a.m.; on Saturday
from 10 a.m. to 1 p.m.; and on Sunday from 1 p.m. to 8 p.m. 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 located in Room 112 of the University Center. This
center is open during the University Center's normal hours of operation.

Personal computer workrooms are located in the Engineering Building,
Room 205; Madison Hall, Room 213; Morton Hall, Room 118; and the
Science Building, Room 220. The personal computers in these workrooms
may be used by students, faculty and staff.
3.2 FINANCIAL AID

LOCATION: Room 124 University Center
HOURS: 8:15am - 5pm
Monday through Friday
After 5pm Tuesday and Wednesday by Appointment
PHONE: 895-6241

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 and that educational opportunities should not be limited by the financial resources of the student and the students 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:

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 loan or owe a repayment to a grant at The University of Alabama in Huntsville;
6. file of a Statement of Educational Purpose; and
7. register with the Selective Service, if required.

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 Supplemental Loans. Loan funds awarded to a student from these programs are repayable.
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 Medical Clinics

HOURS: 8am - 5pm

Family Practice Center Monday through Friday
201 Governors Drive, S.W.
PHONE: 536-5511

Students who do not have a local provider of health care services may become patients of the UAH Medical Clinics by registering with the intake nurse between the hours of 8 am and 5 pm, Monday through Friday (telephone 536-5511, ext. 356). Students will be assigned to family practice doctors in the UAH Medical Clinics. 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 call the family physician on call for the UAH Medical Clinics - 536-5511.

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 COUNSELING

Confidential personal counseling is available for students experiencing difficulties in adjusting to campus life or other emotional concerns. You may take advantage of this service by scheduling an appointment through the Student Development Services Office in the University Center, Room 113, or by calling 895-6203.

3.3.4 CAMPUS MINISTRY ASSOCIATION

LOCATION: Campus Ministry Association

TELEPHONE HOURS: 8:30am - 2:30pm

University Center Monday through Friday

PHONE: 880-2074

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) 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 880-2074. 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-A

South Loop Road HOURS: 8:15am - 5pm

Monday through Friday

PHONE: 895-6108

The University of Alabama in Huntsville offers a variety of housing facilities to meet the needs of its diverse student population. The UAH apartment-type housing combines the convenience of living at home with accessibility to the entire campus. The apartments are located within walking distance of academic buildings, the library, the gymnasium with its swimming pool, racquetball courts and tennis courts, and the University Center. The apartments are also 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 available to assist residents with any problems or emergencies which may arise when the housing office is closed. 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. The University reserves the discretionary right to evaluate each applicant for the purpose of determining eligibility and suitability for residence in University housing. Any person, married or single, who has been admitted as a student to UAH is eligible for admission to University housing. A prospective student need not be accepted for admission prior to applying for assignment in campus housing. A married couple is eligible if either the husband or wife is or will be a UAH student. If admission to the University is denied, the housing application deposit will be refunded.

A full-time student has priority for assignment over a part-time student. Priority for assignment is also based on date of application. The earlier a student submits an application with deposit, the better the chance for the requested 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 in campus housing should apply at least two academic terms before enrolling at UAH. An application deposit submitted with the completed application form will reserve a place on the waiting list for campus housing. Rental charges are on an academic term basis, with rent due when tuition is due. Housing policies and regulations are included in the Housing rental agreement that residents are required to sign. Housing application forms and additional information may be obtained from the housing office, Apartment 606-B South Loop Road, or by calling 895-6108. Individual and group tours of the
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. Members of the community may acquire a borrower's card at the circulation desk for a nominal fee.

The library provides a number of special services, including individual guidance and instruction in doing research, formal classroom instruction in library research, interlibrary loan service for materials not owned by UAH, customized bibliographies through a computerized search service, individual study carrels and small group study facilities, and photocopy machines. To reserve a study room, call 895-6530 or inquire at the circulation desk. To arrange other special services, call 895-6359.

There is an outdoor bookdrop located at the south parking lot (off Holmes Avenue) for the return of books. Materials that would be damaged by books being dropped on them should be returned directly to the circulation desk.
Loan Periods

Undergraduates may borrow materials for four weeks, graduate students for a term, and faculty and staff for six months. Overdue fines accrue at the rate of ten cents per day, and obligations must be satisfied before registration for the following term.

3.6 PRESCHOOL LEARNING CENTER

LOCATION: 4711 Holmes Avenue

HOURS: 6:30 a.m. - 6pm Monday through Friday

PHONE: 837-9553

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 CAMPUS POLICE DEPARTMENT

LOCATION: Physical Plant Building

PHONE: 895-6596

The Campus 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 campus police provide a number of student services. The department assists motorists, maintains a lost and found service, and conducts crime prevention seminars. It is the goal of the UAH Campus 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
HOURS: 8:15am - 5pm Monday through Friday
PHONE: 895-6210

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, call Dr. Leatha Bennett, Director, Special Services, 895-6006, Morton Hall, Annex A, or contact the Alabama Vocational Rehabilitation Service, 407 Governors Drive, S.W., Huntsville, Alabama 35801 (536-6621) or the Director of Vocational Rehabilitation, Room 416, State Office Building, Montgomery, Alabama 36104.
Chapter 4

STUDENT ACTIVITIES AND PROGRAMS
4.1 ATHLETICS

LOCATION: Room 205, Spragins Hall
PHONE: 895-6144
HOURS: 8:15 am - 5 pm 
Monday through Friday

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

For men and women:
- Basketball
- Crew
- Cross-country
- Golf
- Tennis

For men:
- Ice Hockey
- Soccer

For women:
- Volleyball

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 12 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 a current validated ID card 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: 8am - 5pm
Monday through Friday

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

Team sports include flag football, basketball, softball, and volleyball. Individual activities include golf, racquetball, tennis, and weightlifting.

To participate in the intramural program at UAH, an individual must be a currently enrolled UAH student and possess a validated photo ID card, a UAH faculty or staff member, or a UAH alumnus. Students should have health insurance prior to participating in the intramural program.

The intramural program is operated through the Spragins Hall manager's office, Room 101. For more specific information concerning intramural activities, call 895-6589.
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, special rates for community cultural events, and information about other local services. It also includes the following student activity programs: Special events, Cabaret 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 Special Events

The Special Events Committee is in charge of special activities such as Fall Kickoff, Octoberfest, Homecoming and Springfest.

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 the 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 Cabaret Series

The Series sponsors comedians, concerts and 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 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 with 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 request 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 (Theatre)
- Beta Beta Beta (Biology)
- Eta Kappa Nu (Electrical Engineering)
- Omicron Delta Epsilon (Economics)
- Omicron Delta Kappa Honorary, (Students with 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)
- Tau Beta Pi, (Engineering)

**Departmental Clubs**

- American Institute of Industrial Engineers
- American Production and Inventory Control Society
- American Society of Mechanical Engineering
- Art Club "Focal"
- Association of Computer Machinery
- Association of Student Nurses
- Astronomy Club
- Biology Club
- Business Club
- Chemical Engineering Society
- Chemistry Club
- Civil Engineering Society
- Collegiate Management Club
Collegium Musicum
Engineering Council
Forensic Club
German Club
History Forum
Institute of Electrical and Electronic Engineers
Le Cercle Francais
Medical Student Association
Music Educators National Conference
Philosophy Club
Political Science Club
Public Relations Council of Alabama Student Chapter
Slavic Club
Society of Physics Students
Sociology Club
Student Alabama Education Association

National Sororities and Fraternities

Panhellenic
Alpha Kappa Alpha
Chi Omega
Delta Sigma Theta
Delta Zeta
Kappa Delta
Sigma Chi

Inter-Fraternity Council
Alpha Tau Omega
Delta Chi
Kappa Alpha Psi - Colony Status
Pi Kappa Alpha
Service Organizations
Circle K
Compass Club
International Students Association
Lancers
Medical Students Association
Panhellenic Association
Resident's Advisory Council
Student Government Association

Special Student Interest Clubs and Organizations
Black Students Association
Camera Club
Cheerleaders
Chess Club
Chinese Student Association
Choir
Jazz Ensemble
Karate Club
Medical Careers Club
Model United Nations
National Society for Black Engineers
Pep Band
Slavo-Slavic Club
Society of Women Engineers
Village Singers
Wind Ensemble

Sports Clubs
Crew Team
Hockey Club
Racquetball Team

Student Religious Organizations
Baptist Student Union
Campus Ministry Association
Christian Student Organization
Episcopal Students Fellowship
Muslim Student Association
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.

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 for 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 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 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
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 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 from the faculty, staff and alumni. The board determines business practices and guidelines to be followed by the editors and business managers of all student publications. It also appoints the editors of student publications.

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.
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 and 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 interest, 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 publications 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.
Chapter 5

Academic Policies

Class Attendance Policies

Students are responsible for their own educations. It is their responsibility to attend classes and to complete assignments and assignments. Attendance is recorded and students are required to maintain a minimum attendance of 80%. Attendance is recorded and students are required to maintain a minimum attendance of 80%. Attendance is recorded and students are required to maintain a minimum attendance of 80%.
5.1 REGISTRATION

Dates of early and open 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 Colleges of Engineering and Nursing are required to have an advisor’s approval of registration requests. Students in the College of Administrative Science who do not have a completed program of study must also obtain an advisor’s signature. All students should refer to time table of classes for 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 Building). 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 should 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/department 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). 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 COLLEGE

Students who are pursuing a program of study in one college or division at UAH and desire to change to a program in another college 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 Examinaton Program (CLEP), and departmental examinations. Credit by examination is not allowed: (1) to receive credit when a student has successfully completed a course at a higher level than the one being challenged, (2) to raise a passing grade, (3) to remove failures received in a course during the period for 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 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, computer science 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, and 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 the University Center Room 203.

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, an 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 affected 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.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Semester Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>0-29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-91</td>
</tr>
<tr>
<td>Senior</td>
<td>92 up</td>
</tr>
</tbody>
</table>

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 College 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 two 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). A W will appear on the student's transcript.

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

To withdraw from one or more classes, a student must initiate a formal request for withdrawal through the Office of Student Records. Class non-attendance does not constitute withdrawal nor does notification to the instructor. Unless the withdrawal procedure is followed, a student continues to be enrolled in class, and a failing grade may be assigned.

Regardless of the reasons for withdrawing, students must carry out withdrawal procedures as follows:

1. A Request for Withdrawal Form is to be obtained from the Office of Student Records, 116 University Center.
2. If withdrawing during the first two weeks of the term, student is to submit the completed withdrawal form to the Office of Student Records. A grade of W will be recorded.
3. If withdrawal occurs during the third through sixth week of the term, the withdrawal form must be signed by the student's academic advisor. (Depending on the student's class rank and program of study, the appropriate advisor is located in the Academic Advisement Center, the advising offices of the Colleges of Administrative Science, Engineering, or Nursing, or within the major department.) A grade of W or WF will be assigned by each instructor, based on the student's performance up to the date of withdrawal. A grade of WF is calculated in the grade-point average in the same manner as an F.
4. Beginning with the seventh week of the term, a student may
withdraw ONLY in exceptional circumstances and with the approval of the dean of the college in which the student is enrolled. If the dean signs the withdrawal form, a grade of W and WF will be assigned by the instructor, based on the student's performance to the date of withdrawal.

5. THE EFFECTIVE DATE OF WITHDRAWAL is the date the Request for Withdrawal Form with appropriate signatures is received in the Office of Student Records, which will then notify instructors that the student has withdrawn.

6. Students in the Cooperative Education (Co-op) program must secure the approval of the director of cooperative education prior to withdrawal.

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. The deadline for a student to remedy a grade of I is the last day of class of the next term enrolled, or one calendar year from the date of the grade, whichever occurs first. If the grade of I is on a student's record at the time of graduation, it is treated as a 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 should make arrangements directly with course instructors to make up additional exams.

W-Withdrawal
Recorded by the Office of Admissions and 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 College concerned. A student is permitted a maximum of one
calendar year from the date a grade is assigned to request a change of course
grade.

**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 P-F option to electives outside the
department or college.

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 and 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 UAH, within the University of Alabama System, as well as on all college 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 on 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 College deans.

Beginning freshmen will be reviewed for the first time at the end of the 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 semester 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
For the purpose of determining academic status of those students on academic probation, a grade of I or X will be treated as a grade of F. Credit hours attempted will be charged to the student and zero quality points will be earned for the I and/or X. The action of academic suspension will be exercised when the results of calculation of grade point average (with the I or X treated as an F) indicates such action to be appropriate (See Academic Probation and Suspension, p. 73 of undergraduate catalog, or p. 19 of graduate catalog). When the I or X is remedied and the grade change reported to the Office of Records, grade point average and subsequent standing will again be determined.

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 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 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

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 alcoholic 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 actions of individuals, including non-members, 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 making employment opportunities available to qualified applicants and employees without regard to race, color, religion, sex, age, national origin, or handicap. All personnel actions and programs, including recruitment, selection, assignment, classification, promotion, demotion, transfer, layoff and recall, termination, determination of wages, conditions, and benefits of employment, etc., shall be administered in accordance with this equal opportunity policy. It is the intent of the University that, in all aspects of employment, individuals shall be treated without discrimination on any of the foregoing bases, and that employment decision shall instead be premised upon a person's ability, experience, and other job-related qualifications.

Additionally, the University is an affirmative action employer of women, minorities, qualified handicapped persons, and covered veterans. It is committed to making sustained, diligent efforts to identify and consider such individuals for employment and for opportunities arising during employment.

These commitments are designed to meet nondiscrimination/affirmative action requirements imposed by the following federal and state sources of legal obligation, as amended: Title VI and VII, Civil Rights Act of 1964; Executive Order 11246; Title IX, Education Amendments of 1972; the
Rehabilitation Act of 1973; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; contract and grant agreements with governmental agencies; and the Alabama Constitution of 1901. The University's equal opportunity policies pertaining to its employees and students include specific administrative procedures and implementation measures designed to carry out these pledges and to ensure compliance with the foregoing laws.

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 to these federal requirements and this policy should be directed to one of the following persons:

Faculty EEO Officer  Staff EEO Officer
123 Madison Hall    131 Madison Hall
The University of Alabama in Huntsville
Huntsville, AL 35899 (205-895-6337)

6.3 SEXUAL HARRASSMENT

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 and 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 Building), 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 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
Director, Nursing, Graduate Program
Director, Nursing, RN Education
Director, Continuing Education
Director, Co-operative 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 for credit courses, consult the appropriate “Timetable of Classes”.

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 complete 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 not refundable.

<table>
<thead>
<tr>
<th>DATE OF WITHDRAWAL FROM SCHOOL</th>
<th>FEES OWED</th>
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</thead>
<tbody>
<tr>
<td>Withdrawal after registration is completed but before classes begin</td>
<td>Registration fee - $15.00</td>
</tr>
<tr>
<td>During first two weeks of classes</td>
<td>Registration fee - $30.00</td>
</tr>
<tr>
<td>After first two weeks of classes</td>
<td>Withdrawal fee - $15.00</td>
</tr>
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<td></td>
<td>100% of fees</td>
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</tbody>
</table>
Fees related to withdrawal from courses which are scheduled on other than a full-time 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 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

*Location: Room 205 Spragins Hall*

*Phone: 895-6586*

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

A new photo ID Card will be made for each student when they begin taking classes at UAH and each subsequent quarter students must have their ID card validated. A new ID card each year is not necessary. Photo ID cards are made and validated at the beginning of each quarter in University Center in conjunction with the registration process. These dates and times can be found in the quarterly timetable of classes. After this initial period, they are made and validated in Spragins Hall. To have a card made or validated, a student must show proof of registration and present some sort of photo identification such as a driver’s license.
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 re-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 designated, 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 Advancement 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. 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 Building.
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 Campus 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 college (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. Appeals are always submitted in written form.

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.
The University of Alabama in Huntsville

Code of Student Conduct

To All Students, Faculty, and Staff:

In accordance with the Code of Student Conduct, the University of Alabama in Huntsville hereby establishes the standards and guidelines which shall govern student conduct at this institution. Student organizations will be expected to review this guide annually in the interests of their operation by their agreement in the promotion of the University's support of its objectives.

All questions regarding this Code should be directed to the Vice President for Student Affairs.

Article I. Introduction

The University of Alabama in Huntsville is an academic institution which is, in the broadest sense, educational in character and is carried out by means of programs and activities devoted to the development of knowledge, the instruction and development of students, and the advancement of public life in the area it serves. It is a university in the continuity of individuals, including students, faculty, administrators, staff, and visitors, who provide, participate in, and support its educational programs. In coming, being, and going, and in other instances, it embodies an educational mission.

The University has an inherent interest in developing policies to protect and enhance its ability to function effectively as an educational institution. These policies must uphold the integrity of the educational process, protect persons and property. They necessarily involve restrictions on the rights and responsibilities of all members of the University community. In these considerations which impact student conduct a natural and urgent concern of the University.

A person enrolling at the University comes to the campus as both an academic and a member of the academic community. At no time, a student is entitled to the freedoms and rights guaranteed to others citizens by the United States Constitution and the Constitution of Alabama. The right of free speech, peaceful assembly, petition, and process, etc., are not loose concepts for students; the individual also has a right to the opportunity to learn and benefit from the institution's educational environment.
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.

A person enrolling at the University 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 of 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 belonging 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 disseminate policies and guidelines to promote the general welfare of its members. Students 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 unreasonable 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 right to grades that represent the instructor's professional judgment of their performance in courses and laboratories.

5. Students 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 condition which apply;
c. The graduation requirements of any particular curriculum and major.

6. 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.

7. Students are responsible for meeting the requirements of a course of study according to the standards of performance established by the instructor.

8. Students have a right to protection against improper disclosure of information acquired by instructors concerning their grades, views, beliefs, political association, health, or character.

9. Students have a right to seek assistance from instructors during the instructors' regularly scheduled office hours.

10. A student has the right to refrain, without penalty, from activities that involve unreasonable risk to physical health and safety, except upon 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 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 in maintaining order.

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 use and care of such facilities.

F. University Housing
1. A 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 and not a right.

G. Redress of Grievances
1. In any case where a student’s rights as outlined herein are contravened, he or she shall have the right to petition for redress of such a grievance. (See, "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.

A. Academic Misconduct. 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.
Selling or giving away all or part of an unadministered test.

Bribing any other person to obtain an unadministered test or information about an unadministered test.

Substituting for another student, or permitting any other person to substitute for oneself, to take a test.

Submitting as one's 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.

Selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any work described above.

"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.

Submitting in fulfillment of academic requirements, if contrary to course regulations, any work previously presented, submitted, or used in any course.

Falsifying records, laboratory results, or other data used in a course.

Cheat or deceit in any other manner.

B. False Information. Furnishing false information to the University with the intent to deceive.

C. Misuse of University Document. Fabricating, forging, altering, or misusing any University document, record, instrument of identification (such as a student card or a meal card), etc.

D. False Pretenses. Obtaining any service or thing of value from the University by false pretenses.

E. Abuse of Property. Vandalism, destruction, damage, defacement, abuse, or misuse of public or private property, whether intentionally or by negligence.

F. Taking of Property. Theft, embezzlement, misappropriation, or the unauthorized temporary taking of the property of another, including the property of the University.

G. Littering. Littering of University property.

H. Computer Mischief. Unauthorized use, access to, manipulation of, tampering with, or duplication of any University computer hardware, firmware, software programs, and/or associated documentation.

I. Misuse of Proprietary Information. Unauthorized use of or access to information, in whatever form, proprietary to the University.
J. *Worthless Check.* 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, within 10 days after receiving notice from the University that payment was refused.

K. *Unauthorized Entry.* 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 After Warning.* 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. *Misuse of University Keys.* Unauthorized use, possession, duplication, and/or distribution of one or more keys to any University building or structure, or any part thereof.

N. *Disruption of University Activity.* 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. *Physical Abuse or Violence.* 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. The fact that a threat is expressed conditionally shall not alter its character as misconduct.

P. *Harassment.* Subjecting a person to physical contact or directing language or a gesture which is abusive or obscene toward a person, with the intent to harass, annoy, or alarm. Harassment may be committed against a University person anywhere or a non-University person on University property or at an activity which is sponsored by the University or by a University recognized/related group.

Q. *Disorderly Conduct.* 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.

R. Indecent Behavior. Lewd, indecent, or obscene behavior that flagrantly flaunts community standards with respect to sexuality.

S. Fire Mischief. 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.

T. Smoking. 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.

U. Dangerous Instrumentalities. 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 a University recognized/related group, except as expressly authorized by the University.

V. Controlled Substance Abuse. 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.

W. Alcohol Abuse. 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.

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.

X. **Hazing.** 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, trial, 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.

Y. **Bribery.** Bribery, which shall mean the offer of or agreement to confer a thing of value on 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.

Z. **Violation of University Policy.** Violation of written University policies, rules, and regulations, including those pertaining to housing and the operation of motor vehicles on University property.

AA. **Violation of Order.** 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/her authority.

BB. **Unlawful Conduct.** Conduct in violation of federal or state statutes or local ordinances, whether resulting in a conviction or not.

CC. **Injurious Conduct.** Any conduct not specifically stated herein which adversely affects the educational processes of the University or the rights or members of the University community or others.

DD. **Attempts.** Any attempt to commit an act of misconduct prohibited by this Code.

EE. **Assisting Misconduct.** 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 Action Officer. A Preliminary Action Officer (PAO), identified below (in Section V-C-1), 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 with 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 (UJB) 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, appointed by the Vice President for Academic Affairs upon joint recommendations from the College and School Deans and the Student Government Association President.
      - Two graduate students, appointed by the Vice President for Academic Affairs upon recommendation of the Dean of Graduate Studies.
      - Six faculty members, elected by the Faculty Senate with one representative respectively from the Colleges of Engineering, Science, Nursing, Administrative Science, and Liberal Arts and the School of Primary Medical Care.
      - Two graduate faculty members, appointed by the Dean of the School of Graduate Studies.
      - Six staff members, appointed by the President from among the University’s directors and assistant directors (or comparable positions).
      - For academic misconduct cases only, the School and College Deans shall have membership in the UJB in place of the staff members.
b. **Term.** Each student and staff member shall serve on the UJB for a period of two years (or until a successor is appointed), beginning June 1 each year. The term of each faculty member elected by the Faculty Senate shall be determined by the Faculty Senate. The Graduate Dean shall determine the terms of the appointed graduate faculty. Whenever possible, terms of office shall be staggered so that the term of 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 UJB. 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 UJB position shall be filled in the same manner as provided above in regard to the original appointment. The Vice President for Academic Affairs shall have the authority to make an interim student or staff appointment if necessary to facilitate the operation of the UJB.

c. **Chair.** The chair shall be elected from among the faculty membership of the UJB by the members and shall serve for one year, beginning June 1 and continuing through May 31, or until a successor is elected. The Chair shall convene a meeting of the UJB on or about May 1 each year for the purpose of electing a new chair.

d. **Quorum.** Three members of the UJB shall constitute a quorum for a hearing.

### Article V. Disciplinary Procedure

#### A. Filing a Complaint

1. **Who May File.** A complaint charging a student or an 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 purpose of this Code.

2. **Form.** All complaints must be in writing and must be submitted on a form available from the Coordinator. A complaint shall identify the type(s) of misconduct charged (see Article III), shall succinctly state the alleged facts upon which each charge of misconduct is based, and shall be signed by the Complainant. Exhibits or attachments, other than extra sheets needed to complete the complaint, shall not be submitted with the complaint.
3. **How to File.** 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. **Publications Board** A complaint within the jurisdiction of the Publications Board shall be processed as provided in Appendix A of the document, "Publication Board - Statement of Purpose, Operation, and Responsibility."

2. **University Judicial Board.** A complaint within the jurisdiction of the UJB shall be processed as provided below.

C. **Preliminary Action.**

1. **Preliminary Action Officer.** The Chair shall appoint two faculty members of the UJB as Preliminary Action Officer (PAO). These two individuals shall serve for one year (from June 1 to May 31) or until their successors are appointed, and they shall not have any other role or responsibility on the UJB for that period of time. Cases shall be assigned by the Chair to these individuals on a rotating basis. An alternate PAO shall also be appointed by the Chair from among the faculty membership of the UJB and shall be available to serve in this capacity if neither of the other PAOs are available for a particular case. The alternate PAO shall serve the same one year term and shall, except on any case in which he/she functions as PAO, be eligible to carry out any other role on the UJB.

2. **Mediation.** The PAO shall, in appropriate cases, seek prompt resolution of the charges through informal consultation with the principal parties, mediation, and other voluntary means.

3. **Academic Misconduct - Referral.** If a charge of academic misconduct is not settled through mediation, it shall be referred for a hearing under the provisions set out in Articles V-D and V-E.

4. **Other Charges - Preliminary Investigation.** In a case involving any charge other than academic misconduct, if settlement is not achieved through mediation, the PAO shall conduct a preliminary investigation of the matters alleged in the complaint. Early in the course of such investigation, the PAO 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 PAO 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 PAO for the purpose mentioned above. The
notice shall state that it is the responsibility of the Respondent to arrange a meeting with the PAO and that scheduling of the meeting must take place within 5 days 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 5 day period shall, absent mitigating circumstances, constitute a waiver, and the PAO may proceed without the necessity of meeting with the Respondent.

5. Organizational Responsibility. The PAO shall examine 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 PAO 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.

6. Reasonable Suspicion Determination. If settlement is not achieved or if it is not appropriate under the circumstances, and after completion of the preliminary investigation, the PAO shall decide whether the complaint warrants a full hearing, based on a finding of reasonable suspicion. Reasonable suspicion shall be deemed established when, upon preliminary 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. A finding shall be made as to each charge of misconduct.

7. No Reasonable Suspicion - Dismissal. In the event the PAO concludes that reasonable suspicion does not exist as to any charge, the charge or, if appropriate, the complaint shall be dismissed as follows:
   a. Notification. The Complainant, Respondent, Chair, and Vice President for Student Affairs shall be given written notice of the dismissal and a notation of the dismissal shall be entered into the case file.
   b. Appeal: The Complainant may appeal the dismissal by filing a notice of appeal, with supporting argument if desired, in the Office of the Vice President for Student Affairs within 5 days of the date of the PAO's notice of dismissal. The appeal shall be addressed to the Chair. Grounds of appeal shall be limited to an allegation that
the dismissal is clearly erroneous (under the reasonable suspicion standard) or that serious procedural error was committed.

c. Review on Appeal. The Chair may affirm the dismissal or may reverse the dismissal and return the case to the PAO for disposition or further action in accordance with the instructions of the Chair. The decision of the Chair shall be communicated in writing to all parties and shall be final.

8. Reasonable Suspicion - Conference. If the PAO concludes that reasonable suspicion as to any charge does exist, he/she shall schedule a conference with the Respondent. The conference shall be at a time which does not interfere with the Respondent’s classes, and reasonably advance written notice shall be given to the Respondent by the PAO. At the conference, the Respondent shall be presented with the PAO’s finding of reasonable suspicion and given the choice of admitting or denying the finding. The PAO shall proceed as follows:

a. Admission of Misconduct. The Respondent may admit the misconduct charged, with the understanding that selection of an appropriate sanction shall be done by the Chair. Such an admission shall be deemed a waiver by the Respondent of any right to a full hearing and shall result in an entry of misconduct in the Respondent’s disciplinary record. The consequences of an admission shall be explained to the Respondent by the PAO. The Respondent’s admission of misconduct and acknowledgment of to the effect

b. Denial of Misconduct. The Respondent may refuse to admit the misconduct charged. In such event, the case shall be referred to the UJB for a hearing. The consequence of a denial shall be explained to the Respondent by the PAO. The Respondent’s denial shall be evidenced by a signed statement to that effect.

c. Nonattendance at Conference. If the Respondent fails to attend the conference or, though present, fails to exercise the foregoing option, he/she shall be deemed to have denied the charges. The case shall accordingly be referred for a hearing to the UJB.

9. Referral for Sanction. In any instance in which a Respondent has admitted a misconduct charge, the case shall be referred to the Chair for selection of a sanction. Referral and any subsequent proceedings shall be accomplished as follows:

a. Forwarding of Case File. The PAO shall forward to the Chair the signed complaint, the Respondent’s signed statement admitting the misconduct charged and acknowledging rights and consequences, and a summary disposition statement signed by the PAO. These documents shall constitute the case file to this point.
b. **Argument.** The Complainant and Respondent shall each have the option of submitting to the Chair a short statement (limited to one page) setting forth matters of extenuation or aggravation or other considerations which may have bearing on the sanction.

c. **Selection of Sanction.** The Chair shall be provided the Respondent's disciplinary record by the Office of the Vice President for Student Affairs. A sanction shall be selected based upon consideration of the type of misconduct, the particular circumstances involved, and the disciplinary record of the Respondent. If the Chair regards suspension or expulsion as the appropriate sanction, the case shall be referred to the UJB for hearing, with written notice to the parties.

d. **Notification.** The Chair shall give written notice to the Complainant, Respondent, PAO, and Vice President for Student Affairs of the sanction selected.

e. **Appeal.** The Respondent and/or Complainant shall have a right of appeal to the Vice President for Student Affairs on the ground that the sanction is unreasonable under all the circumstances or is not authorized by this Code. Appeal shall be made by filing a notice of appeal, with supporting argument if desired, in the Office of the Vice President for Student Affairs within 5 days of the date of the Chair's notice of sanction. The non-appealing party shall be given the opportunity to file a short statement in support of the sanction selected.

f. **Review on Appeal.** The Vice President for Student Affairs may, after reviewing the case file, affirm the sanction or substitute a sanction of equal, lesser, or greater severity, as appropriate. A sanction challenged as unreasonable shall be affirmed unless its unreasonableness is manifest or blatant. Written notice of the decision on appeal shall be given to the parties. The Vice President's decision shall be final.

10. **Referral for Hearing.** The referral by the PAO to the UJB shall be made in writing. It shall be limited solely to a brief disposition statement indicating that mediation efforts and a preliminary investigation have been completed and a reasonable suspicion finding has been made. The signed complaint may be restated by the PAO 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 UJB.

11. **Summary Action.** In any instance in which the Respondent admits the misconduct to the PAO prior to the completion of the
preliminary investigation, the PAO may proceed immediately to the conference procedure set out in Section V-C-8 above, without the necessity of a reasonable suspicion finding.

12. **Confidentiality.** All discussions and communications with the PAO by the Respondent and Complainant shall be confidential.

13. **Time Frame.** Except in unusual circumstances, the PAO shall conclude his/her responsibilities under this Article within 14 days after receipt of the complaint. In a referral to the Chair for sanction, the Chair shall ordinarily complete his/her duties within 5 days after receiving the referral documents.

D. **Pre-Hearing Procedure.**

1. **Chair Duties.** Upon receipt of a case from the PAO for referral to the UJB, the Chair shall carry out the following procedural steps:
   a. **Notice of Rights - Respondent.** 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 Respondent’s rights therein.
   b. **UJB Roster - Respondent Strikes.** The Respondent shall be presented with a roster of the names of UJB members available to serve. The Respondent shall be permitted to strike one faculty member, one staff member, and one student.
   c. **UJB Roster - Complainant Strikes.** The Complainant shall also be presented with such roster and allowed the same number of strikes as the Respondent, if desired.
   d. **Hearing Panel Selection.** A Hearing Panel shall be selected by the Chair consisting of one faculty member, one staff member, and one student. A member of the UJB who feels that he/she could not serve as an impartial member of a particular Hearing Panel due to conflict of interest, bias, or other bona fida cause shall notify the Chair as soon as the cause for the disqualification becomes evident. A presiding officer shall be designated from among the Hearing Panel members by the Chair.
   e. **Academic Misconduct Case.** For a case involving academic misconduct (along with related charges) only, the College and School Deans shall function in the place of the staff members in this process.
   f. **Legal Counsel - Respondent.** The Respondent may, at his or her own expense, consult with an attorney at any time during the disciplinary procedure and may have an attorney present at the hearing. Such attorney may not participate in the hearing, however, nor in the preliminary action or pre-hearing phases of the disciplinary process. Exceptions to this rule may be granted by the Vice President for Student Affairs where
required by law due to the pendency of criminal charges or other cause. The summary statement of rights shall inform Respondent of this limited right to counsel.

g. **Advisor - Respondent.** The summary statement of rights shall also state that the Respondent shall have the right to select an advisor, who may be present at the hearing to assist and/or represent the Respondent. The advisor may be any University person, except an attorney. If desired, the Respondent may have an advisor provided by the University. To exercise this latter option, the Respondent 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 UJB member 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.

h. **Proponent.** 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 UJB member not serving on the Hearing Panel shall be appointed.

i. **Open/Closed Hearing.** 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.

j. **Forwarding of Case: Time Frame.** 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 PAO.

2. **Presiding Officer Duties.** Upon receipt of the case from the Chair, the Presiding Officer shall carry out the following duties:

a. **Schedule Hearing.** The hearing shall be scheduled as soon as practical, 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.

b. Necessity for Rescheduling. 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.

c. Time Frame. 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. Disclosure of Witnesses/Evidence. The Respondent shall have the right to request from the Proponent and receive, no later than 3 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 the Proponent intends to use. The Proponent shall have the same right with respect to the Respondent's witnesses and evidence.

E. Hearing.

1. Nature of Proceeding. 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.

2. Management of Hearing. The Presiding Officer shall ensure 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; to adopt reasonable rules to facilitate the hearing process; to 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.

3. Parties Present. 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
If the Respondent has retained an attorney, the attorney may be present as a nonparticipant. Additionally, the Hearing Panel shall have the right to have present for consultation with respect to procedure questions a counselor of its choosing. The counselor may be an attorney or non-attorney. Persons essential to the recording or transcription of the hearing and other similar support personnel may also 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.

Evidence. The Presiding Officer shall determine what evidence shall be accepted, 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 other party. Witnesses shall be asked to affirm that their testimony is truthful. The Hearing Panel may take notice of matters which are clearly within the general experience of members of the University community.

Respondent Role and Rights. The Respondent shall have the right to defend against the charge(s) 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 have an attorney present, to examine all documents submitted to the Hearing Panel, to question all witnesses appearing at the instance of the other party or the Hearing Panel, 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.

Proponent/Complainant Role and Rights. The Proponent shall prepare and present the case against the Respondent, based on the
charge(s) 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.

7. **Panel Participation.** 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.

8. **Burden and Standard of Proof.** 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 or credible evidence, that the Respondent committed the acts charged. Determination of the probative value, weight, and credibility of the evidence accepted shall be the exclusive function of the Hearing Panel.

9. **Subsequent Meetings.** 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.

10. **Hearing Record.** 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 Complainant and the Respondent shall have the right to produce a written record of the hearing from the recording or transcription at his/her own expense, respectively.

11. **Hearing Sequence.** 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 sufficient 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.

12. **Panel Deliberations.** All deliberations of the Panel after the completion of the hearing shall be in closed session.
13. **Determination of Misconduct.** Only evidence accepted and arguments made at the hearing shall be considered by the Panel in making its findings concerning the misconduct charged. A finding of misconduct shall require an affirmative vote of a majority of the Hearing Panel Members.

14. **Determination of Sanction.** If the Hearing Panel finds that the Respondent is guilty of the misconduct charged, it shall, prior to selection of a sanction, be provided with a synopsis of 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. At its discretion, the Hearing Panel may request oral or written argument from the Respondent and Proponent concerning matters of extenuation or aggravation or other considerations which may have bearing on the sanction. Selection of a sanction shall be by majority vote.

15. **Hearing Panel Report.** 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. The report shall be sent to the Respondent and his/her Advisor, the Complainant, the Proponent, the Chair, and the Vice President for Student Affairs within 3 days after the completion of the hearing process.

**Article VI. 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 educative or rehabilitative effect.

4. Restitution - An order that the student 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 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’s 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 the 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 or enjoy any privilege requiring student status. Readmission upon the expiration of the suspension period 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. Education 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 educative 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.

6. Fine - An order that the organization 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 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. Reservation of Authority. 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.

Article VII. Appeals

A. Appeal - Vice President for Student Affairs. The determination of the
UJB shall be subject to review on appeal to the Vice President for Student
Affairs, as follows:

1. Filing an Appeal - Procedure. The Respondent shall have 5 days
from the date of the UJB report announcing its determination to
initiate an appeal by filing a written notice of appeal in the Office
of the Vice President for Student Affairs. Within 5 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 by the Respondent. Failure to file either the notice of
appeal or the position statement-within the allotted time shall
render the determination of the UJB final and conclusive. A copy
2. Grounds of Appeal - Respondent. Review on appeal by the Respondent shall be limited to the following grounds:
   a. Procedural Error. 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.
   b. Unsupported Findings. 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.
   c. Newly Discovered Evidence. 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 by the Respondent to state one of the foregoing grounds for the appeal shall result in immediate dismissal.

3. Grounds of Appeal - Complainant. The Complainant shall have a right to appeal the determination of the UJB, 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.

4. Review of Respondent Appeal. 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).
   - remand the case to the UJB 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.

5. Review of Complainant Appeal. 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.

6. Decision on Appeal. The decision of the Vice President for
Student Affairs on appeal shall be final, except in those cases specified in Article VII-B below. The decision on appeal shall be communicated in writing to all parties entitled to notice of the determination of the UJB (See Section V-E-15).

7. **Remand to UJB.** In the event of a remand, the UJB 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.

**B. Appeal - President.** 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 5 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 and procedure on appeal shall be the same as set forth above for the Vice President for Student Affairs.

**Article VIII. Interim Suspension**

Under certain exigent circumstances, expedited, temporary suspension of a student may be necessary or appropriate. The following special policies shall govern such interim suspensions:

**A. Criteria.** 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.

**B. Procedures.** An interim suspension may be imposed only by the Vice President for Student Affairs (or designee) and only in accordance with the following special procedures:

1. **Notice.** 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 for an interim hearing at a time and place designated.

2. **Interim Hearing.** 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/herself) 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 interim suspension.

3. **Immediate Suspension.** 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.

4. **Notice of Suspension.** Notice of interim suspension shall be given to the student in writing.

C. **Duration.** 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.

D. **Other Interim Sanctions.** 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, removal from University housing, etc.

E. **Student Organizations.** A student organization shall be subject to interim suspension by action of the Vice President for Student Affairs (or designee) under the same circumstances and upon the same procedures as set forth above.

**Article IX. Nondisciplinary Procedures for Academic Misconduct**

A faculty member possesses the well-established prerogative to deal with academic misconduct committed by a student in a course by applying an academic penalty within the context of that course. Because such conduct also constitutes a violation of the University's disciplinary rules as stated in this Code, it is appropriate to state the manner in which the disciplinary and nondisciplinary processes shall interrelate in such a case.

A. **Nondisciplinary Treatment**

1. **Conference Held.** 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.

2. **Academic Misconduct Indicated.** If the matter is not satisfactorily resolved (such as by exoneration of the student) by means of the
informal conference, the following procedures shall apply:
a. Imposition of Academic Sanction. 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.
b. Review - Grievance Process. The student shall have the right to seek review of this action by utilizing the normal grievance process. (See "Grievance Procedures," in the Student Handbook.)
c. Notice to Vice President for Student Affairs. 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 misconduct which occurred, and the academic sanction imposed.
d. Disciplinary Record Entry. The faculty member’s notice to the Vice President for Student Affairs shall be placed in the student’s disciplinary record. It may accordingly be considered in any subsequent disciplinary case in which disclosure of the contents of the disciplinary record is authorized under this Code.

B. Disciplinary Treatment
1. Faculty Member Referral. The faculty member may, in addition or as an alternative to 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.
2. Other Referral. 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 for any such instances of misconduct.
3. Finding of No Misconduct. A dismissal or a finding of no misconduct in the disciplinary processing of such a complaint shall not require the removal of the academic sanction imposed earlier by the faculty member. However, the student shall have the right to request a review of the academic sanction by means of the grievance process, whether previously utilized as to the incident or not. The outcome of the disciplinary proceeding may be asserted as an arguably persuasive consideration in the grievance process.
Article X. Disciplinary Records

A. Case File - Contents. 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 PAO notice to the student (Section V-C-4) and the documentation of the PAO’s disposition of the complaint (dismissal, referral to the Chair for sanction, or referral to the UJB) (See Sections V-C-3,7,9,10).
3. All documents filed in connection with an appeal at the Preliminary Action stage (see Sections V-C-7,9).
4. All pre-hearing documents (or copies thereof) exchanged between UJB personnel and the Respondent and Complainant (see Sections V-D-1,2).
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), the synopsis of any disciplinary record of the student considered, and the final report of the Hearing Panel.
6. Any notice(s) of appeal and position statement(s) received on appeal, together with the decision(s) on appeal.
7. All documents pertaining to a student’s interim suspension.

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

B. Case File - Official Record. Materials in the case file shall constitute the official record of the disciplinary proceeding, and the case file shall be forwarded to the appropriate person at each successive stage in the process. For disposition above the preliminary action level, only materials and information in the case file shall be considered.

C. Disciplinary Record. 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. Case Synopsis. A synopsis of each case shall be prepared by the Vice President for Student Affairs (or designee). The synopsis shall be taken from the case file and shall include, depending on the history of the case, a summary statement of all charges filed, the disposition at the Preliminary Action stage, the determination of the Hearing Panel, and the disposition
of the case on appeal from the Hearing Panel's determination. A synopsis shall be made of any instances of academic misconduct which have been handled by faculty outside the disciplinary process and reported to the Vice President for Student Affairs.

E. Disclosure - Disciplinary Authorities. Information about a Respondent's past disciplinary record provided to the Chair (see Section V-C-9c) and the Hearing Panel (see Section V-E-14) prior to selection of a sanction shall be generally in the form of the case synopsis.

F. Disclosure - Third Parties. 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. In such a case the Vice President for Student Affairs shall have the discretionary right to release the case synopsis or information from it 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 XI. Miscellaneous Provisions

A. Definitions:

1. "Case File:" See Article X-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. An individual's status as a student shall be deemed to encompass all activities carried out in connection with his/her application for admission to the University.

4. "Student group/organization:" Any association of individuals, whether formally or informally organized and whether chartered by the University or not.

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 may be accomplished by any means reasonably calculated to bring the matter to the attention of the student, such as personal delivery; certified or regular mail to the student’s current residence, as recorded in the Office of Student Records; posting the writing on the front door of the student’s residence; etc.

C. Paragraph Titles. Paragraph titles have been included in this Code only for purposes of easy reference. They shall have no substantive effect nor shall they alter or add to the meaning of the paragraphs to which they pertain.

D. Amendments. 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.

Article XII. 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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